

कार्यालय सचिव, उत्तर प्रदेश स्टेट मेडिकल फैकल्टी, लखनऊ।

पत्र संख्या - 5979/22

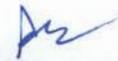
दिनांक - 24/06/2022

आवश्यक सूचना

समस्त नर्सिंग/पैरामेडिकल प्रशिक्षण कन्द्रों को निर्देशित किया जाता है कि दिनांक 21.06.2022 को टीचिंग फैकल्टी की बायोमेट्रिक उपस्थिति कार्यालय के पोर्टल पर प्रदर्शित हो इस हेतु आयोजित वेबिनॉर से सम्बन्धित निम्नलिखित निर्देशों का पालन सुनिश्चित किया जाना अनिवार्य है:-

1. वेबिनॉर के समय टेक्निकल एक्सपर्ट द्वारा बताई गई एसओपी (SOP) को Follow करना है।
2. ट्यूटर/स्टूडेंट पैनल को अपडेट करना है।
3. दिनांक 24.06.2022 से सभी नर्सिंग/पैरामेडिकल के प्रशिक्षण कन्द्रों की बायोमेट्रिक उपस्थित इस कार्यालय में आना नितान्त अनिवार्य है।

उक्त दिशा निर्देशों का पालन न करने की स्थिति में आपके प्रशिक्षण केन्द्र के विरुद्ध नियमानुसार अनुशासनात्मक कार्यवाही सुनिश्चित कर दी जायेगी, जिसके अन्तर्गत आगामी सत्र 2022-23 के प्रवेश पर रोक लगाते हुए आपकी मान्यता/सम्बद्धता समाप्त करने की कार्यवाही हेतु शासन को भी सन्दर्भित किया जा सकता है।



सचिव,

उ०प्र० स्टेट मेडिकल फैकल्टी

Standard Operating Procedure: Biometrics Attendance System

Before starting to mark attendance on the Biometric system, update all student and faculty/tutor IDs of those who are currently attending/working in your institute on the UPSMFAC portal.

After this, follow the steps below to mark student and tutor attendance on the biometrics system for a new registration. If it is NOT a new registration, directly follow from step 2 to 4 - :

Step 1: Enter your correct and full enrollment ID (for students) OR tutor ID (for tutors/faculty) on the biometric machine

Step 2: Press your thumb on the fingerprint scanner till it captures your thumb print

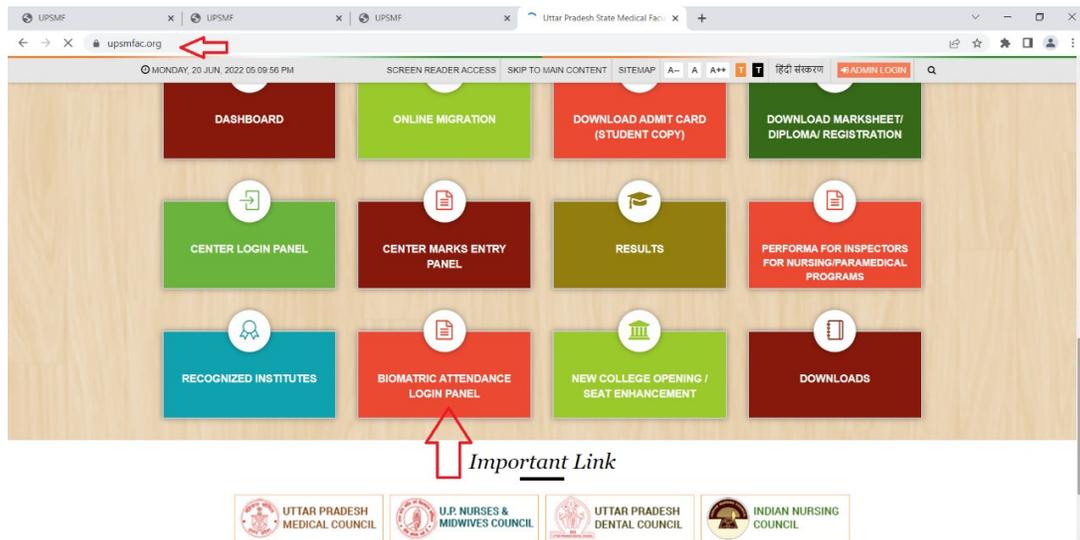
Step 3: Stand in front of the camera till it captures your photo

Step 4: A confirmation message will appear on the screen when your attendance is captured

Institutes to follow the steps below, once Step 2 to 4 have been completed for all present students/faculty/tutors.

Step 5: Through the vendor-provided mobile application of the biometric system, push the attendance on the SMF server twice-a-day (once after morning ‘punch-in’ and once after evening ‘punch-out’).

Step 6: To check whether the attendance was received on the UPSMFAC portal visit upsmfac.org and click on “Biometric Attendance Login Panel”



Step 7: Fill your center code, password and role as per the credentials given in the notice on UPSMFAC website dated 02-May-2022

The image shows a login form titled "E-Attendance Portal" on a green background. The form contains the following fields and elements:

- USER ID:** A text input field with a yellow highlight. An arrow points to it with the label "Center Code".
- PASSWORD:** A text input field with a yellow highlight. An arrow points to it with the label "Password (Provided by UPSMF)".
- Role:** A dropdown menu with a yellow highlight. The options are "--select--", "ADMIN", and "CENTER". An arrow points to the "CENTER" option with the label "Center".
- Log in:** A button below the role dropdown.
- Forgot password ?** A link below the "Log in" button.
- Remember me:** A checkbox at the bottom left.

