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क्रमांक/ Ref. No.-3/2024/MARB/AEBAS and HMS   दिनांक/Dated: 09.05.2024

To,

The Directors/Principals/ Deans
All ASUS Colleges.
All States & UTs.

Subject: -Implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) in all Ayurveda, Siddha, Unani and Sowa-Rigpa Medical Colleges - reg.

Sir,

With reference to the subject mentioned above, I am to inform you that the National Commission for Indian System of Medicine (NCISM) intends to implement Aadhaar Enabled Biometric Attendance System (AEBAS) in all Ayurveda, Siddha, Unani and Sowa-Rigpa Medical Colleges. With reference to the matter cited above, it is mandatory for all Ayurveda, Siddha, Unani and Sowa-Rigpa Medical Colleges to record the biometric attendance of the teaching staff, non-teaching staff, hospital staff and postgraduate students in AEBAS system as a first phase of implementation in accordance with the notified **Regulation 9 of MES (Assessment & Rating for Undergraduate Ayurveda Colleges and Attached Teaching Hospitals) Regulations 2024; Regulation 11 of MES (Assessment & Rating for Undergraduate Unani Colleges and Attached Teaching Hospitals) Regulations 2023, and Regulation 10 of MES (Assessment & Rating for Undergraduate Siddha Colleges and Attached Teaching Hospitals) Regulations 2024,**; wherein, it is stated that;

(1) The biometric or Aadhaar Enabled Biometric Attendance System or iris recognition or face recognition attendance system as specified by the Commission shall be installed for marking attendance by teaching staff, non-teaching staff, hospital staff, postgraduate students, interns and undergraduate students.

(2) The biometric attendance marking devices shall be installed at entrance of the college and hospital and shall be under closed-circuit television surveillance. These devices serve the purpose of recording attendance of teaching staff, non-teaching staff, hospital staff, post-graduate students and interns. For recording attendance of under-graduate students, devices as specified by the Commission shall be adopted

(3) The closed-circuit television shall be installed in such a manner that the marking of attendance is clearly visible both the face of the staff as well as the attendance recording device.

(4) The biometric data shall be made available to the concerned regulatory body or the Commission or the Autonomous Boards of the Commission on real time basis throughout the year through any agency as assigned by the Commission

(5) The attendance device as well as closed-circuit television feed shall be connected or aligned to command-and-control centre of the Commission. The Commission or its Autonomous Boards shall have the power to review the data stored at command-and-control centre and in the devices installed at colleges and to take necessary actions.

In addition, as per **Regulation 35 (Calculation of Teacher days and period), Sub-regulation (4) of MES (Assessment & Rating for Undergraduate Ayurveda Colleges and Attached Teaching Hospitals) Regulations 2024; Regulation 26 (Teaching days), Sub-regulation (c),(ii) of MES (Assessment & Rating for Undergraduate Unani Colleges and Attached Teaching Hospitals) Regulations 2023, and Regulation 45 (Teaching days), Sub-regulation (3),(b) of MES (Assessment & Rating for Undergraduate Siddha Colleges and Attached Teaching Hospitals) Regulations 2024,** *Working days of a teacher shall be considered from the attendance (biometric or iris*

recognition or face recognition or any other as specified by the Commission from time to time) available at central server or central command centre.

Therefore, the National Commission for Indian System of Medicine has decided to implement the **Aadhaar Enabled Biometric Attendance System (AEBAS)** through Medical Assessment and Rating Board for Indian system of Medicine, developed by the National Informatics Centre (NIC) in all Ayurveda, Siddha, Unani and Sowa-Rigpa colleges across the country as the implementation of the same can be used as an effective and convenient digital solution for recording and real time monitoring of the attendance.

Hence, it is imperative that the above matter is given highest priority by your institution as the implementation of the same as per the acts and regulations will elevate the professional standards and enhance the quality of your institution. The instructions for the implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) are mentioned below: -.

