

JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI – 110 067

No. BBAMS/2017

November 20, 2017

Director, IQAC Cell
Incharge, Alumni Affairs
Incharge (Engineering)
Executive Engineer (Elect.)
OSD to Vice Chancellor
Advisor (SC/ST/OBC Cell)
Joint Registrars (Estate/Finance/ Administration/Admission)
Dy. Registrar (Legal/Academic)
Dy. Finance Officer (Salary/PFP)
Asstt. Director (OL)
Administrative Officer (Engg.)
Asstt. Registrar (Eval.)
Asstt. Finance Officer (Project/Salary)
Public Relations Officer
Chief Security Officer

Sir/Madam,

I am enclosing herewith minutes of the meeting held on 23.10.2017 regarding Biometric Based Attendance Management System (BBAMS) for your information and necessary action.

Thanking you,

Yours faithfully,



(UMAKANT AGARWAL)
JT. REGISTRAR (ADMN.)

ENCL.: As above.

**JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI – 110 067**

**MINUTES OF THE MEETING HELD ON 23.10.2017
AT 3.00 P.M. IN ROOM NO. 225, ADMN. BUILDING,
JNU REGARDING BIOMETRIC BASED ATTENDANCE
MANAGEMENT SYSTEM (BBAMS)**

The meeting regarding Biometric Based Attendance Management System (BBAMS) was held in Room No. 225, Administration Building. The Registrar of the University, Director, CIS and Branch Incharge of the branches, located in the Administration Building attended the meeting. CIS presented the statistic regarding attendance marked by the staff on the BBAMS and from the statistic/information it was noticed that most of staff (approx. 350) are marking their attendance by way of BBAMS. It was informed that as per the record of CIS about 150 staff is not using BBAMS for marking attendance due to their field duty as explained by the Incharges of respective branches. Branch Incharge further informed that the said staff is deployed on different locations which are far away from the Administration Building so it is very difficult for the staff to mark the attendance on BBAMS. The concerned branch/Incharge informed that the staff in field duty are marking their attendance in the Attendance Register kept at their duty place. On this, it was agreed that the Branch Incharge will reconfirm about the recent deployment of the staff in the Administration building and they will update the status to CIS as and when required i.e. if a staff is added or posted in or out. It will be the responsibility of concerned Section/Branch to update the status to CIS on joining of new staff in the Section/Branch or deletion of staff name due to any reason from the concerned Branch/Section. It was also agreed that CIS will circulate a print out of the branchwise list of staff deployed in the Administration Building to the concerned branch for reconfirmation or updation of the status as on date and in future it will be automatically updated on recommendation of concerned Section/Branch. After updation of this list, on recommendation of the concerned Branch/Section Incharge, the BBAMS will be strictly followed. A warning will be issued to the staff by giving an opportunity for improvement, even then if there is no improvement, appropriate action will be taken as per rule.

..2..

2. The matter regarding monitoring of the attendance by the concerned Section/Branch Incharge was also discussed and after considering the opinions/issues related to this it was agreed that concerned Branch/Section Incharge will monitor the attendance on BBAMS from time to time and will bring into the notice of the higher authority about deficiency/default by the staff posted in their respective Branch/Sections.

3. Leave integration – Officer present in the meeting pointed out about the requirement of the provision of integration of the leave in the BBAMS. Since it will be an official document and record, therefore it will also serve the purpose of the Attendance Register for maintaining the attendance and any official document which is part of the record should have all provision which is required for this. So, it was agreed that CIS will update the software and provision will be made for integration of leave.

4. Officer/Branch Incharge present in the meeting also pointed out about the requirement of marking short leave, approval of late coming, early leaving office, etc. On this it was informed by CIS that present software is not having provision of such nature but since it is a requirement of the official attendance register so it was agreed that CIS will find out feasibility about this.

5. Most of the officers present in the meeting were of the view that BBAMS should also be implemented in all offices and other buildings of the University. On this it was agreed that Director, CIS will find out the feasibility and will submit the report about further extension of the BBAMS attendance system in other buildings for marking attendance.

Meeting ended with the vote of thanks to the Chair.