VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,
West Bengal, INDIA.

Date: 03.04.2017

NOTIFICATION

It has been directed by the Hon'ble Vice-Chancellor to notify for general information of all concerned that the Vidyasagar University has already introduced the Smart Card based attendance system. **The procedure and steps to login by Head of the Academic / Administrative departments and access Smart campus attendance record of the employees under his / her departmental control are enclosed herewith for ready reference of all concerned.**

All Head of the Academic / Administrative departments are hereby requested to check the individual attendance record and matched with the leave applications / single swipe issues and update the blank records with leave, single swipe issues, holidays etc. Saturdays and Sundays have already been marked by the system. After verifying and signing the individual records of every month will have to send to the Establishment Section within the first week of the next month.
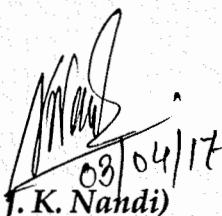
All concerned are being informed accordingly.

sd/-
Registrar

Memo No. : VU/R/Noti./365/2017 dated 03.04.2017
Copy forwarded for information and necessary action to to:
1.   *The Dean(Actg.), Faculty of Arts and Commerce,*
2.   *The Dean(Actg.), Faculty of Science,*
3.   *All HOD's of all Academic and Administrative departments to do the needful,*
4.   *The Director (Actg.), DDE,*
5.   *The Deputy Librarian,*
6.   *The Assistant Registrar,*
7.   *The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,*
8.   *The Office Supdt., Registrar's office,*
9.   *The Establishment section,*
10.   *The Information Scientist for wide circulation on the University website,*
11.   *Enquiry Section,*
12.   *Guard File*

(Dr. J. K. Nandi)
Registrar
REGISTRAR
VIDYASAGAR UNIVERSITY
Midnapore

ax (953222) 275297 /EPABX: 276554-555-557, Fax : (953222) 275329,
e-maiI : registrar@mail.vidyasagar.ac.in

HOW TO LOGIN AND ACCESS SMART CAMPUS ATTENDANCE RECORD
LOGIN AS HEAD OF THE DEPT AND ACCESS RECORD OF HIS DEPT. EMPLOYEES

1. Login as Individual and change your own password.
2. Open the Browser and visit 192.168.0.18:8080/vusmartaccess and press ENTER
3. Log on to the system with Emp ID (as provided in the Smart Card) and your present password and then **check the 'Dept. Head' check box** and press **submit** button to log on as Departmental Head so that you can access the attendance record of your own departmental officers/Staff.

4. **After Login the user interface page will appear as below:**

5. You may click on the **' Generate Report'** button on the top of the screen to generate the pdf report of all the employees under your departmental control. The following screen will appear
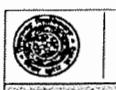
Vidyasagar University Smart Card System

ATTENDANCE REPORT GENERATION FOR HEAD OF THE DEPT.

Select Start Date and End Date to generate report in PDF:

By Start Date:

By End Date:

PDF Report   **Reset**

6.   Mention **'Start Date'** and **'End Date'** in the boxes by clicking on the boxes. Then press 'PDF Report'. It will generate the report of all the employees under your control in pdf format. You may print out the same for necessary Verification related to single swipe, leave etc.

7.   As HOD, you have to generate complete report of all employees within the 1st week of the next month. The individual attendance record are to be checked and matched with application for CL,CCL and Single swipe etc. and update the Blank dates with Leave (CL,CCL) single swipes issues, Holidays etc. Saturdays and Sundays are already marked by the system. HOD and Individual employees will sign in the document before submitting it to the Establishment section along with the Summery Leave Statement as presently is being sent to Establishment section. This is as per decision of the relevant committee duly approved by the Executive Council. In case HOD cannot generate report within 1st week for any unavoidable circumstances, it will be generated by Computer Centre on request and sent to HOD for further processing.