User manual- Manual Attendance



A Smart Education Portal

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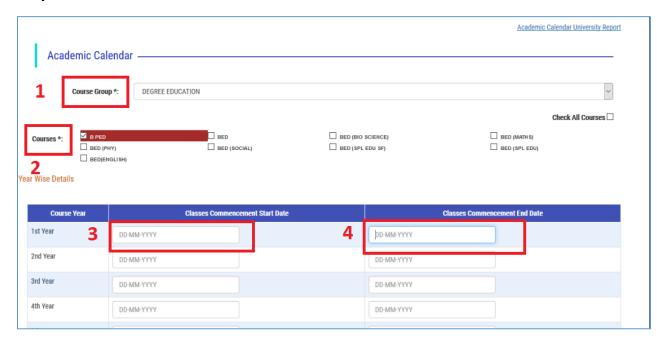
1. Create Academic calendar

The first step in the process is to create Academic Calendar.

Note: University staff has to create Academic Calendar

Click on services and select Academic calendar.

Steps to Create Academic Calendar:



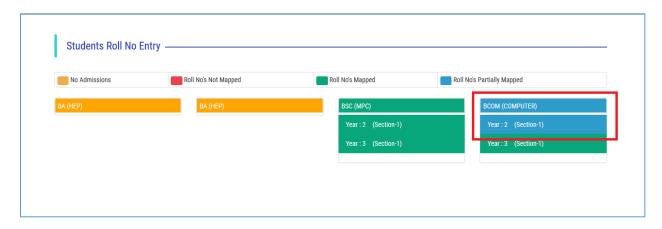
- 1. Select the course group from the list of the groups.
- 2. Select the course form course check box displayed in the screen.
- 3. Enter the classes commencement date
- 4. Enter the classes end date

Academic calendar details can be editable. Click on edit to change/edit the created academic calendar.

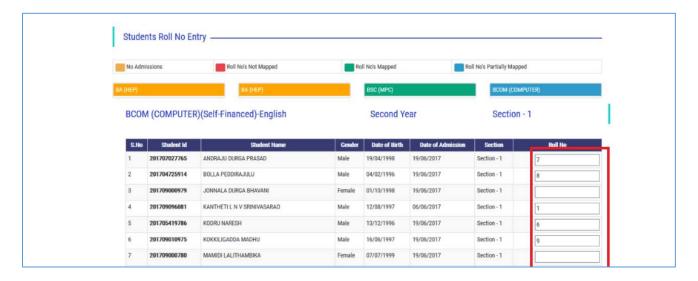


2. Student Roll Number Mapping

- College login has to do the student roll number mapping.
- Maker (person assigned for the Attendance Submission service) has to enter the student Roll No in the form.
- --- Indicates No Admissions in the course.
- --- Indicates Roll Numbers are mapped.
- --- Indicates Roll Numbers are not mapped.
- ---- indicates Roll numbers are partially mapped. (Some sections left with students roll numbers not mapped)
 - Select the course in which the student roll numbers are to be mapped

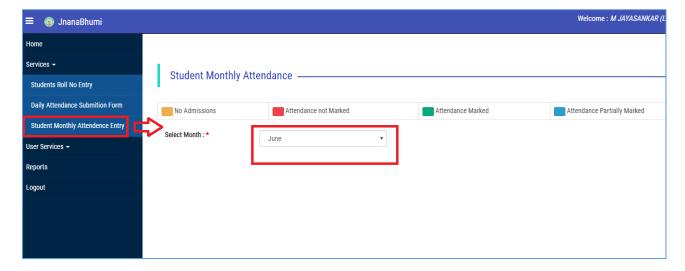


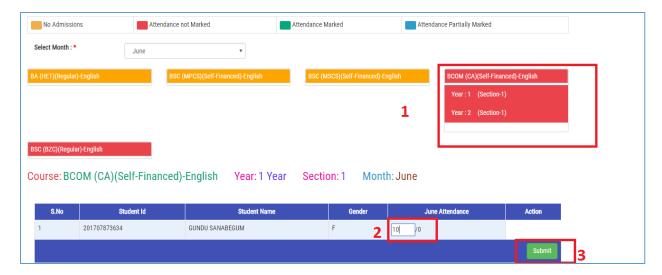
• Enter the student roll number and click "Confirm" to map the roll number to student.



3. Backlog (Monthly) attendance entry

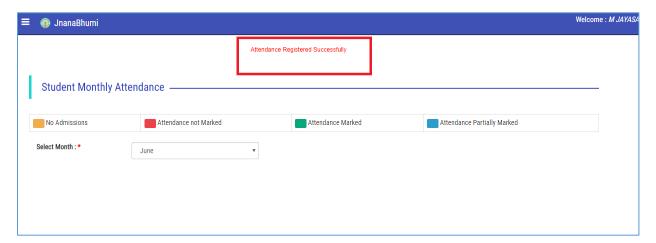
• To insert the monthly attendance of the students, click on the Student monthly attendance entry.





