

Innovation Paper on Bio-Metric Attendance

Title: Establishment of Bio-Metric Attendance System in TICI

Problem Identification:

At Present we are using manual attendance system. Here we find following problems:

- Lack of security
- Time Consuming and costly
- High Possibility of error

Methodology:

- Justification of market price
- To initiate Note
- Approved of Governing body
- Invitation for Tender
- Installation

Expected Result:

- Bio-Metric Attendance system is a part of 'Digital Bangladesh' declared by our Prime-Minister. As a govt. Organization we have to follow the vision of digital Bangladesh
- Authority can observe every employee to counteract proxy attendance
- Accurate measurement of entry and exit time
- Actual and more specific calculation of over time, part time etc.
- This system will be less tedious and more specific
- Elimination of Time Theft

If we calculate every working hour of every employee. we find that almost every employee gets late minimum 15 to 20 minutes because of manual attendance. This 15 to 20 minutes will be 2000 minutes for an organization consisting 100 employees and finally loses 60,000 minutes in a month. This loss will be reduced through Bio-metric attendance system.

Work Schedule:

SN.	Steps	Month-1	Month-2	Month-3	Month-4	Month-5
1.	Making note with SPR					
2.	Approval of Proper Authority (Minimum 10 days)					
3.	Approval of Academic Counsel and Governing body (3 months)					
4.	Invitation for tender (1 month)					
5.	Installation (10 days)					

Minimum 4 months maximum 5 months will be needed to establish Bio- Metric Attendance System.

Cost Breakup:

- Fingerprint Time attendance and Access Control Terminal with adaptor	- 8500/-
- Cable and Conduit	-3000/-
- Plastic Proximate card with printing	-100/-
- Power Adaptor	-500/-
- Others accessories	-300/-
- Installation	-5000/-

Total = 17,300/-

Thank You

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10.02.2020