# School Attendance
## Management System

Student

School Administration

Parent

Teacher

**Kaizen**

## About Kaizen Infocomm

Kaizen Infocomm Pvt Ltd is the Indian arm of Nivid Biometrics Limited, UK. Nivid Biometrics is one of the leaders for fingerprint recognition solutions; our vast client base proves our high level of quality standard we have maintained through the years. Nivid Biometrics supplies only high precision optical fingerprint scanners, supported with the best in-house developed software.

Kaizen has a growing network in various states of India. We have a noted presence in Maharashtra, Gujarat, Jharkhand, Rajasthan, Delhi, Uttar Pradesh, Uttaranchal, Assam, Bihar, Jharkhand, Madhya Pradesh, Andhra Pradesh, Tamilnadu, Karnataka, Goa, Orrissa & Chattisgarh currently.

 With a growing network of over 100+ dealers' kaizen is a leader in Biometrics and Security solutions in India.
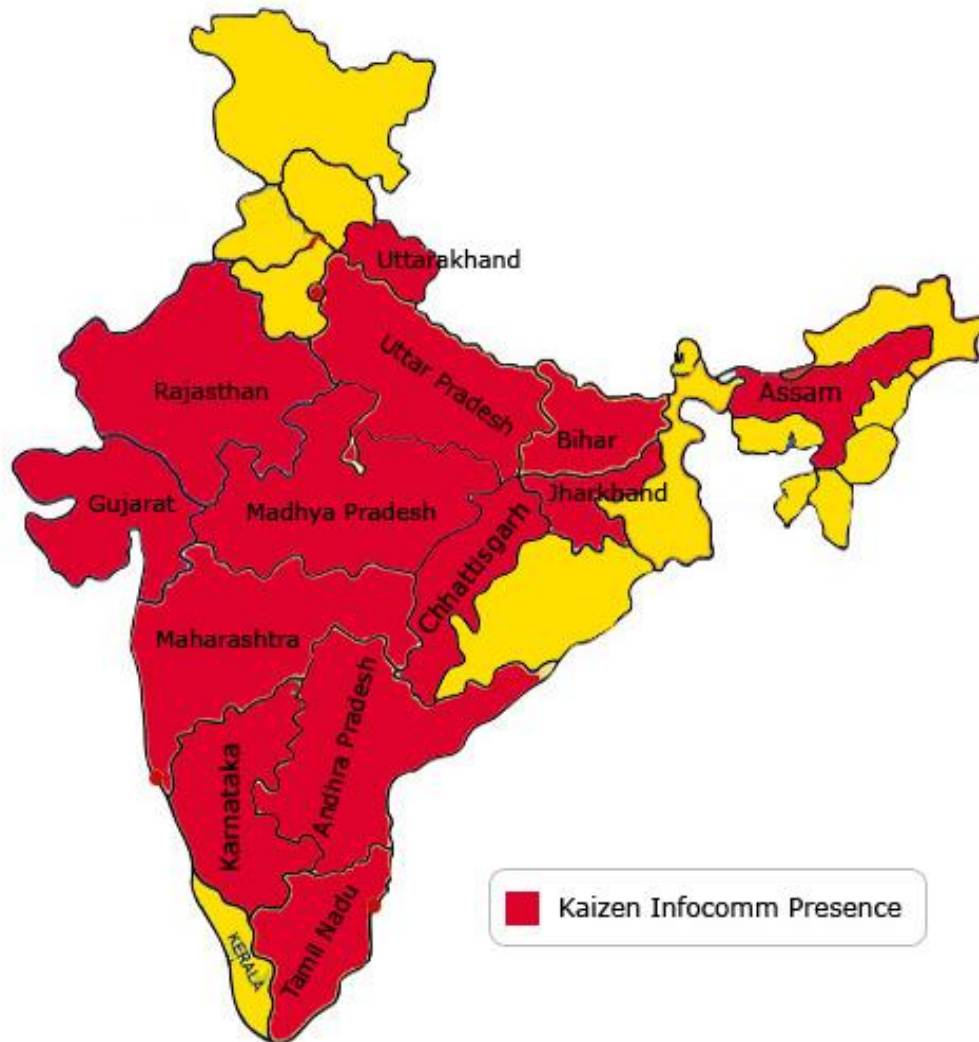
# Product Range