Instructions for the implementation of Aadhaar Enabled Biometric Attendance System (AEBAS)

1. All ASUS Colleges are mandated to register their teaching staff, non-teaching staff, hospital staff, and postgraduate students in the AEBAS system.

2. ASUS Colleges must ensure the installation of AEBAS devices in numbers adequate for their needs, with each device connected to Wi-Fi/optical fibre internet for uninterrupted attendance marking. It is imperative for the colleges to keep the AEBAS machines operational, addressing any glitches, faults, damage or shutdowns promptly to ensure the consistent collection of biometric attendance data. The NCISM will take serious note if there is a disruption in the generation of Aadhaar-enabled biometric attendance data for more than two days without valid reasons.

3. ASUS Colleges should preferably use wall-mounted iris scan-based or wall-mounted face recognition STQC-certified devices. In case of issues with Iris Scan/Face authentication, AEBAS-competent wall-mounted fingerprint Aadhaar-enabled STQC-certified devices can be used with due approval from the Nodal Officer at NCISM.

4. The colleges should notify the office timing and circulate such timing to all the faculties/staff for strict adherence. All faculties and staff members are expected to adhere strictly to the office timings and shift duties as notified by the colleges.

5. All the teaching staff, non-teaching staff, hospital staff and postgraduate students should be instructed to mark their attendance through Aadhaar Enabled Biometric Machines (AEBAS) twice per day (i.e. when they come to College and when they leave the College after work). Occasional exemption in either not marking attendance in time or out time marking of attendance should be done with the approval because of acceptable reasons of the competent authority.

6. All Government ASUS Medical Colleges/Standalone PG Institutes are required to adhere to the rules of their respective State/UT/Central Government when taking action against employees who fail to follow office timings for marking attendance on AEBAS. Similarly, Private Medical Colleges must ensure their guidelines are aligned with the NCISM's act and regulations, or guidelines in this matter.

7. AEBAS is an IT platform for capturing or recording attendance. The instructions related to office hours and late attendance shall be as directed by NCISM/MARB-ISM by time to time.

8. The faculties on leave/official duty should mandatorily enter such details in the AEBAS through add leave and add tour module respectively.

9. In the event a faculty member takes Voluntary Retirement (VRS) from the College/Standalone PG Institute, the Nodal Officer must block the attendance ID of the said employee. Furthermore, should an employee be transferred or appointed from one College/Standalone PG Institute to another, the Nodal Officer must utilize the transfer-out module of the AEBAS system, and the receiving college's Nodal Officer should complete the process using the transfer-in function.

10. Any breach of the cyber security/hacking of the online attendance monitoring system in any ASUS college should be brought to the notice of the NCISM immediately.

11. All ASUS Medical Colleges/Standalone PG Institutes must implement daily faculty attendance marking through AEBAS immediately. When submitting applications for visitation, permission issuance, UG/PG seat increase, new PG courses, or new establishments, colleges should register this attendance data. The AEBAS portal data will be considered for decision making during assessment and rating of ASUS colleges every year.

12. All Medical Colleges/Standalone PG Institutes shall be responsible for proper operation and maintenance of AEBAS system & machines.

Further, information regarding the purchase, installation and onboarding of STQC devices along with the procedure for registration of staff and students will be intimated soon and in case you need any additional information, please mail to **president.marbism@ncismindia.org** **or** **secretary@ncismindia.org**.

(Dr.Raghurama Bhatta U.)
President, Medical Assessment and Rating Board for Indian System of Medicine
(NCISM)

Copy to:

1. The Chairperson, National Commission for Indian System of Medicine, New Delhi-110026.
2. The Secretary, Ministry of AYUSH, Govt. of India, Ayush Bhawan, B-Block GPO Complex, INA, New Delhi 110023 (**secy-ayush@nic.in, ep1section-ayush@gov.in**).
3. The Secretary, National Commission for Indian System of Medicine, New Delhi.
4. Guard file.

(Dr.Raghurama Bhatta U.)
President, Medical Assessment and Rating Board for Indian System of Medicine
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