



**MAHATMA GANDHI UNIVERSITY, KERALA**

**Abstract**

Digitization Tabulation Registers of Examination Branch - Detailed Protocol - Approved by Vice Chancellor - Orders Issued

**EXAMINATION A 2 SECTION**

No. 1391/EA 2/2020/MGU

Priyadarsini Hills, Dated: 09.03.2020

*Read:-* 1) U.O No. 791/EA 2/2020/MGU dated 10.02.2020.

2) Notes of Section Officer, Front Office II & Convenor, Digitization Project.

3) Order dated 03.03.2020 issued by the Vice Chancellor.

**ORDER**

University Order as referred (1) above has been issued in connection with the project "Digitisation of Tabulation Registers of Examination Branch", which has been awarded to Uralungal Labour Contract Co-Op Society, Kozhikode. A proposal regarding Detailed Protocol for Digitization Work is submitted vide ref (2) above. Considering the above, as per reference (3), the Vice Chancellor has approved the proposal as detailed below.

- 1) Each page of all Tabulation Registers to be scanned, shall be serially numbered from first page to the last page including the blank pages.
- 2) The tabulation sections concerned shall hand over the Tabulation Registers to the scanning team after recording Course, Part, Reg. No. Series, Centre/College, Month and Year of the Examination for Scheme Identification.
- 3) The ULCCS team shall assign index numbers to the Tabulation Registers in the following manner.

1. Pre-Degree	-	Starting from PDC0001 onwards
2. B Com Model 1	-	" M1BCOM0001 "
3. BA Model 1	-	" M1BA0001 "
4. B Sc. Model 1	-	" M1BSC0001 "
5. Bcom Model II	-	" MIIBCOM0001 "
6. BA Model II	-	" MIIBA0001 "
7. B Sc Model II	-	" MIIBSC0001 "
8. New Gen.UG	-	" NGUG0001 "
9. B Tech./Mtech	-	" TECH0001 "
10. MBBS,BDS,BAMS, BHMS&Med.PG	-	" MED0001 "

11. Paramedical UG	-	“	PMEDUG0001	“
12. Paramedical PG	-	“	PMEDPG0001	“
13. MA	-	“	MA0001	“
14. M Com	-	“	MCOM0001	“
15. MBA	-	“	MBA0001	“
16. MCA	-	“	MCA0001	“
17. MSW	-	“	MSW0001	“
18. New Gen PG	-	“	NGPG0001	“
19. LLB/LLM	-	“	LAW0001	“
20. B Ed/M Ed	-	“	EDN0001	“
21. Off Campus	-	“	OFFC0001	“
22. Diploma Programmes	-	“	DIP0001	“
23. CSS Programmes	-	“	CSS0001	“
24. M Sc	-	“	MSC0001	“
25. M Phil	-	“	MPHI0001	“

4) The agency will assign Index Numbers to the Registers and scan the contents of Registers by ensuring that no omission has occurred .

5) The blank pages preceding and succeeding the pages containing data are to be scanned. This is to ensure that full data in a particular book has been scanned. If there is a gap of more than two blank pages between two sets of pages containing data, the blank page succeeding the last page of the first set and the blank page preceding the first page of the second set are also scanned. All the other blank pages need not be scanned.

6) The scanned data is then transferred and stored in a storage device.

7) Each book is saved as a volume in the storage device.

8) The University team shall diligently verify the scanned images in the storage device and ensure the continuity of pages. If any omission is noticed, the matter shall immediately be brought to the attention of ULCCS team and the missing page shall be incorporated to the volume concerned.

9) It is the personal responsibility of the Section Officers to ascertain that the verification process is fool proof.

10) After verification the Tabulation Registers are returned to the sections after affixing the stamp “Scanning and verification completed” on the front page of the Register

11) Then ULCCS team will process the data and the digital signature of the Assistant Registrar concerned will be put in the volume.

12) The processed and digitally signed volumes shall then be uploaded in the server space.

13) Since the agency will provide detailed index, it is desirable that the sections keep physical Registers in the sequence indexed by the agency.

14) The bills/Vouchers for payment shall be verified by the Assistant Registrars concerned and certify that the work had been satisfactorily completed and forward the same to Joint Registrar(IV) Examinations & Coordinator (Point of Contact), for countersignature.

Orders issued accordingly.

JOSEPH GEORGE

ASSISTANT REGISTRAR XI (EXAM)

Copy To

- 1) PS to VC / PVC
- 2) PA to Registrar / CE / FO
- 3) All JR / DR / AR (Exams)
- 4) The Core Team Members
- 5) CE Section / CETEX
- 6) All Tabulation Sections
- 7) DR / AR (P&D Section) / P&D I Section
- 8) IQAC / Content Management Sections
- 9) Stock File / File Copy

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