*School Attendance Management System*



*College Attendance Management System*



*Time Manager – Time and Attendance System*



*Access Control*



*Video Door Phones*



*Intruder Alarm System*



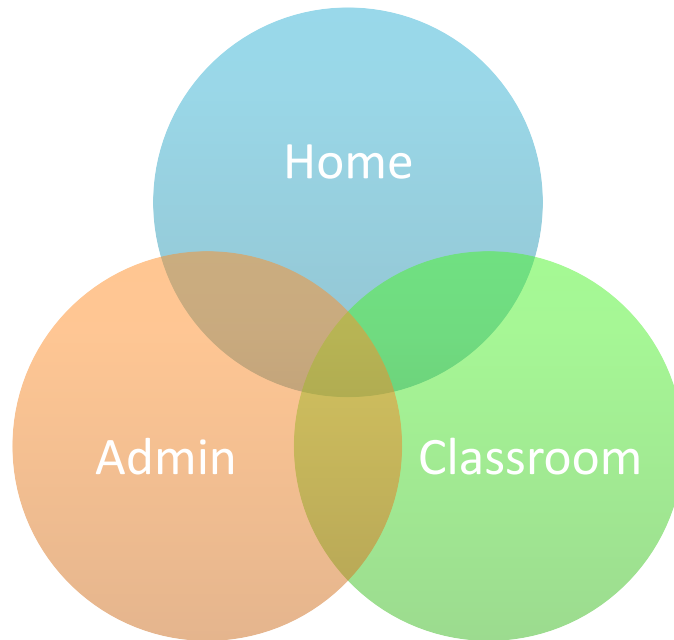*Eagle Eye – Automatic number plate recognition system*



*Iron Layer – Identity Authentication Services*



*Visitor Management system*

# School Attendance Management System

Home

Admin

Classroom

*School Attendance Management System (SAMS) is biometric and RFID based comprehensive solution for educational institutions. The system provides automatic and accurate attendance management. SAMS is built to reduce staff workloads, and automate the flow of information between all areas of the school and home. It is flexible and easily tailored to your school environment: Every school has different priorities, needs, and requirements.*

# Technology

## *How does RFID Attendance System Work?*

A unique 15-digit ID number is written to each tag and associated with the name of the student to whom it is issued. As the students pass through the reader-generated interrogation field under a doorway, the reader sends the tags' unique ID numbers and sends the data to SAMS for further processing.

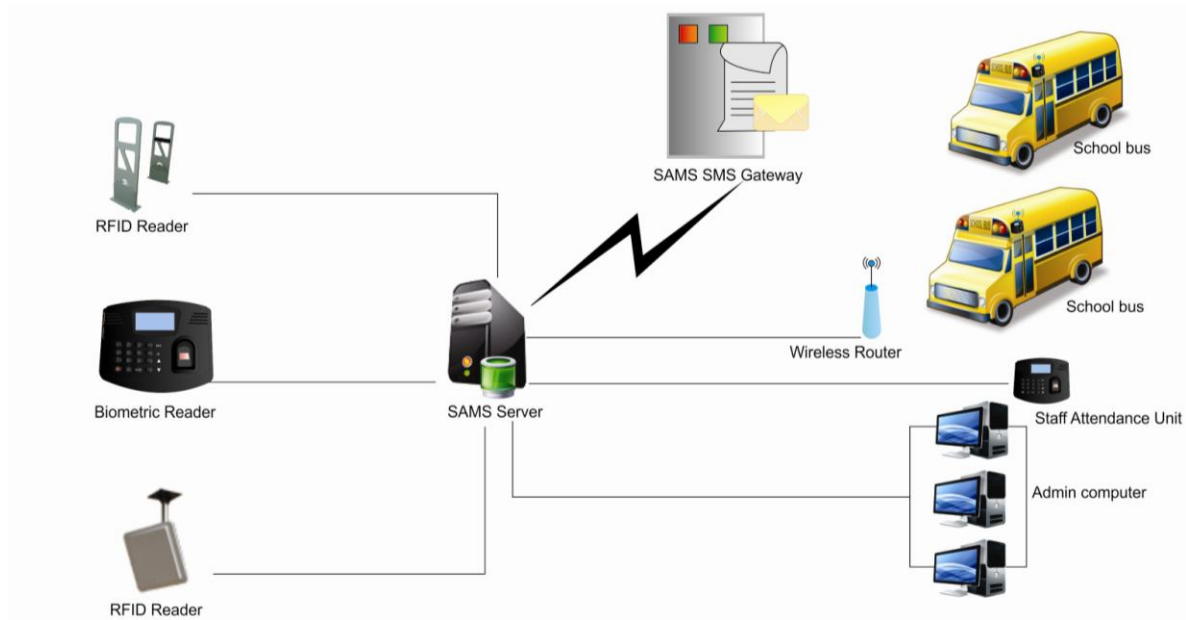RFID  Gate                                   RFID Reader                        RFID Card for Gate and Reader

## *How does Fingerprint Attendance System Work?*

Students simply place a forefinger on a small reader, placed outside the classroom or on the entrance gate. This information is then passed to SAMS for further processing.