Step 8: Click on the “dashboard” option on the left hand side

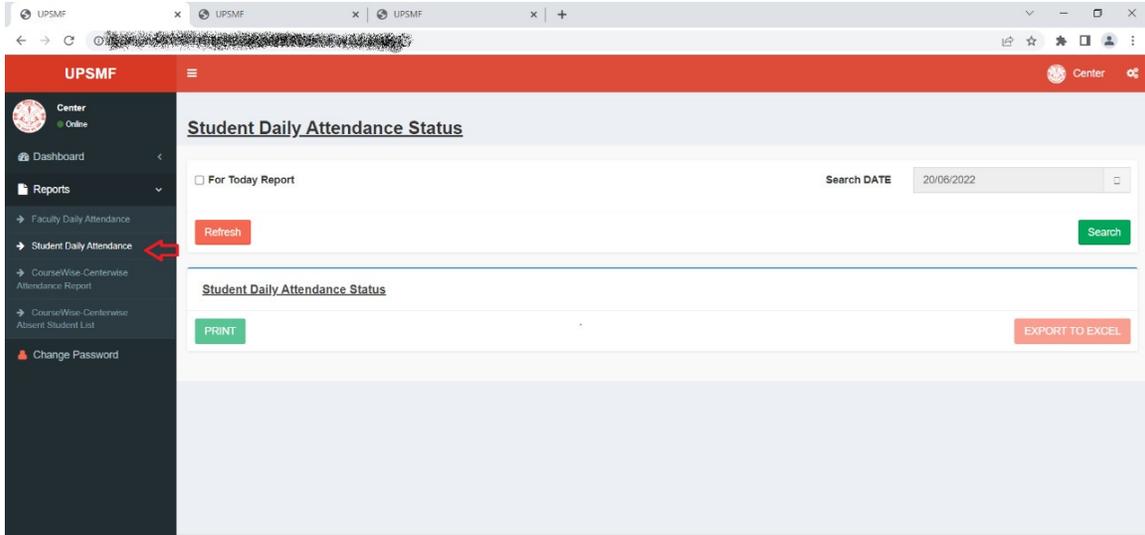
The image shows the UPSMF dashboard. The left sidebar contains the following options: "Center", "Dashboard" (highlighted with a red arrow), "Reports", and "Change Password". The main content area displays the following information:

- REGISTERED STUDENTS:** 279
- NO. OF STUDENTS (Who do not Marked Att. Today):** 269
- STUDENT PRESENT TO... (OPENING):** 10
- STUDENT OUT TODAY (CLOSING):** 0

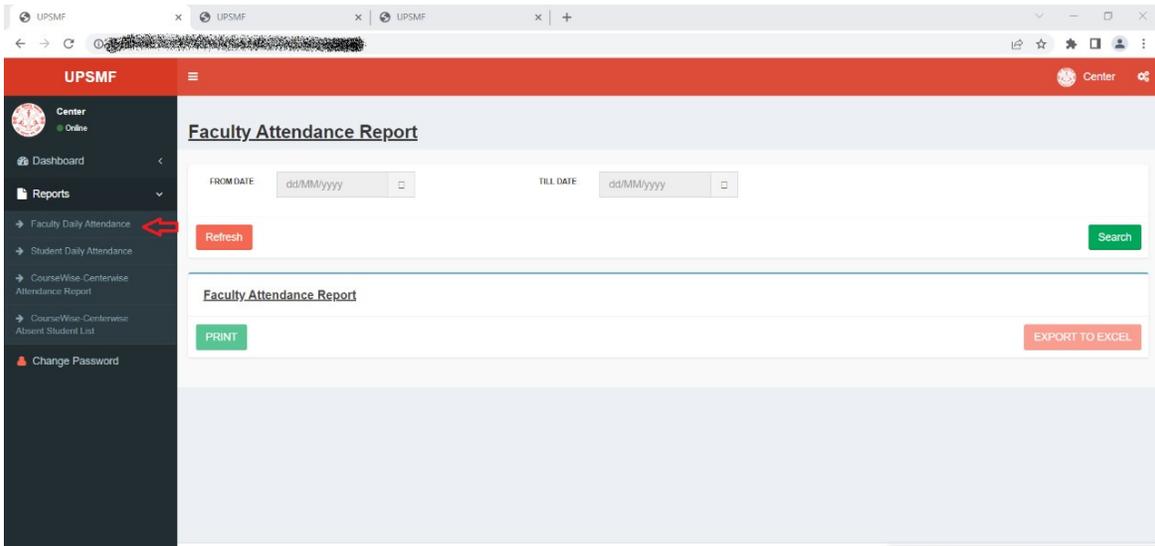
Below this is a table titled "Student Attendance Course Wise":

#	CourseCode	CourseName	Registered Student	Present Student	Absent Student	In Student	Out Student
1	31	AUXILIARY NURSE & MIDWIFE / H.W. (FEMALE) [NEW SYLLABUS]	83	0	83	0	0
2	45	DIPLOMA IN GENERAL NURSING & MIDWIFERY [3 YEAR COURSE]	112	10	102	10	0
3	47	DIPLOMA IN OPTOMETRY [REVISED SYLLABUS]	35	0	35	0	0
4	53	DIPLOMA IN DIALYSIS TECHNICIAN [REVISED SYLLABUS]	11	0	11	0	0
5	56	DIPLOMA IN O. T. TECHNICIAN [REVISED SYLLABUS]	38	0	38	0	0
TOTAL			279	10	269	10	0

Step 9: Click on “student daily attendance”, select date and search to check student attendance



Step 10: Click on “faculty daily attendance”, select date and search to check faculty/tutor attendance



Step 11: In case of any queries/grievances, please write to biometric@upsmfac.org or call helpline number 8400955546.