

## About Attendance Submission

- ❖ Attendance capturing is one of the salient features of TIMS application.
- ❖ All school registered in TIMS are obliged to submit teachers and non-teaching staffs attendance data of every month for digitizing in TIMS application.
- ❖ School will need to ensure submission of attendance data only for those teachers and non teaching staffs registered in TIMS.
- ❖ School will need to ensure submission of attendance data of the previous month within the first week of the next month
- ❖ Submission of attendance data can be done via the **Prescribed Attendance Template** or via **Mobile App Capturing Attendance**

# Mode of Attendance Submission

❖ Submission of attendance data can be done in two ways:-

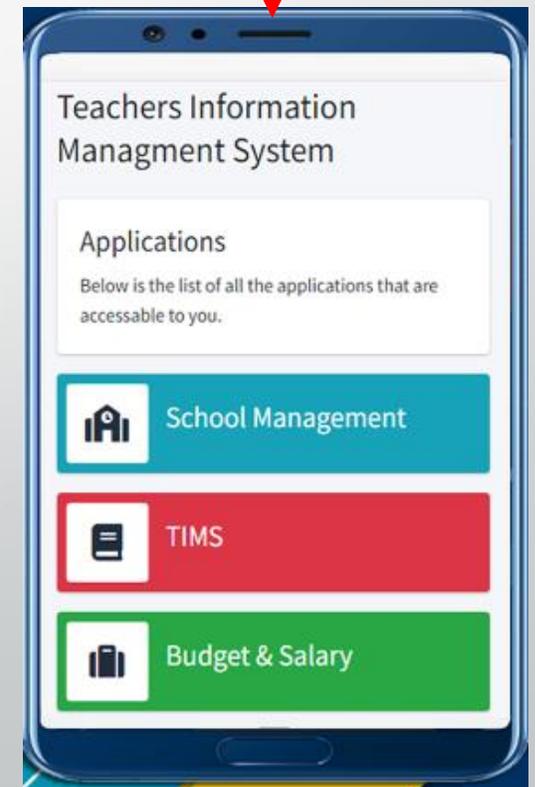
- Mode A: Either via the **Prescribed Attendance Template**
- **Mode B: Or via Mobile App Capturing Attendance**

❖ **Mode A- Submission via Prescribed Attendance Template**

Attendance Template March 2021-22

Employee Code	District	Block	School Name	School Category	School Managed By	Employee Name	Year	Month	Total No of Working Days	No of Days Present	No of Days Absent	EL	CL	Half Day Leave	Maternity Leave	EOL	Attendance Percentage

❖ **Mode B- Submission via Mobile App**



# Mode A: Submission of Attendance via Attendance Template

Step 1: Login the TIMS portal by school, Click on 'Teacher Attendance'

DEPARTMENT OF EDUCATION  
GOVERNMENT OF MEGHALAYA

Home Settings

RAMJONGGRI L.P. SCHOOL

Attendance Capturing System

Select Month: January | Financial Year: Select Financial Year | Download Attendance Template

History of Attendance

Select Month: January | Financial Year: Select Financial Year | Search Result

Copy CSV Excel PDF Print Column visibility

SL No	School Name	Month	Financial Year	Action
No data available in table				

Showing 0 to 0 of 0 entries

Previous

2. Select the month

3. Select the Financial Year

4. Click on Download Template

An attendance Template will get downloaded as given in the following step

1. Click on Teacher Attendance

# Mode A: Submission of Attendance via Attendance Template

## Step 2: Enter Attendance Details in the Downloaded Attendance template by School

Attendance Template March 2021-22

Employee Code	District	Block	School Name	School Category	School Manage By	Employee Name	Year	Month	Total No of Working Days	No of Days Present	No of Days Absent	EL	CL	Half Day Leave	Maternity Leave	EOL	Attendance Percentage
123456789001	West Garo Hills	SELSELLA	RAMJONGGRI L.P. SCHOOL	Primary with Upper Primary	Department of Education	Robert Hills	2022-23	September	22	20	2	0	2	0	0	0	91%
123456789002	West Garo Hills	SELSELLA	RAMJONGGRI L.P. SCHOOL	Primary with Upper Primary	Department of Education	Ben Davison	2022-23	September	22	19	3	0	3	0	0	0	86%

The screenshot displays the web interface for the Attendance Capturing System. The top navigation bar includes the Department of Education Government of Meghalaya logo and a search icon. The sidebar on the left lists various services under 'BUDGET & SALARY' and 'MIS', with 'School Management' currently selected. The main content area is titled 'RAMJONGGRI L.P. SCHOOL' and features the 'Attendance Capturing System' section. This section contains two dropdown menus for 'Select Month' (set to January) and 'Financial Year' (set to Select Financial Year), followed by a blue 'Download Attendance Template' button. Below this is the 'History of Attendance' section, which also has dropdowns for 'Select Month' and 'Financial Year', and a purple 'Search Result' button. A table below the search section has columns for 'SL No', 'School Name', 'Month', 'Financial Year', and 'Action', but it is currently empty with the message 'No data available in table'. A red arrow points from the 'Download Attendance Template' button in the screenshot to the corresponding table in the sample template above.

- As shown above, a Attendance Template will be downloaded with the names of the teachers, employee codes, school names, year, month, and so on.

### Instruction

- Schools are asked to fill in the attendance details in the template shown in the sample above.
- Only submit soft copies in the form of Excel Sheet Format

# Mode A: Submission of Attendance via Attendance Template

## Step 3: Attendance Acknowledgement in the Undertaking Form

### ATTENDANCE UNDERTAKING FORM

No. \_\_\_\_\_ Dated \_\_\_\_\_

I, \_\_\_\_\_, Principal of \_\_\_\_\_

\_\_\_\_\_, do hereby declare that the ATTENDANCE DATA of Teaching/ Non-teaching staff for the Month \_\_\_\_\_ Year \_\_\_\_\_ is correct and complete to the best of my knowledge.

I understand and acknowledge that I am solely and fully responsible for the school's attendance data for teaching and non-teaching staff

**Principal/Headmaster/Headmistress**

\_\_\_\_\_  
**Seal & Signature**



### Instruction

- This undertaking form must be printed by schools.
- Schools are asked to fill out this form and acknowledge it with their seal and signature.
- Only submit soft copies in the form of a picture image or a scanned PDF.

# Mode A: Submission of Attendance via Attendance Template

## Step 4: Submission of Attendance to District TIMS Unit

### Instructions for submission of Attendance to District TIMS Unit

- For Attendance Data (Only submit soft copies in the form of Excel Sheet Format)
- For Undertaking form (Only submit soft copies in the form of a picture image or a scanned PDF)
- Schools will submit in the following ways

1. Sending through Whatsapp



2. Sending through Email



3. Submit through storage media like pendrive



For attendance submission, please contact the Support Executive listed below in your district.

# Mode B: Submission of Attendance via Mobile App