# How it works



## System Elements

*Biometric Attendance Devices*

*Biometric Mobile Devices*

*Radio Frequency ID (RFID) Tags*

*SAMS Server*

*SAMS Client Interface*

*SAMS Software*

*Bulk SMS facility*

*Automatic Email Alerts*

*Client-Server Architecture*

## Benefits

*Better student Attendance management*

*Less administration work*

*Better accounting of students' whereabouts during school hours*

*More parental involvement in ascertain student presence in schools*

*Improves students attendance ratios*

*Better school staff attendance management*

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*Attendance Management (Biometric/RFID)*

*Time Table Management (Teacher/Class)*

*Parent Information System (Through SMS/Email)*

*Fee Management*

*Staff attendance and Payroll*

*Document Management system*

*GPS tracking system for Buses*

# Attendance Management (Biometric/RFID)

SAMS will improve effectiveness and accuracy of work, time overhead will be reduced drastically. Tasks for which unnecessary staff needed to be hired will be reduced. With SAMS you will be able to manage resources in an efficient manner.

## *Sample Students List*



Student attendance is readily available within minutes of the school's opening time. Attendance can be viewed using various filter options like Batches (Morning/Afternoon), Class, Status of the student etc.

**Benefits:**
- Electronically monitors student attendance patterns and provides enhanced reporting
- Saves time and administration costs by minimising staff intervention and workloads
- Improves Data Accuracy and Integrity
- Reduces Unexplained Absences
- Expedites the movement of students through class and student services
- Increases Student Learning Time
- Improves communication with parents and other key stake holders
- Compliant with existing administrative record keeping requirements
- Better accounting of students whereabouts during school hours
- More parental involvement in ascertain student presence in schools
- Automatic Attendance Percentage Reporting for School Leaving Certificate (LC)
- For registration of Students in SAMS Software, data of students can be imported from Excel directly in SAMS, saving time on manual entry

Information is stored relating to students personal details, Identification details, class and course details, Biometric registration and Fee details. This information needs to be filled only once and can be updated according to need.

*Sample of Student Details*



Attendance details are stored for each student commencing from session start. Compulsory attendance limit can be set for classes. Software automatically calculates total attendance and required attendance.

# Reports Generation

## Sample Monthly Attendance report



## Sample Absentee Report

![Kaizen logo]

**Standard reports generated include:**

- Student Attendance Details and Attendance rate reports
- Class wise Student Attendance Report
- Daily, Monthly and Yearly Attendance Report
- Absentee Report
- Class Timetable Report
- Teacher Timetable Report

## Attendance Management Highlights

- Reduces Unexplained Absences
- Increases Student Learning Time
- Improves Parent-School Communication
- Better accounting of students whereabouts during school hours
- Attendance Reports in Percentage

- Saves time and administration costs by up to 40%
- Electronically monitors student attendance
- Improves Data Accuracy and Integrity
- Environment Friendly

# Time Table Management (Teachers/Class)

SAMS provides the functionality to make time tables for teachers (permanent and contractual) and classes.

**Features:**

- Assign time table to a class, subject, teacher
- Alerts if the teacher is assigned another class at the same time
- Generate reports for each teacher/Class

*Sample Time Table*



**Benefits:**

- Time table can be printed and given to each teacher
- Data readily available when required for all permanent and contractual teachers
- Error of assigning 2 classes to the same teacher at the same time is ruled out
- Teachers can be given access this data to see their schedule

## Time Table Management Highlights

- Print/Email Time Table
- Eliminates error of multiple allocation of classes to teachers
- Ready Access to teachers to view time table

- Assign access rights to teachers to use SAMS
- Assign Time Table to a teacher, Class, Subject

