



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

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.

Vidyasagar University Smart Card System

Emp Id : 100235

Password : *****

☐ Admin Role
☒ Dept. Head

Submit **Reset**

Welcome to Vidyasagar U

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

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

Vidyasagar University Smart Card System

Mon Apr 03 12:10:11 IST 2017

Id:100235 | Name:Sunil Ch. Mallik | DEPT:AD : Computer centre | Change Password
 Last login :Fri Mar 31 14:45:21 IST 2017 **Generate Report** | Column:Description | Logout

By Entering the Emp Id or DSN Generate Filtered Data:

Enter Employee Id:

Enter Device Serial Number:

Submit **Reset**

Emp ID	Emp Name	Emp Photo	Emp Card No.	Emp Card Type	Emp Card Validity	Emp Card Status	Emp Card Issue Date	Emp Card Issue Time	Emp Card Issue Location	Emp Card Issue User	Emp Card Issue Device	Emp Card Issue Device Type	Emp Card Issue Device Model	Emp Card Issue Device Version	Emp Card Issue Device Manufacturer	Emp Card Issue Device Serial Number	Emp Card Issue Device Description	Emp Card Issue Device Location	Emp Card Issue Device Status	Emp Card Issue Device Issue Date	Emp Card Issue Device Issue Time	Emp Card Issue Device Issue Location	Emp Card Issue Device Issue User	Emp Card Issue Device Issue Device	Emp Card Issue Device Issue Device Type	Emp Card Issue Device Issue Device Model	Emp Card Issue Device Issue Device Version	Emp Card Issue Device Issue Device Manufacturer	Emp Card Issue Device Issue Device Serial Number	Emp Card Issue Device Issue Device Description	Emp Card Issue Device Issue Device Location	Emp Card Issue Device Issue Device Status
100235	1491194611222	03-04-2017	10:13:31	biometric&markAttend ance&openLock&displ ayString"DISPMMSGEM PNAME"&speaK"TTS MSGEMPNAME"- 1&1&1&1&1	0	1	1	1	0	1	2017-04-03 10:13:36.0	B8:D7:EB:CB:AF 04	192.168.16 2 206 Txn Nu... q3lrYg2Kd 0rIW9N3Lo SV602HprS 9DT9a6	CC7733BC020003001 00000060C0A057936 001200370046636461 303467FFFF77017122 770516070000732605 E755210211	192.168.16 2 206 Txn Nu... q3lrYg2Kd 0rIW9N3Lo SV602HprS 9DT9a6	CC7733BC020003001 00000060C0A057936 001200370046636461 303467FFFF77017122 770516070000732605 E755210211																

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