- 1. Select the course & year, the students in the selected course & year will display in the table as shown.
- 2. Enter the no of working days of the student
- 3. Click submit to insert the monthly attendance of the student.

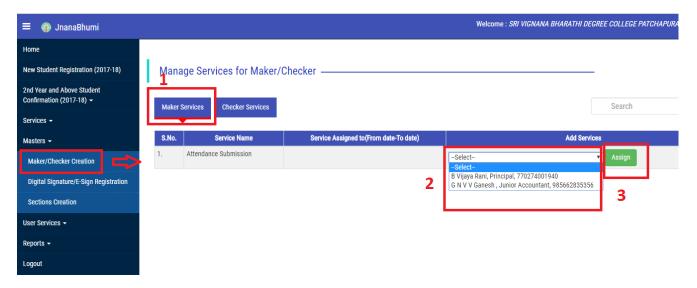
Submission of student monthly attendance is completed with message displayed in the next screen as shown in the picture.



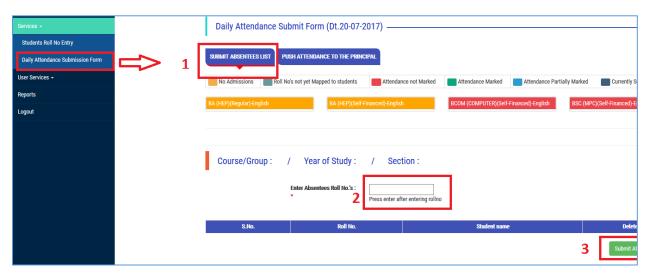
4. Daily attendance.

Steps to insert daily attendance of the students

Principal to assign daily attendance service to a person (maker).



- 1. Click on Maker services
- 2. Select the person from the list
- 3. Press ASSIGN button to assign the Attendance Submission service to the selected person
- 4. The assigned person has to login with UID and follow the below steps to insert the daily attendance.

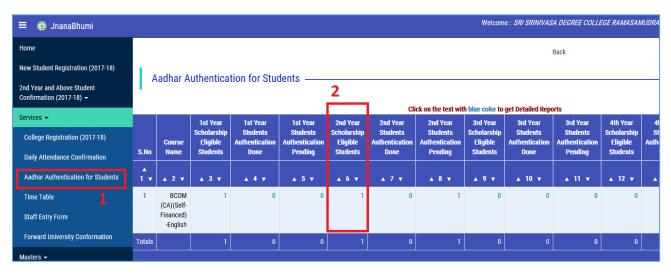


- Select SUBMITT ABSENTEES LIST.
- 2. Click on selected course and enter the absentees roll number (Absent Student roll number).
- 3. Click "Submit Absentees list "to insert the absent student list.

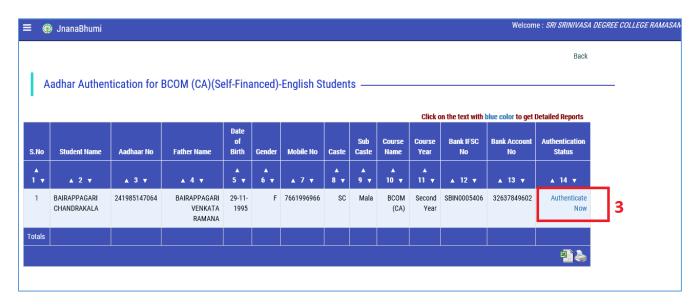
5. AADHAR Authentication of students (Biometric Pushing)

Student has to give biometric authentication at college level to confirm bank details.

This is the final step in the grant process of scholarship to students. College management has to authenticate the AADHAR details of the student.

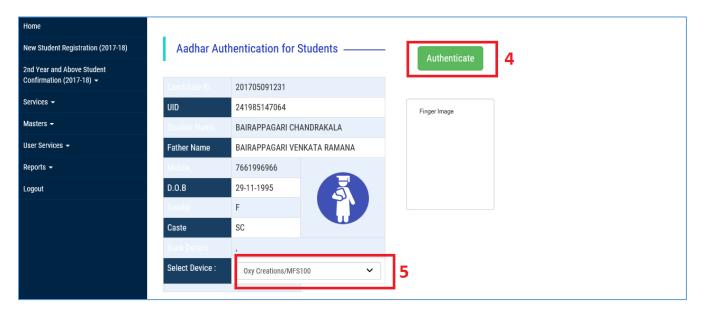


- Go to services and select the AADHAR Authentication for students.
- 2. Course wise students list will display and user have to authenticate all the students in the course.



3. To authenticate the Student AADHAR details , click on "Authenticate Now"

- 4. Student UID details will display in the next screen and Click on the "Authenticate" button.
- 5. Select the Authentication device from the list.



The device capture the figure print of the students and the scholarship application of the student sent to social welfare department for further process.