# Kaizen Attendance Module Functional Areas

| INPUT | PROCESSING THE BRAIN HUB | OUTPUT |
|---|---|---|

**Classroom**

**Activities Class**

**Laboratory**

**Library**

**Staff Attendance**

School Attendance Management System

Reports as Requested

Save Administration Time

Eliminate paper trail

Duty of care

Data Integrity Rules

Flexibility of manual adjustment of Data

Point of Truth
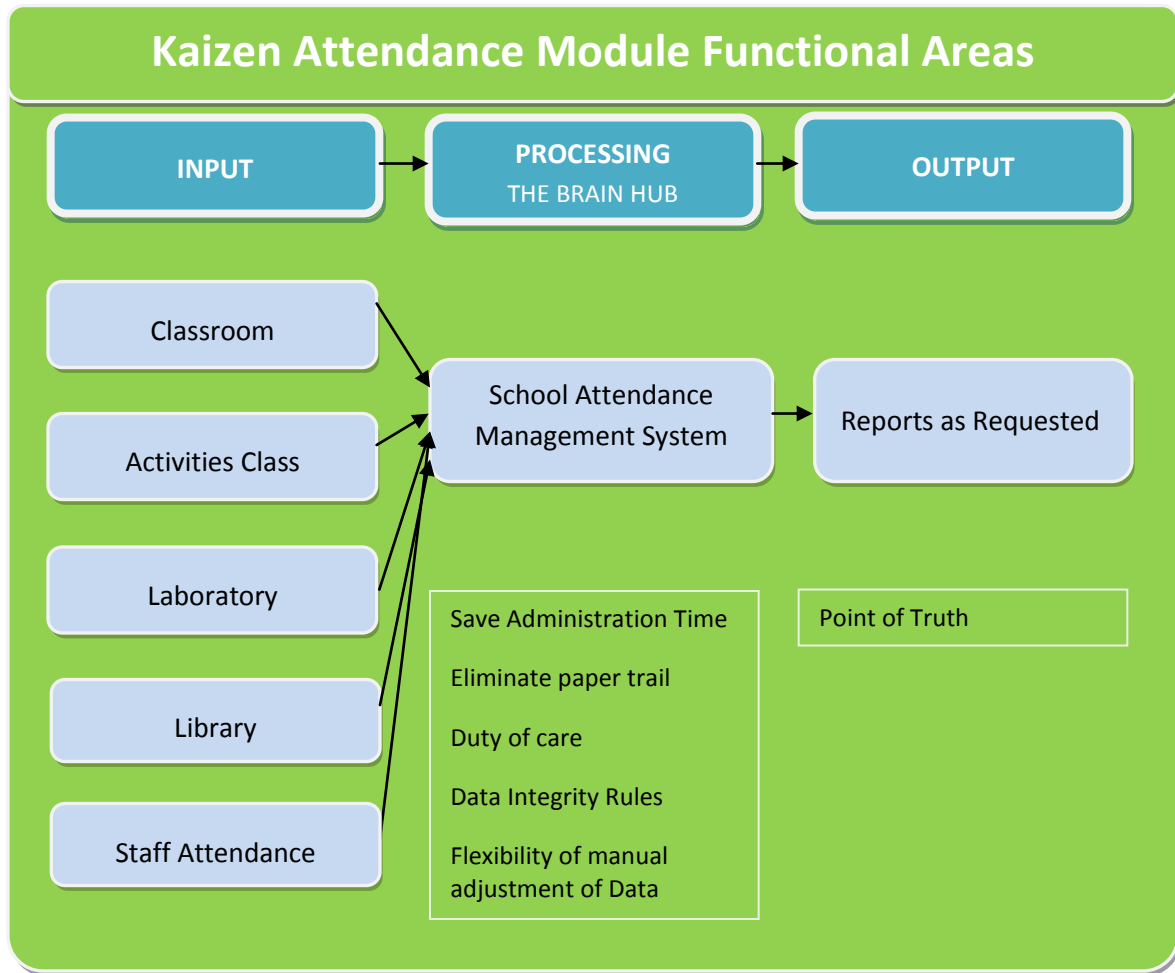
## Parent Information System (Through SMS/Email)

Kaizen Attendance's SMS Parent Alert/Email add-in module offers text messaging and/or email messaging to parents as part of a total student attendance system. Text messaging parents regarding unexplained absences and lateness can result in up to a 40% reduction in those issues, as well as in a significant improvement in attendance.

| School Benefits | Parent Benefits |
|---|---|
| • Frequent interaction with parents enabling better relationship<br>• Cheaper and more effective than sending a letter or making a phone call<br>• Reduce Staff Workloads<br>• Easy To operate<br>• Improves student attendance<br>• Reduces unexplained absences and lates<br>• Improves school communication with parents<br>• Messages can be completely customized and saved for future needs | • Getting information about children's attendance in school<br>• Change in bus schedule or cancellation of any bus routes<br>• Sudden declaration of a holiday or extension of vacation<br>• Schedule for parents-teachers meeting reminder<br>• Examination time table<br>• Monthly/Annual report card delivery<br>• Fees reminder<br>• Daily home work/class work alerts |

Kaizen school records show that Ramesh is absent today 3rd May. Please provide reason by letter or phone the college
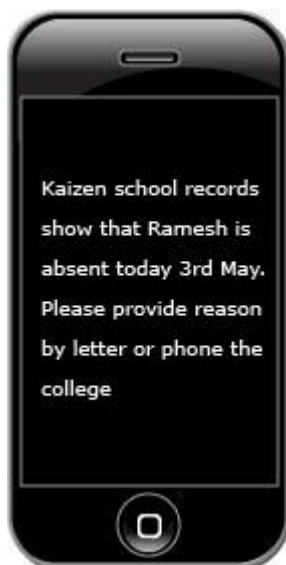
*Sample of SMS/Email feature*
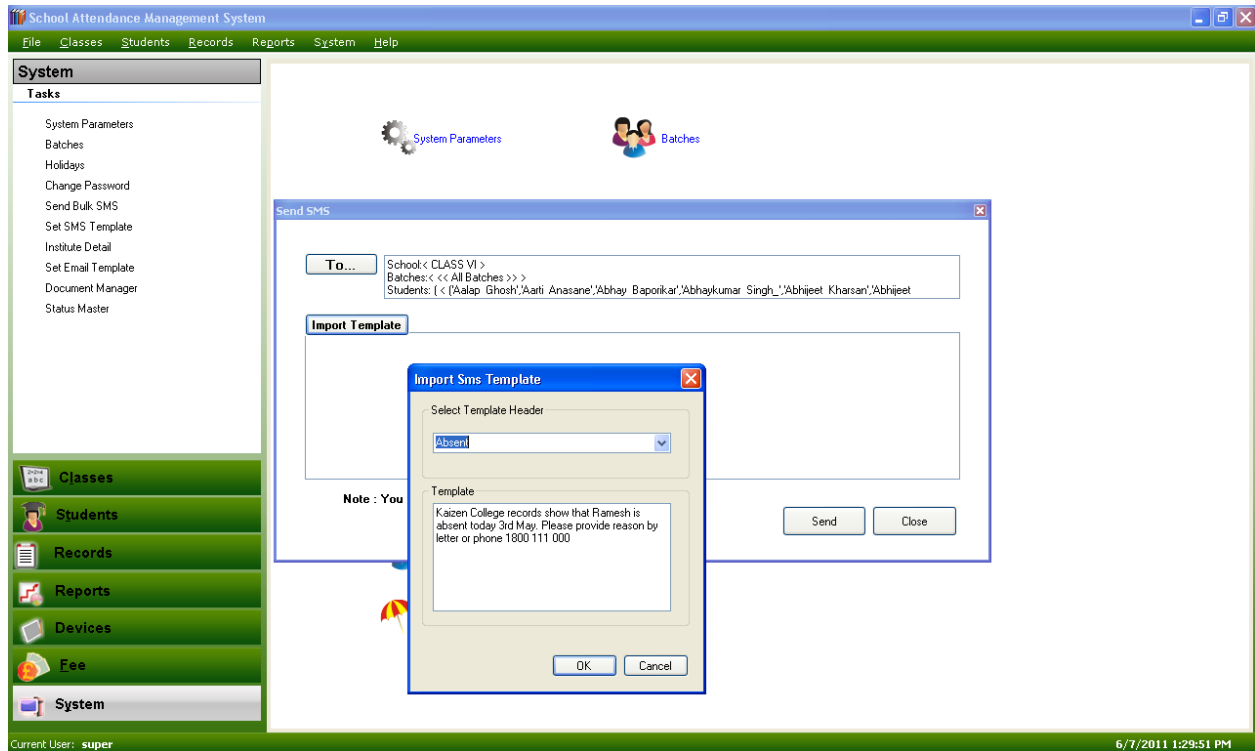


## Type of Information

- Student's daily attendance
- Results of tests and exams
- Fees reminders
- Parents-teachers meeting reminders
- Bus schedule alerts (cancellation, late arrivals, bus routes)
- Holidays alerts due to natural calamities

## Parent Information System Highlights

- Improves Parent-School Communication
- Reduce Staff Workloads
- Parent are well informed about their Children's whereabouts during school hours
- Monthly/Annual report card delivery
- Changes to bus routes
- Daily Homework alerts
- Emergency Holiday Alerts

# Kaizen Attendance School Communication

**Parent Alert**

Absence Alerts

Exam Timetable

Marks Alert

Emergency Holiday Alert

Change/Cancellation in Bus routes

Reports as Requested → School Attendance Management System

Point of Truth

**Teacher Alert**

Daily attendance report emailed

Time Table by email Absentee Report

**Admin Staff**

Accurate attendance details for students – instantly

Helps deal with unforeseen emergencies during school hours

# Fee Management

SAMS offers complete fee management module, with this it is possible to not only manage fees but to also keep records and print receipts when required.

