

# Online Faculty and Student Attendance Monitoring System

## Dental Council of India

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### Frequently Asked Question (FAQ's)

#### ❖ How does the DCI biometric device work?

- Biometric device will work over Wi/Fi & GPS connectivity, in case of network not available the device will record attendance locally and synch the attendance record to the central server whenever the internet/network connection established.

#### ❖ What if someone punch more than once?

- In case of several time of punching only First In and Last Out will be taken into consideration.

#### ❖ What are the basic requirements of devices to be working?

- Continuous UPS/Power connectivity.
- Device connected to the Internet/Network.
- DCI application (BioConnect) should be in running mode.

#### ❖ How attendance report will be generated? Who all have authority to view it and download it?

- All attendance report can be downloaded through OFSAMS Dashboard login.
- College can download all type of attendance report by login in OFSAMS Dashboard through provided login credentials.

#### ❖ How will the system differentiate between HOLIDAYS, LEAVES and ABSENT?

- Currently DCI biometric system is only exempting Sunday from monthly attendance calculation.
- Biometric attendance system of DCI is a central application that doesn't accommodate state wise holidays. Absence/leaves will be clarified by competent college authority.

#### ❖ Where to register complain when biometric device is non-working?

- In case of any device-related issues, the college must report the matter to the DCI via email ([secy-dci@nic.in](mailto:secy-dci@nic.in)) or on landline no. given on DCI website.
- Helpdesk Telephone No. 011-40108512/40194297  
(Mon to Friday between 10AM to 6PM).

❖ **How to delete Student or Faculty from Biometric Attendance system?**

- **To delete any student or faculty member from the biometric attendance system, the college must send an official email with the following details:**
  - **For Students:** A list of students with their Aadhaar numbers /OFSAMS Unique ID to be provided to delete their record from college domain.
  - **For Faculty:** A list of faculties with their Aadhaar numbers /OFSAMS Unique ID along with their relieving letters to delete their record from college domain. (Format for sending deletion request attached in Annexure-I)

❖ **Deleted Student or Faculty names are still showing in attendance report?**

- In case any user is deleted from college in the middle of the month their name will show in the monthly attendance report of the college for that month.
- Their name will display in the monthly attendance report for those many days his/her record was active in that month.

❖ **How to transfer the record of any student or faculty from one college to another in DCI Biometric attendance system?**

- **PG student to Faculty Transfer:**
  - In the case of any user who was previously enrolled as a student in another college and now joined as a faculty in another college following documents must be sent via email to the DCI.
  - List of users with their Aadhaar numbers /Unique ID and previous college name. (Format for sending transfer request attached in Annexure-I)
  - The joining letter/Joining confirmation letter (clearly mentioned DOJ on letter) from the current college where they have been appointed as faculty.
- **Faculty to Faculty Transfer:**
  - In case of any user who was previously employed as faculty in another college and now joined another college the following must be sent via email to the DCI.
  - The list of users with their Aadhaar numbers /Unique ID.
  - The relieving letter from the previous college.
  - The joining letter/Joining confirmation letter (clearly mentioned DOJ on letter) from the current college where they have been appointed as faculty.
- **Faculty to PG student Transfer:**
  - In case of any user who was previously enrolled as a faculty in another college and now joined as a PG student in another college, the following documents must be sent via email to the DCI.
  - List of users with their Aadhaar numbers /Unique ID and previous college name.
  - The admission confirmation letter (clearly mentioned DOJ on letter) from the current college where they have admitted in PG course.

## ❖ How to change the designation or department of enrolled users?

- To update the designation or department of any user, the college must email the DCI with the list of users with their current department and designation duly approved by the Dean/Principal.

## ❖ How to change the name of enrolled user in DCI Biometric Attendance system?

- If the name has been changed, send the request letter to DCI clearly mention the previous name and the updated name as per the Aadhaar record and attach the Aadhaar ID copy in the mail.

### **Important instruction for DCI biometric attendance system (OFSAMS)**

- Colleges must ensure that the names of students and faculty members should match the names as recorded during OFSAMS enrolment while communicating to DCI.
- College should ensure that the users confirm their previous college details before sending their name for transfer.
- College should send the supporting documents in bilingual language (not in regional language only) for better understanding.
- Only college should send the request for updating the Faculty/PG student details in DCI biometric system. Request from individual Faculty/PG student will not consider for further processing.
- Instruction for marking attendance on DCI biometric device:
  - User should mark attendance thorough face only.
  - Avoid standing in queue in front of device while marking attendance.
  - Remove mask and spectacles before marking attendance.
  - Place your face between the face outline draw on device screen.
  - Leave the attendance sight only after seeing the on-screen attendance confirmation message on device.
  - In case any device is not working then try marking attendance on other device installed in college by DCI.

## Annexure-I

**Format for sending details of Faculty/PG student for biometric record transfer:**

Faculty/PG Biometric Record Transfer Format						
Sr. No.	User Name (As per Aadhaar)	Biometric Unique ID/Aadhaar ID	Previous College Name (Last used DCI biometric attendance)	Date of Relieving from Previous College	Date of Joining in Current College	Current Department & Designation

**Verified by :- Principal/Dean  
Signature & Seal**

**Format for sending details of Faculty/PG student for biometric record deletion:**

Faculty/PG Biometric Record Deletion Format Format			
Sr. No.	User Name (As per Aadhaar)	Biometric Unique ID/Aadhaar ID	Date of Relieving

**Verified by :- Principal/Dean  
Signature & Seal**