<u>**OBJECTIVE & FEATURE DOCUMENT**</u>

ATTENDANCE & REPORTING

Objectives
a. Create a dynamic attendance feature, where attendance can be taken accordingly-
i. At Session Wise Level (Period-Wise) or Day-Wise
ii. Provision for Manual and Automated
(Wherever Automated attendance is not being captured for the class, Manual attendance can be taken)

b. Dynamic Access to create- What Kind of Attendance will be taken for which section from date to date
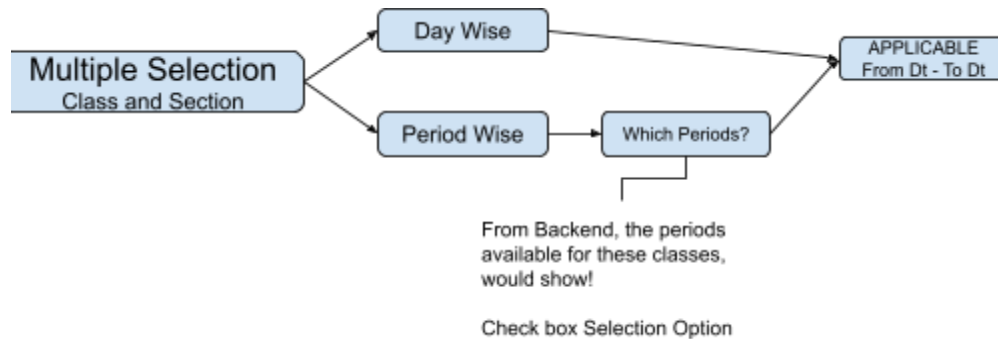**Defining Dynamic Attendance Type Feature-**
-We select multiple classes or sections
-We choose period-wise level or day-wise level
-If Period wise, Which periods- Check box option (It can be all periods or any 2 or three periods)
-Applicable (From Date and To Date)

-Exit Time Duration Defined (This is explained in Features Section)

c. **View Part should be designed for all scenarios**.
If Day Wise- One Column View
If Period Wise- No. of Periods Column View

d**. Calculation of Denominator for Attendance % Calculation**
If Day Wise- No. of Days
If period Wise- No. of Days * No. of Periods Chosen

e. For Attendance Viewing at Management or Teacher Level:
-Reports Section
Class Wise and Section Wise Attendance (Overall and Detailed Student Wise)

Graphical Reports (for a particular class)
-Lowest Attendance and Highest Attendance on which days

Email & SMS Alerts (Automatic)- *No Manual Generation Button*
i. Monthly Attendance Report- PDF (Weekly)
This PDF Should have details of attendance for each day/period

And the total percentage

ii. If student is absent, then Email and SMS to parents automated

FEATURE-WISE LISTING

Admin Level	-Multiple Class and Section-wise Attendance Type Creation -Integration with HikVision biometrics Vendor for automated attendance -Feature to add attendance at section level by teachers through teacher app, if Automated biometrics not working -Access to bulk upload or mark attendance at Master Level
Parents/Students	**At Students Level, In Automated Attendance-** I. Tracking Multiple entries and Exits (Log to be maintained II. The first-ever punch- Will be an entry III. We will be setting a time duration manually for each class If Day Wise- One-time duration If Period Wise- Multiple TIme Duration Any finger punch during this duration will be considered an exit IV. Any missing exit-punch, will be marked as Partial Absent II. Only considering First Punch as Entry Last Punch during the Exit time duration as Exit. If No exit time duration is defined- Only the first punch will be considered as Present Same Logic will be used with Teacher Marking Attendance **In web and mobile-** I. View Daily Attendance (Multiple Entry, Exit- Log) II. View Monthly total attendance and percentage III. View Annual Total Attendance and percentage IV. Selectively, View all days or periods of absenteeism (by choosing a from the date and to date)
For Teachers/Admin/ Management	-Access on Mobile App, to mark attendance (Section Level) Same View Section in Web and Mobile as that of Parents and Students