*Sample fee interface module*
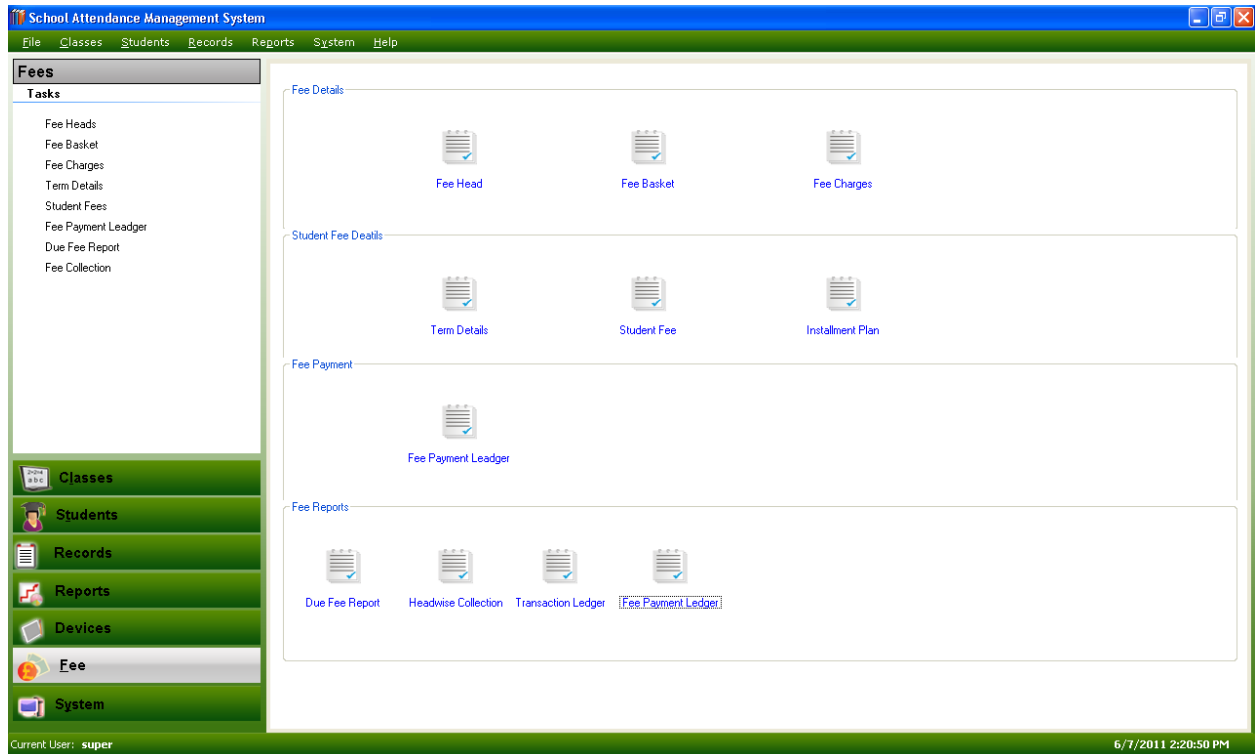


Fee management has never been this simple. Completely customizable to your needs yet so easy to use!
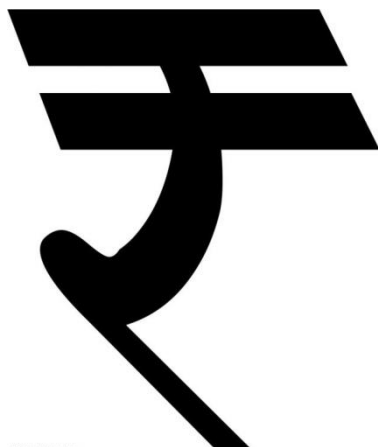
**Features**

- Define fee heads like uniform, books, tuition fees etc
- Allocate the fee head to a class or number of classes or a particular student.
- Design installment plans
- Print fee receipts
- Print fee collection reports

**Benefits**

- Helps you take control over school fees with an ease.
- Student wise fee report with dues
- No manual calculation or confusing software required to calculate total fees
- Fee head wise report
- Keep a track on student fees before it gets out of hand
- Option to charge late fees

## Fee Management Highlights

- One location to monitor complete student activities like attendance, fees, marks, holidays etc
- Print fee receipts
- No manual calculation or confusing software required

- Define Fee Heads like books, tuition fees
- Allocate fee heads to classes and students
- Student wise fee report with dues

# Document Management System

Educational institutions face a multitude of challenges generated by the enormous volume of emails as well as paper and electronic documents handled every day. Such documents include enrollment papers, applications, parent and student correspondence, accounting, Timetable schedules, transcripts and many more. SAMS helps schools respond to and serve the demands and needs of a diverse constituency of students, parents, teachers Admin staff, accountant... and that's just naming a small segment of the groups interested in an educational facility's documents.

