



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.

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

Emp ID	Name	Date	Time	Attendance
100235	Sunil Ch. Mallik	03-04-2017	10:13:31	0
100235	Sunil Ch. Mallik	03-04-2017	10:13:31	1

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

