



Bio-Metric Attendance Management System (BAMS)

Guidelines

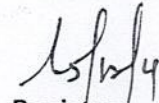
No. 6501 /GMU

Date: 5/12/19

As per the decision made in the Core committee meeting, the following guidelines are to be followed for the proper implementation of the Bio-metric Attendance Management System (BAMS) for students of the GMU.

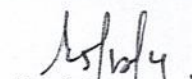
1. The BAMS will come into force from the 4th of December, 2019. Attendance percentage will be calculated from the date of opening of the system in the respective Departments/Schools.
2. Manual system of Students' attendance is hereby stopped from the current semester. However, for practical classes, HoDs will take manual attendance till an alternative system is put in place.
3. Students of each class of all Schools/Departments will have to record their attendance twice daily i.e. on entry and before exit. Every UG student must remain present at least for three hours a day and every PG Student must stay for at least four hours a day. Integrated B.Ed students to stay for at least five hours a day.
4. Once entered into the campus of the University and recorded the entry attendance, no student will be given full attendance unless he/she records her exit attendance at the completion of the minimum hours of stay in the School/Department.
5. Students are advised to attend all classes regularly and spend time in the Library to enhance their intellectual capability and employability.
6. At the end of each month bio-metric attendance record will be collected by the authorized personnel and details of record will be analysed.
7. Monthly report of attendance particulars of each student will be generated and students and their parents will be informed through sms.
8. HoDs and all the teachers are requested to sensitize students and make them aware about the BAMS.
9. No students having attendance below 75% will be allowed to appear the end-term examinations.
10. All the students should check the displayed name on the Bio-metric devices after giving their attendance. If any discrepancy is found report the issue to the System Managers.
11. No other form of attendance will be accepted.
12. Students should not be found outside the class room once the entry attendance is recorded in the bio-metric devices.
13. HoDs are to undertake surprise checking of class rooms to make the BAMS effective.

By order of Vice Chancellor


Registrar

Memo No. 6502 ⁽⁴⁰⁾ /Date 5/12/19

Copy to All HoDs & Co-ordinator/PGC/Dy.Registrar/OIC,Academics/CoE/CoF/All Section Heads/All Notice Board/ Hostel Notice Board/ PA to VC/ PA to Registrar / System Manager/Research Officer/AC / HC for information and necessary action.


Registrar