

Rules and Guidelines for Biometric Attendance for students

Class Attendance (theory and practical separately) is one of the prerequisites to become eligible for appearing in Professional Examinations.

Marking of class attendance through biometric devices has been implemented for MBBS theory and practical/clinical classes and it will be extended to BSc classes and postgraduate students as well.

A window period for capturing the biometric attendance has been fixed for each class and has been notified earlier. It is subject to change with prior notification if deemed necessary.

Important points:

1. Data of students of a class is loaded on the devices in the lecture hall where the classes are usually scheduled. When a situation necessitates, it is possible to shift the class to a different hall but with one-day prior intimation.
2. Classes should be completed on time to provide students sufficient time for registering attendance.
3. Biometric fingerprint recorded beyond the window period will not be considered for attendance (when students are late for class).

If there is insufficient time for recording attendance for a particular class such as due to delay in the conclusion of previous class, students can record fingerprint beyond the window period and such recording will be later used to mark them present.

The class representative should report the incident to one of the Associate Deans (Academic) on the same day.

Misconduct/Forging of attendance:

The following acts are deemed as misconduct/forging with reference to attendance (including but not limited to):

- Recording the attendance and leaving the class. (If a student has to leave due to emergency or health issues, they should inform the teacher taking the class before leaving)
- Recording attendance through another person. Both the persons involved will be considered parties to the offence.

Penal action for misconduct/forging relating to attendance:

For the first instance, the student shall be:

- a. Suspended from all classes for 15 working days.
- b. Stripped of privileges to take part in student association activities and representing JIPMER.
- c. Disqualified for awards and prizes.

For subsequent instances, the student shall be recommended for **removal from the roll** of the institute.



DEAN (Acad)