

MANUAL FOR BIO-METRIC DEVICE TO INSTALL AT COLLEGE

LINKS of Additional Director Portal (region wise):

1. Additional Director Higher Education **Bhopal** : <http://mpradhebpl.attendance.gov.in>
2. Additional Director Higher Education **Gwalior** : <http://mpradhegwpl.attendance.gov.in>
3. Additional Director Higher Education **Hoshangabad** : <http://mpradhehbd.attendance.gov.in>
4. Additional Director Higher Education **Indore** : <http://mpradheindb.attendance.gov.in>
5. Additional Director Higher Education **Jabalpur** : <http://mpradhejbp.attendance.gov.in>
6. Additional Director Higher Education **Rewa** : <http://mpradherewa.attendance.gov.in>
7. Additional Director Higher Education **Sagar** : <http://mpradhesgr.attendance.gov.in>
8. Additional Director Higher Education **Ujjain** : <http://mpradheujn.attendance.gov.in>

A) To Place Purchase Order (At College Level):

1. College need to visit DGS&D portal to place purchase order of Biometric Device. List of companies registered and eligible to supply devices are provided at URL:
<https://dgserver.dgsnd.gov.in/reports/rwservlet?KEY1&report=webdescription.rdf&destype=cache&desformat=pdf¶mform=no&pmajor=711D0000>
2. College need to communicate with any of the listed and place Purchase order to supply device with specification: Integrated Attendance Device Type-I with 3G connectivity.

B) To ADD College Details within AD Portal, AD officer need to follow the Process listed below:

1. AD officer already provided with their portal links and their username password. College require to visit their specific AD office portal (***link already provided above***) to register their employees.
2. After Login within AD portal, officer will be provided with the services:

ADD New College Details.
Employee Designation.
College Location.
Device Activation Module.
Create User.
Different Search to generate reports.

[Manual attached for AD officer to follow the process.](#)

C) To Register Employees at their Specific AD Portal, college need to follow the Process listed below:

1. College require to visit their specific AD office portal (*link already provided above*) to register their employees.
2. College Nodal officer need to collect related information of employees (adhar, mobile no, email id, basic details etc) so that registration can be done timely.
3. Operator at college need to register employee's details (login not required) on respective AD Portal. [Manual for Registration process is attached for colleges](#) for perusal.
4. At the time of employee registration, employee get 6 Digit Unique Attendance ID through SMS at the registered mobile number provided. This ID will be user at the time of marking attendance.

D) Activation of Device:

1. Installation of device at college:

Device installation should be done through the Vendor (company at which order is placed) where device should be compatible as per Norms(UIDAI Attendance System) and Should have BAS (Android APP) software installed.

Either Wi-Fi signals are available at Machine Location or College need to provide 3G SIM to make device working.

2. Getting Activation Code from NIC:

Generally College initiate for 2 purposes. **A)** To Activate device at college premises for first time. **B)** For device Re-installation due to software/hardware issue.

For First time Activation, college need to create nodal officer and register their mobile number and official email for getting Verification & Activation Code from NIC.

3. College need to contact NIC team to get Activation Code to make Device working. At the same time, vendor need to be available at college for technical assistance, if required.
4. NIC co-ordinate with vendor and provide Activation Code to make device activate for specific college/office. To Coordinate with NIC, Mr. Chetanya is the technical person (phone no: 0755 - 2551265, 9752490490).

E) Process for Marking Attendance at College through Activated Device:

Employees need to type initial 6-digit Attendance ID on Screen.

Put any one of your fingers on the Finger Print Scanner.

Once the screen shows "Authenticating, Please Wait". Remove your finger from the scanner.

A pop-up screen will show employee Photo and Attendance Type as “Opening” for the first time you mark the attendance for that day.

If Attendance Type is “Closing” then it will be counted as OUT Time.

If, you see a CROSS instead of your photo, then some ERROR has occurred while marking Attendance.

Note: However, OUT time would be the LAST “Closing” time marked by you. Any “Closing” time in-between “Opening” time and Last “Closing” time would be ignored.

F) Some Common Error Codes and their Reason to occur:

1. Error 300 or 500 – Mark your attendance using other finger/thumb.
2. Error 997 – Your finger prints are not properly registered at UIDAI. Please get your Finger Prints and Iris re-scanned at permanent Aadhaar Centers near you. Don't forget to mention your Aadhaar number.