FREQUENTLY ASKED QUESTIONS

1) How does the biometric device work?
Ans: Biometric device will work over GPS connectivity and Faculty need to punch their attendance

2) What is the Benefit for college after installation of the biometric devices? Who all will have authority to access the biometric devices?
Ans: Installation of biometric devices will bring more accountability and transparency in attendance system of faculty of colleges. Faculty and college administration will have authority to access the biometric device.

3) Who will bear the cost of biometric device?
Ans: Initial cost of biometric device will be borne by MCI. College need to pay the monthly subscription charges of SIM only which is being inserted inside the biometric device.

4) What about maintenance of these biometric devices? Who will do and who will pay?
Ans: Cost of replacement of biometric device due to normal wear &tear other than physical damage during warranty period will be borne by System integrator. Charges for replacement of devices due to any physical damage (accidental and mischievous) will be borne by the college.

5) What will be the warranty period for biometric device?
Ans: warranty period for biometric device will be 3 years by the system integrator.

6) What about Bio-metric system we are already using? Do we need to punch in two Bio-metric devices?

Ans: Yes, Faculty need to punch in two Bio-metric devices. One which is already installed in college and one which MCI is providing for monitoring the attendance of faculty.

7) How many times college faculties have to punch?
Ans: College faculties need to punch biometric device minimum twice a day.

8) What if someone punch more than one time?
Ans: In case of several time of punching only First In and Last out will be taken into consideration.

9) Will college be able to use these biometric bio-metric devices for its monthly salary attendance?
Ans: Yes College can download the required attendance data by logging into MCI Portal.

10) ADHAAR CARD is mandatory? What about those who don't have ADHAAR CARD?
Ans: For registration/enrolment process AADHAAR card is mandatory for all faculties, those who don't have Aadhaar Card need to get it before enrolment process starts.

11) What about those who will be absent or be on leave at the time when OEM comes for enrolment?
Ans: OEM/Vendor will stay in college for 2-4 days during enrolment process and will inform colleges 7-10 days prior the visit. OEM will also keep visiting college on periodic interval after the initial enrolment.

12) How will the system differentiate between HOLIDAYS, LEAVES AND ABSENT?
Ans: Biometric device will have holiday details as per calendar year any absence /leaves will be clarify by competent authority.

13) What if there is no network or low signal at a particular time?
Ans: Biometric device will synchronize the punching details whenever the network is back. Till the time it will store the details locally in the machine.

14) What if a new faculties joining once the system installed, how can they be included in OFAMOS?
Ans: College need to inform MCI regarding new joining and OEM will visit colleges to enrol them at regular interval.

15) What if some faculties leave the job, how to remove them from this system?
Ans: College need to inform MCI for the same. And necessary update will made to the system.

16) What if Bio-metric device is not working properly? Whom to inform?
Ans: In such case college need to lodge complaint against the bio-metric device to MCI on help line no provided by the MCI to colleges.

17) Whether Pre installed Bio-metric devices at college can be integrate with MCI's biometric devices?
Ans: No, due to technical variation it is not possible to integrate both the systems.

18) What is an academic year for a faculty?
Ans: 1st August to 31st July of next year.

19) Whether residents are included in faculty?
Ans: Yes, JR/SR will be part of faculty.

20) What are the civil works required before enrolment/installation?
Ans: Civil work which is required before the enrolment / installation are as follows:
  - UPS
  - POWER PLUG for each device.
  - Space allocation for team (2-4 person) coming for registration.

21) Will MCI's biometric machines will work over WIFI?
Ans: No, MCI's biometric device is SIM enabled device and will not work over WIFI.