

# Jawaharlal Nehru Technological University Hyderabad

## Frequently Asked Questions – BAS

### **Q.1 Which Devices a College can procure for using JNTUH Biometric Attendance System (BAS)**

**Ans.** JNTUH has done an empanelment process and certified some devices for BAS. This list will be updated from time to time and the same can be viewed at [http://jntuh.ac.in/bulletin\\_board/Empanelled\\_list\\_of\\_biometric\\_device\\_vendors.pdf](http://jntuh.ac.in/bulletin_board/Empanelled_list_of_biometric_device_vendors.pdf)

Note: JNTUH wont recommend any specify device, colleges can buy any of the empanelled device.

### **Q.2 How many Devices a college should procure**

**Ans.** University suggests that for every 120 members a Device should be facilitated for easy marking of attendance at peak time (i.e College Starting time)

### **Q.3 How to Appoint a Nodal Officer**

**Ans.** By default Your College Principle (As per Affiliation portal) is your Nodal Officer for Device Activation. Otherwise you can appoint Any Aadhaar seeded Teaching Faculty member ( I.e Faculty registered under Teaching Faculty section of your college in JNTUH Affiliation portal) as Nodal Officer for device activation's for your college. It is suggested to choose HOD as Nodal Officer, if principal has been changed. To appoint send an email in the following format.

From: College Registered Mail ID

To: bas@jntuh.ac.in

Subject: *Nodal Officer Appointment – [College Code] – [College Name] – [Nodal Officer Aadhaar Number]  
Change of Nodal Officer*

*Name of the college:*

*College Code:*

*New Nodal Officer Designation: Faculty*

*New Nodal Officer Faculty Registration ID : As per Affiliation Portal Records*

*New Nodal Officer Name:*

*New Nodal Officer Aadhaar Number:*

*New Nodal Officer eMail ID:*

*New Nodal Officer Phone Number:*

Note: College can appoint a maximum of 3 Nodal Officers for Device Activation.

### **Q.4 How to activate a Biometric Device**

**Ans.** Once Nodal Office is appointed for your college, He/She Can activate a device by swiping their RFID Card or Enter their Last 8 digits Aadhaar Number along with Finger Print Scanning.

Step 1: Enter Last 8 digits of Nodal officer Aadhaar Number and click on Get College info.

Step 2: Confirm your college information and proceed for activating

Step 3: Select Authentication Mode as Finger Print option and Scan Finger Print

Step 4: Click Activate and now the device is ready for marking Attendance

Note: This is a One time process for activating the device

### **Q.5 How to Deactivate / Delink a device from your college**

**Ans.** Devices once activated for your colleges can be used only for your college. If you want to deactivate / delink a particular device in the case of retuning back the device to Hardware vendor for some service issue, you can login to

your bas web portal and go to Device Management section, identify that device MACID and change the status as Inactive.

Note: If College wants to activate the device back, again Nodal Officer has to authenticate the device.

#### **Q.6 How to Issue RFID cards to Faculty / Students**

**Ans.** Colleges can buy plain RFID cards from empanelled Device Vendor along with RFID READ/WRITE application on the device. Vendors will give a clear demo on How to write / load Aadhaar Number in RFID cards.

Note: Make sure you are loading Valid 12 digit Aadhaar Number in the card.

#### **Q.7 Is this RFID card Rewritable**

**Ans.** YES it is. Colleges can rewrite Aadhaar Number in RFID cards in the case of Wrong Aadhaar number loaded in the card or in the case of RFID cards reusability for next batches.

#### **Q.8 Where can colleges enroll/register Faculty**

**Ans.** There is no separate registration for BAS Portal. As per university Affiliation records (i.e Faculty data in Affiliation Software Portal). This data will be updated from time to time based on the modifications / updations done at Affiliation portal.

#### **Q.9 How to add / Delete Faculty data for marking Attendance ( resigned or joined newly)**

**Ans.** No you can't add /delete any faculty info at BAS portal. This data will be updated based on the Affiliation Software data.

Add Faculty: Colleges has to update their faculty info at Affiliation portal for adding new faculty.

Delete Old Faculty: Colleges has to delete their old faculty info at Affiliation portal for deleting old faculty.

Note: This will be update in BAS Portal with in 24hrs. If not you can write an email to bas@jntuh.ac.in

#### **Q.10 How to Mark Attendance from BAS Devices using RFID Cards**

**Ans.** Faculty / Students can show their RFID cards to BAS Device and scan their finger print. This request will be processed in coordination with Aadhaar and within few seconds Response will be shown on the screen.

#### **Q.11 What if Faculty / Students Finger Print authentication failed**

**Ans.** This may occur very rarely when Fingerprints are not correctly matched with Aadhaar Database. Soon IRIS based authentication will also be facilitated to colleges, so that in the case of Finger print authentication failure, he/she can use IRIS based authentication.

#### **Q.12 What if Faculty / Students forgets his RFID card for the day**

**Ans.** Faculty / Students can enter their last 8 digits of Aadhaar number manually and scan their finger print. This request will be processed in coordination with Aadhaar and within few seconds Response will be shown on the screen.

#### **Q.13 What if Faculty / Students lost his RFID card for the day**

**Ans.** College can maintain Plain RFID Cards and Write Aadhaar Numbers in it whenever required and issue the same to Faculty / Student

#### **Q.14 What if Faculty info already showing in BAS Portal but displaying "Faculty not exists" while marking attendance from device**

**Ans.** He/She should update their Aadhaar Number in their JNTUH Faculty registration portal. The same will be updated in BAS within 24 working hours.

#### **Q.15 How many times Faculty should mark their Attendance**

**Ans.** Currently Faculty can mark once or twice in a day i.e for In (Mandatory)/ Out (Optional). But With effect from 27/01/2017 it is mandatory to punch twice i.e In & Out for sure.

**Q.16 At what time Faculty / Students should Mark Attendance**

**Ans.** As per the college Timings Faculty / Students should mark attendance while there are entering the campus.

**Q.17 Whether a Faculty / Student will be able to mark his attendance on any Biometric Attendance System (BAS) terminal installed in any College.**

**Ans.** No. Faculty / Students can only mark their attendance from the respective college associated devices.

**Q.18 Where can college view Attendance report**

**Ans.** Colleges can view the attendance report from BAS Portal. Every college will be provided with login credentials for accessing BAS portal.

**Q.19 Is network connectivity essential for marking attendance**

**Ans.** Yes, as it is an online attendance system. Network connectivity will be essential for marking attendance. All the connections Wired, wireless and SIM connectivity is recommended for 24x7 connectivity.

**Q.20 Where to install BAS Devices**

**Ans.**It is suggested to install multiple BAS devices at the entry gates of the buildings where security is positioned.

**Q.21 Whom to contact for any BAS Device Hardware service issues**

**Ans.** Colleges should contact empanelled hardware vendors from where they have bought the devices.

**Q.22 Can a College buy devices of different Make & model**

**Ans.** It is recommended to buy all the devices of same Make and model, so that RFID card recognition can happen from any of the BAS devices available in the college.

**Q.23 Role of nodal officers in BAS**

**Ans.** Nodal officers will be responsible for Device activations and its management. It is Nodal Officer responsibility to make sure all the activated device will be at college premises only.

**Q.24 Whom to contact for any support on BAS**

**Ans.** Colleges can write an email to [bas@jntuh.ac.in](mailto:bas@jntuh.ac.in) for any support / Queries / Suggestions / Feedback (or) they can call @ +91 9133333701

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