

Sub:- Circular regarding the Centralized Attendance Management System of DCE
(Through Website & Mail)

Directions to All Principals

The Time Trace Software and the supporting devices have been updated recently. The following instructions are to be strictly adhered to, without fail.

Directions must be given to all Nodal officers to conduct a college level training for the Principals and HODs before 29-10-2015

Principal's role

1. Make sure that all employees including Principal are marking the electronic attendance regularly.
2. Approval of all leave (including Casual Leave, Commuted Leave and Half pay Leave)
3. Make available the completed monthly attendance report as and when required.
4. Make sure that all HODs are marking the necessary entries in the time trace software regularly.
5. Make sure that all HODs enter the casual leave taken till October 2015 of the employees of the department before 10th November 2015.

HOD's role

1. All HODs must enter and save the leave of the employees of their own departments regularly and in time.
2. View and verify the departmental attendance record every week
3. Enter the cumulative leave as per the attendance register before 10th November 2015.

Nodal Officers' role

1. Conduct a college level training for the Principals and HODs before 29-10-2015
2. Principal's & HOD's authorization must be completed before college level training. (Activate the monthly attendance Report view for Principal and HOD's)
3. Any errors/problems/wrong entries to be cleared must be completed before college level training. If any assistance is required, send mail to dcedirectoratecams@gmail.com
4. All data of new employees must be entered by the Nodal Officers in both Biostar & Time Trace
5. Awareness training for CAMS may be given for all employees if necessary.
6. Monitor the CAMS regularly.
7. All **manual punch** and **edit delete punch** must be entered and approved as per the confirmation of the Principal.
8. All admin privileges are vested with the Nodal Officers.
9. Create a separate e-mail ID for CAMS and send the ID to dcedirectoratecams@gmail.com before 29-10-2015. Whenever you send a mail mention the full official address and the name of the college.
10. Train the employees who are really interested to learn more about CAMS, as and when required.

Additional Director of Collegiate Education