



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Digital Archives of Examination Documents - darchive - Assigning User Id for the Users - Guidelines - Sanctioned - Order issued.

EXAM DOCUMENT DIGITALISATION SECTION

No. 2071/EDDS/2022/MGU

Priyadarsini Hills, Dated: 26.02.2022

Read:-U.O. No. 7371/EDDS/MGU dated 24/12/2021.

ORDER

The project 'Digitization of Examination Documents' had been awarded to M/s Uralungal Labour Contract Co- Operative Society, Vadakara, Kozhikode. The project is nearing completion.

As per the order read, Exam Document Digitization Section(EDDS) was directed to prepare a detailed protocol for assigning user Id for the users in consultation with Deputy Registrar V (Exam) and the Director, IT Cell. The following protocol/guidelines prepared and submitted after detailed discussions has been approved by the Hon. Vice Chancellor .

1. The digital archives of exam documents with the application software will be titled as 'darchive'.
2. The Deputy Registrar (IT Cell) and the AR (in charge of IT Cell) have been designated as the Super Admin and the Local Admin of darchive respectively.
3. The two Admins shall be deemed to be the User Admins of darchive.
4. The User ID of DDFS shall be assigned as the ID of darchive.
5. Exam Document Digitization Section shall precisely identify the users of each module and seats will be created by Uralungal Technical Team on the basis of the detailed user hierarchy provided by EDD Section.
6. The initial onboarding of users to the database will be performed by the Uralungal Technical team .Before commissioning the project , Exam Document Digitization Section shall provide a detailed user list to ULCCS for creating user Id. This list shall contain the name, designation, section ,relevant data module and the DDFS user id of all eligible users. A well-defined statement regarding the data access to be provided to the Statutory Officers of Exam Branch shall also be attached to the user list.
7. Once the project is commissioned , seat change, creation of Id. ,deletion of Id. etc.shall

be performed by the IT cell on the basis of the orders issued from time to time by the Establishment/Pension sections and the offices of the Registrar/Controller of Examinations . Any action by the IT Cell in this regard shall be subject to the direction from the Super Admin.

8. The responsibility of IT Cell will be limited to the creation /deletion of User Id. and providing necessary log to the users. All other responsibilities will be with the individual users.

9. Once the unique ID of a user is created, the same ID will remain as far as the user continues in the University Service.

10. If a user has to vacate a seat by way of transfer, promotion, disciplinary action or deputation, the mapping of the user with the seat shall be deactivated by the Super Admin. But the User ID shall remain.

11. When a new user is taken charge, Super Admin shall create User ID, if not already created .

12. In the cases of retirement from University service, Inter University transfer and disciplinary action leading to termination, the ID assigned to the user. shall be deleted.

13. The authority to provide access to modules will be the Super Admin ,subject to the recommendation from the Controller of Examinations/Registrar

14. The Assistants and Section Officer of a Section will be provided access only to the data module which is relevant to their section. If additional charge of another section is given to a Section Officer , Super Admin shall give special permission to the Section Officer for access to another module. The temporary permission shall be withdrawn immediately when a full time Section Officer is taken charge.

15. If the Super Admin proceeds on leave for more than 3 working days , he/she can hand over the charge to the Local admin for that period, if it is necessary.

16. The Statutory Officers shall have access to one or more data modules, depending on the work distribution of the sections under their control.

17. Controller of Examinations/Registrar/Pro-Vice Chancellor/Vice Chancellor shall be given ID as follows:

cemgu

registrarmgu

pvcmggu

vcmgu

18. The above Controlling Officers shall be provided access to the entire data .

19. The approval process of physical tabulation registers ends with the seat of Assistant Registrar concerned. Only the files/Certificates/Fair Copies are circulated in the

hierarchy. In the same way, in darchive, the remarks / noting /approval process in the digital volumes shall end with the Assistant Registrar concerned. But at the same time higher officers shall have the permission to view and approve any document , in times of necessity.

In darchive, the data pertaining to the following academic programmes , which are not available in the online portal , can be fetched from the modules listed below.

1. Pre Degree - PDC
2. Bachelor of Arts (Conventional or Model 1)-BA
3. Bachelor of Science (Conventional or Model 1)– BSC
4. Bachelor of Commerce(Conventional or Model 1) – BCOM
5. Medical / Paramedical Courses – MED
6. Master of Business Administration – MBA
7. New Generation Under Graduate Programmes – NGUG (BA,BBA, BBM, BCA, BCom., BCSG, BHM, BLISc., BPE, BPEd, BSc., BSW, BTech., MPEd, MPhil.etc.)
8. Model 2 Under Graduate Programmes(Model 2 BA/BSc./BCom.) - M2UG
9. All courses offered in the Off Campus stream - OFFC
10. New Generation Post Graduate Programmes – NGPG (DSS,MA,M APP.Sc., MBC, MCA, MCJ, MDOC., MEM, MHA, MHRM, MIB, MJC, MLISc., MMH, MPE,MPH,MPhil., MPT, MSc, MSW, MTA, MTech., PGD, PGDAHS, PGDMMC etc.)
11. Credit and Semester Programmes in the University Schools/Centres – CSS
12. Conventional Post Graduate Programmes – CPG
13. Education Courses (B.Ed / M.Ed/Spl.Edn.) - EDN
14. Legal Studies (UG&PG in Affiliated Colleges)– LLB
15. Bachelor of Technology – BTECH
16. All programmes in the Autonomous Stream – AUTO
17. Ph.D Notifications – PHD
18. Admission Register of School of Distance Education - SDE

AJITH KUMAR V

ASSISTANT REGISTRAR XX
(EXAM)
For REGISTRAR

Copy To

1. PS to VC/PVC
2. PA to Registrar/CE
3. IT Cell Director
4. Deputy Registrar (IT Cell)

5. Assistant Registrar (in charge IT Cell)
6. JR 1 Admn
7. All statutory Officers in the Examination Branch
8. All Tabulation Sections in the Examination Branch
9. Content Management Section/ University Website
10. Stock File.

Forwarded / By Order

Section Officer

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം