Observation and Rules for capturing and validating attendance on DutyPar App-

The following observations has been received from attendance data captured from November 2020 to February 2021 on DutyPar Application. You are requested to review and follow the rules defined below for the capturing attendance on DutyPar carefully.

1. A large number of students have marked In Time and Out Time immediately within minutes. The difference between In Time and Out Time for students is below the designated number of batch hours shared by VTPs at the time of registration of batch on Mahaswayam Portal
2. A large number of students have marked the Out Time on the next day or after several days (2-3 days after the batch has ended)
3. For example, In Time Date is today and Out Time Date is after 2 or 3 days
4. The VTPs are breaking up the batch hours into multiple small slots of 1 or 2 hours. As per the guidelines of NSDC, only the batch strength (20 or 30 students) can be broken down to smaller batches (of 10 or 20 students each) to maintain social distancing, however, the batch hours for the day should be same as designated batch hours for the day

Rules defined for the validating the attendance are as follows-

1.	Total hours of the batch – The total batch hours for a day should be as per the data shared by VTP on Mahaswayam Portal at the time of registration of batch
2.	**Minimum time difference between IN Time and OUT time – As per the daily batch hours defined by VTPs at the time of registration of that batch (relaxation of 30 minutes is being provided.** Eg, if Batch Hours entered on Mahaswayam Portal is 4 hours for each day, the time difference between IN Time and Out Time should be at least 3.5 hours (3 hours and 30 minutes)
3.	**Maximum time difference between IN Time and OUT time- 18 Hours** (In Time should be after 6 am in the morning and Out time should be before 12 midnight. In Time or Out Time attendance will NOT be considered between 12 midnight to 6 am in the morning)
4.	VTPs can arrange the classes anytime between 6 am and 12 midnight.
5.	Additionally, the student IN TIME and OUT TIME should be on the SAME day. The Batch should be taught at one stretch on the same day. In case, the batch is taught in an Offline and Online mode, both the online and offline sessions should be taught on the same day
6.	Rule for teacher/trainer attendance – Same rule as students. Relaxation time of 30 minutes in the total batch hours can be provided

The VTPs and students are thereby, instructed to strictly follow the guidelines mentioned above. Failure to do so will result in cancellation of the attendance. In case of any queries, please reach out to MSSDS team.