SAMS is proven to boost productivity and facilitate compliance by digitizing, standardizing, and automating business processes.

*Sample of Document Management module*



**Features:**

- Document Management System with SCANNING capability
- Templates of Transcripts, grade sheets, discipline, leave, School Leaving, application format can be stored in the Document Management System
- Templates can be assigned to students and record is maintained of all issued correspondence separately for each student.
- Any special correspondence with a particular student can also be stored under the student's name.
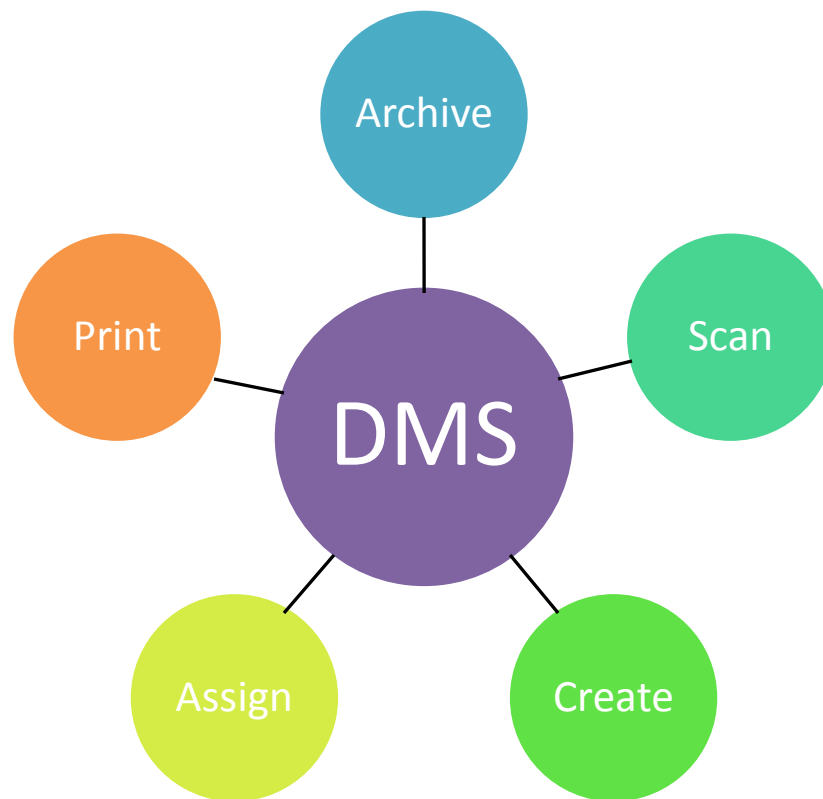
**Benefits include:**

- Establish a central repository with access security privileges assigned of student records
- Reduce paper, copy and storage costs
- Provide complete document security and disaster recovery
- Provide online access of information and resources to students, teachers, parents, and administration
- Archive paper documents (via scanning) as well as your digital files and documents
- Quickly and securely access, create, collaborate, and archive documents and content

## Document Management Module Highlights

- Scan Documents
- Create Templates
- Assign Template to students
- Store One-off Correspondence with students
- Central repository of all Correspondence with students
- Archive Documents
- Reduce Paper Cost

## Staff Attendance and Payroll Module – Time Manager

SAMS comes with an add-in time and attendance system for staff attendance monitoring and payroll. Through this module the school can perform various teachers and admin staff attendance and payroll functions.

*Sample of Time Manager Interface*

**Features:**

- Permanent and Contractual Staff attendance via biometrics
- Allocate Shift timings and monitor attendance
- Monitor breaks
- Generate reports for attendance, absence
- Modify absence via defaulter list if a teacher is on official tour
- Process payroll and generate pay slip
- Allocate departments, like teaching staff, admin staff, contractual
- Allocate leaves

**Benefits**

- One location to monitor and maintain student and staff attendance
- Generate pay slip instantly via Time Manager – no complicated calculations required as provisioning is done for PPF, Gratuity, allowance and other benefits and can be changed as per your requirements.
- Accurately reports employee time/attendance
- Easy to use
- No human intervention required to generate payroll
- No manual register or signatures required

## Time Manager Module Highlights

- Staff attendance Via Biometrics for Permanent and Contractual Staff
- Monitor Breaks
- Allocate Leaves & Holidays
- DMS (Appointment Letter, Experience Letter)
- Payroll History

- Provision for PPF, Gratuity, Allowance etc
- Process Payroll and Generate Pay slip
- Custom Salary Structure
- Salary Forecasting

