MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Digitization of Exam Documents - Part Payment to ULCCS ,Protocol for Validation of Digital Data, Project Closure Formalities- Recommendations of the Technical Committee- Approved- Orders issued.

EXAM DOCUMENT DIGITALISATION SECTION

No. 7371/EDDS/2021/MGU   Priyadarsini Hills,Dated: 24.12.2021

Read:-1. Bill No ULC/21-22/124 dated 08/10/2021 from Uranlungal Labour Contract Co-operative Society.

2. Minutes of the meeting of the Technical Committee held on 07/12/2021.

ORDER

The project ' Digitization of Exam Documents' had been   entrusted with M/s Uralangual Labour Contract Co- Operative Society(ULCCS), Vadakara, Kozhikode. As per the referece 1 cited, the agency has submitted bill amounting to Rs. 1354832/- (Rupees Thirteen Lakh Fifty Four Thousand Eight Hundred and Thirty Two only), for release of part payment.

As per the reference (2) cited, The Technical Committee on digitization of exam documents discussed the various issues related with the project and the following recommendations were passed for approval.

1. Part payment to ULCSS – On the basis of the status report, the committee resolved to recommend the part payment of Rs. 1354832/- (Rupees Thirteen lakh, fifty four thousand, eight hundred and thirty two only) to Uralungal Labour Contract Co-operative Society (ULCCS).

2. Hosting of Digital Records

As per the U.O. 5164/EDDS/2021 dated 04/10/2021 it has been decided to validate the digital records by affixing the digital signature of the Controller of Examinations in the Data Records. For data validation and hosting of digital records the following protocol is recommended.

2.1 On completion of the verification and defect rectification process of all Tabulation Registers in a module, upload a working volume of the module in the Local Server. A back up of the scanned documents will be uploaded in the Amazon Web Services (AWS). Backup of the application shall be taken automatically and pushed to AWS on a Fifteen Day's interval.

2.2 Add water mark of the University to the pages of all the digital volumes.

2.3 The Completion Report put in by the Assistant Registrar concerned shall be incorporated as the last page of each Register and affix the digital signature in the completion report. Then the volumes are to be locked. The locked volumes will be uneditable.

2.4 As and when the validation of all the Tabulation Registers in a module is completed , upload the digitally signed data module in AWS.

2.5 If in future more data volumes are to be added to any module, assign new index number to the data volume and complete the digitization process and validate the data volume by affixing the digital signature of the then Controller of Examinations.

2.6 The validated modules and the working modules are to be permanently retained.

2.7 Only the Senior Network engineer / IT Cell Director shall have access to server hosting backup and the applications, subject to the permission of the Controller of Examinations and the Registrar.

3. Asigning User Id.

The Section Officer, EDD Section shall discuss with Deputy Registrar V (Exam), IT Cell Director and ULCCS Technical Team and prepare a detailed protocol in this regard.

4. **Final Audit of the project** – On completion of the data verification process, the internal audit team shall conduct an audit of the project. Technical audit to be done under the supervision of IT Cell Director.

5. Preparation of a detailed user manual-

ULCCS team has agreed to submit a detailed User Manual.

6. Project Closure formalities – IT Cell Director is authorized to prepare the list of documents that have to be filed by ULCCS in the project closure report.

The honourable Vice Chancellor has approved the above recommendation of the Technical Committee.

Orders are issued accordingly.
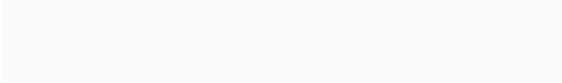
AJITH KUMAR V

ASSISTANT REGISTRAR XX (EXAM)
For REGISTRAR

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4. IT Cell Director
5. Deputy Registrar V (Exam)
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Forwarded / By Order

Section Officer