VIDYASAGAR UNIVERSITY

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

Date: 28.03.2017

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 attendence system. **The procedure and steps to login and access Smart campus attendance record by individual login and access individual records only are enclosed herewith for ready reference of all employees.**
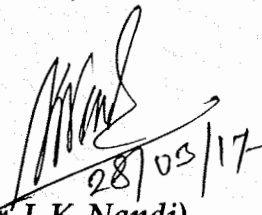
All concerned are being informed accordingly.

sd/-
Registrar

Memo No. : VU/R/Noti./337/2017 dated 28.03.2017
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 departments - with a request to*
        circulate the notification among all employees.
4.   *The Deputy Registrar,*
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

53222) 275297 /EPABX: 276554-555-557, Fax : (953222) 275329,
e-mail : registrar@mail.vidyasagar.ac.in

HOW TO LOGIN AND ACCESS SMART CAMPUS ATTENDANCE RECORD

INDIVIDUAL LOGIN AND RECORD access

1. Open the Browser and visit '192.168.0.18:8080/vusmartaccess' and press ENTER
2. Log on to the system with Emp ID (as provided in the Smart Card) and password : **Vu@2017**
3. Press the **'submit'** button to log on to their individual user. Donot check any check boxes.

File Edit View History Bookmarks Tools Help

Vidyasagar University Sma... X   +

192.168.0.18:8080/vusmartaccess/   C   Q Search

Vidyasagar University Smart Card System

Emp Id :   100235

Password :   •••••••••

☐ Admin Role
☐ Dept. Head
☐ Today Only

Submit   **Reset**

Welcome to Vidyasagar University S

Version 4.3
Developed By CDAC Kolkata (ICT&S-1)
Plot-E2/1, Block-GP, Sector-V, Salt Lake, Kolkata-700091, West Bengal, India
e-mail: biswajit.saha@cdac.in
www.cdac.in

Ask me anything   ENG   13:05
                                                                  IN   22-03-2017

After Login the user interface page will appear as below:

a. Change Your Password by clicking on "Change Password" button on top of the screen at first login. PLEASE CHANGE YOUR PASSWORD IMMEDIATELY at FIRST LOGIN.

b. You may generate you own attendance Report (pdf format) for a duration to be mentioned on the 'Start Date' and 'End Date' boxes by clicking on them and then pressing **'PDF Report'** button. Do not provide same date on Start and End date.

c. By clicking on **'Log description document'** you can get the meaning of various log digits shown in the swipe record below in tabular form for instant interpretation of swipe record.

d. Do not forget to 'logout' by clicking the **'logout'** button before leaving the terminal.