# Data management Security
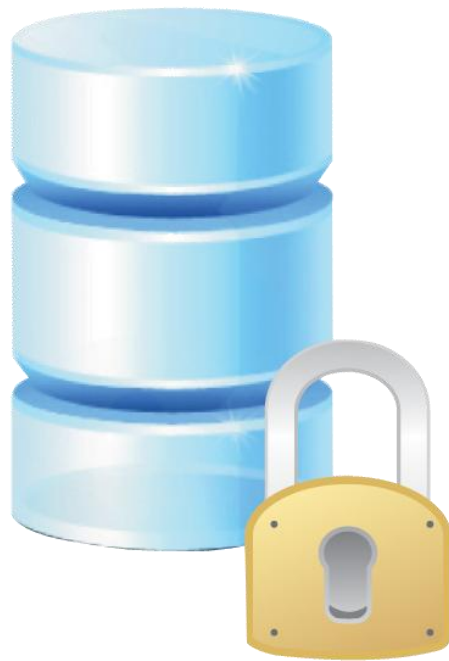


- Security of data is our primary concern. We take data security very seriously and hence all our software is designed with utmost care and maximum data security.
- Every fingerprint is converted to a unique binary hash and is further encrypted to ensure maximum security.
- For reading fingerprint data only the binary hash is referred, hence fingerprints are never required to be stored in its actual form
- This data can never be recreated using any reverse engineering method, making it completely safe.
- Multiple User Management with User level security and permissions

# Kaizen offers desktop and web based SAMS

## Desktop based

Low cost solution and is Ideal for locations where internet connectivity and speed is a problem. Desktop version can have the same modules as web based system.

## Web based

Facilitates to manage the school from anywhere via the internet. Data is available in real time. Dedicated and secured login ensure maximum security. No need to install a physical server in the office premises.
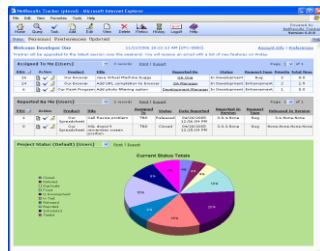
## Support

At Kaizen we take support very seriously, we deal with each and every problem with utmost care to ensure maximum satisfaction. Our technical support staff is qualified and trained to deal with your query in the quickest manner to offer you the best solution possible.





**Telephone Support**



**Remote Support Via Internet**



**Issue Tracking System**



**Field Visit**

# SOME OF OUR PRESTIGIOUS CLIENTS

| Logo | Client | Location |
|---|---|---|
| | Coca Cola India | Ahmedabad, Gujarat |
| | Hyundai Motors | Jamshedpur, Jharkhand |
| | Dasa Prakash Restaurant | Ahmedabad, Gujarat & Jaipur, Rajasthan |
| | Hotel Centerpoint, by Welcome Group | Jamshedpur, Jharkhand |
| | Utkal Automobiles | Jamshedpur, Jharkhand |
| | Tata Benz Showroom | Berhampur, Orissa |
| | Mahindra Showroom | Mancheswar, Bhubaneswar |
| | Jindal Rail Infrastructure Limited | Vadodara, Gujarat |
| | Bhakt English Medium School | Panchmahal, Gujarat |
| | Saraswati Vidyalaya | Panchmahal, Gujarat |

| | | |
|---|---|---|
| | Kisan High School | Panchmahal, Gujarat |
|  | Red Sky | Nungambakkam, Chennai |
|  | P S Accounting | Vadodara, Gujarat |
| | Prime Communication | Ahmedabad, Gujarat |
| | Perfect Communication | Ahmedabad, Gujarat |
| | Nancy Fashion | Ahmedabad, Gujarat |
|  | Mexx Mobile | Ahmedabad, Gujarat |
| | Sandip Hospital | Rajasthan |
| | Hilti Tiles | Morbi, Gujarat |
| | Kota Sahkari Upbhokta Bhandar | Kota, Rajasthan |

| | MB Vision | Surat, Gujarat |
|---|---|---|
| | S. B. Jain Institute of Technology, Management & Research | Nagpur, Maharashtra |
| | Holy English Convent | Raigad, Maharashtra |
| | Shri Ganesh Higher Sec School | Sidhi, Madhya Pradesh |
| | Pizza Hut | London, U.K |
| | Subway Sandwich Chain | London, U.K |
| | Budgens Super Market | London, U.K |
| | London College of Business and Computer Studies | London, U.K |
| | London College of Management Studies | London, U.K |
| | Middlesex College of Law | London, U.K |

**Greys College**   Grey's College Limited      Lancashire, U.K

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