



Vidyasagar University

Midnapore, West Bengal

721102



2.5.4 : Supporting Documents



Annual reports of examination including the present status of automation



VIDYASAGAR UNIVERSITY
MIDNAPORE-721102, WEST BENGAL

Report
(2022-2023)

Automation in areas of Examination:

- a. **Processing of Admit Card for PG students:** After the examination form fill up, the forms are processed through **software** and students are provided with a link to generate online admit card by providing details like Roll No./ Registration Number, etc. The **Descriptive Roll** is generated through **online mode** and handed over to the respective department.
- b. **Coding – Decoding system for Evaluation processing in PG Examinations:**
During examination, the students are provided with **Blank answer scripts containing OMR Sheets** which also serve as award slip without disclosing the identity of a student to an examiner. It has a coding decoding system with bar codes. The student attendance part is then perforated and uploaded in the system after **scanning**. The scripts are sent to the examiners after coding which helps to maintain the confidentiality of the scripts. The marks are captured into the system through the **scanner** and the result is processed through the **software [Vendor engaged]**.
- c. **Result processing in PG Examinations:**
The entire result processing is done through **software [Vendor engaged]** with proper verification procedures. The marks are validated through the software.
- d. **Preparation of Tabulation Sheet in PG Examinations:**
Once the result is processed, the complete tabulation sheets are generated in **online mode** and send to tabulators for validation and thereafter the mark sheets are generated through the software by providing USIN of the student **[Vendor engaged]**.
- e. **Preparation of Grade Card in PG Examinations:**
The grades along with credit points are reflected in both tabulation sheet and mark sheet **[Vendor engaged]**.
- f. **Preparation of Certificate for PG Courses:**
The final certificates are printed as per the USIN of the students **[Vendor engaged]**.
- g. For Under Graduate Examinations, the preparation of **Form List, Admit card, Notification for Examinations, Descriptive Roll (DR), Roll List for Practical Based Subjects, Marks Processing and Publication of Results** are completely done by using various **software [Vendor engaged]**.



and 10/10/2024

Biplav
30/7/24
Controller of Examinations
(Officiating)
Vidyasagar University
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