

Guidelines for Using “Student Attendance Management System, H.B.T.I., Kanpur”

Student Attendance Management System has been developed in Institute for online attendance submission and it's monitoring by Teachers, Head of Departments , Dean Academic Affairs and Director. Students/Guardians also have access to view their attendance. In this the teachers engaging different classes are required to submit the attendance of the students present in their class regularly. Detailed guidelines for its use are as under. Teachers will submit their attendance through this Student Attendance Attendance Management System.

“Student Attendance Management System” has basically five modules as for different users as given below.

- Director
- Dean, Academic Affairs
- Head of Department
- Teacher
- Student / Guardian

Different users can access their respective accounts to get the details as below.

Director

- Director can access the student attendance by entering the username and password assigned for it. After keying in the user name and password the Director will view the screen having following links,
 - [CLASS WISE ATTENDANCE REPORT](#)
 - [SUBJECT WISE ATTENDANCE REPORT](#)
 - [CHANGE PASSWORD](#)
 - [LOGOUT](#)
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- [CLASS WISE ATTENDANCE REPORT](#) Clicking upon this link will show the screen shown below. In this by submitting the correct course, semester, year and the cut off percentage of attendance the attendance can be seen.

Course	<input type="text" value="--Select--"/>
Semester	<input type="text" value="--Select--"/>
Year	<input type="text" value="--Year--"/>
	<input type="button" value="Submit"/>
Cutoff Percentage	<input type="text"/>
	<input type="button" value="Letter Generate"/>

- [SUBJECT WISE ATTENDANCE REPORT](#) Clicking upon this link will show the screen shown below. In this by submitting the correct course, semester, subject, year and the cut off percentage of attendance the attendance can be seen.

Course	<input type="text" value="--Select--"/>
Semester	<input type="text" value="--Select--"/>
Subject	<input type="text" value="--Select--"/>
Year	<input type="text" value="--Year--"/>
Percentage	<input type="text"/>

[CHANGE PASSWORD](#) Clicking upon this link the change in password can be done as per requirement.

[LOGOUT](#) Clicking upon this link will log you out.

Head of Department (HOD)

Head of Department is the administrator at the Department level. HOD can create account for the teachers of the Department, allot subjects, allot extra class, change his/her password. First user name and password will be provided and subsequently HOD may change their password.

HOD Interface

- [TEACHER CREATION](#)
- [ALLOT SUBJECT](#)
- [EXTRA CLASS](#)
- [CHANGE PASSWORD](#)
- [LOGOUT](#)

Details of each link are as under ;

- [TEACHER CREATION](#) By this link HOD can create the user name and password for the teacher of the Department. HOD will click at this link and get the window as shown below and feed the respective entries and press OK button.

Department	<input type="text" value="--Select--"/>
Designation	<input type="text" value="--Select--"/>
Teacher Name	<input type="text"/>
Username	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>

- [ALLOT SUBJECT](#) By this link HOD can allot the subjects to the teachers of the Department. The window as available after clicking this link is shown below.

Teacher Name	--Select--
Day	--Select--
Period	--Select--
Course	--Select--
Semester	--Select--
Subject	--Select--
Allotment type	--Select--

HOD will select the respective teachers and allot subjects as per the time table. feed the respective entries and press OK button.

- [EXTRA CLASS](#) By this link HOD can allot the extra class to any teacher of the Department. The window as available after clicking this link is shown below.

Date of extra Class	30	Jul	2007
Course	--Select--		
Semester	--Select--		
Period	--Select--		
Subject	--Select--		
Teacher Name	--Select--		
Allotment type	--Select--		
Remarks			

HOD may feed the respective entries for the extra class as applicable and press submit button which will entitle the respective teacher to submit the attendance for extra class.

[CHANGE PASSWORD](#) Clicking upon this link the change in password can be done as per requirement.

[LOGOUT](#) Clicking upon this link will log you out.

Teacher

Teacher will access the Student Attendance Management System through their user name and password. First user name and password will be provided and subsequently Teacher can change their password. Upon submitting the user name and password the teacher will get the window as shown below. From these the teacher can submit their daily attendance, attendance for extra class and change password.

Teacher interface

- [DAILY ATTENDANCE](#)
 - [ATTENDANCE FOR EXTRA CLASS](#)
 - [CHANGE PASSWORD](#)
 - [LOGOUT](#)
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- [DAILY ATTENDANCE](#) Upon clicking this link teacher will get window as shown below. In this the teacher will click at the respective period and get the list of students for the assigned class.

1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
	Applied Thermodynamics B. Tech. Mechanical Engineering/3					

In this list all the students have been marked present by default therefore teacher will have to unclick the students not present in their class. Submit the attendance after unclicking the absent students.

- [ATTENDANCE FOR EXTRA CLASS](#) This link will be used for submitting the attendance for extra class taken by some teacher. The extra class will be created by the HOD of respective Department.

[CHANGE PASSWORD](#) Clicking upon this link the change in password can be done as per requirement.

[LOGOUT](#) Clicking upon this link will log you out.

Student / Guardian

Students / Guardian can also look at their attendance / attendance of their wards after typing the student's UPTU Roll No. They will get the screen of the following type.

Semester	<input type="text" value="--Select--"/>
UPTU Rollno	<input type="text"/>
<input type="button" value="Submit"/>	