



Ref. No. :

Date :

Ref.No. COE/MAKAUT,WB/2019(4)

Date: 27/09/2019

To
The Director/Principal

Subject: Intimation of Training for Digital Evaluation to all colleges

Sir/Madam,

The appropriate authority of the institute has introduced digital evaluation of answer scripts from the Odd Semester Examinations 2019-20. So, University has arranged a training programme for the faculty members of who would be assigned for digital evaluation of the answer scripts at different zonal offices of the University. The faculty members will be provided with the details of the zonal offices and time of the training by their registered email. The faculty members will also be informed to produce their mail as proof for seeking on duty leave from the concerned college authority for attending the digital evaluation training.

As all the answer scripts would be evaluated digitally, it is compulsory to attend the training and understand the modalities. The venue of the training programme zone wise is as follows:

Zone	Zone Name	Date of Training	Venue
1	Siliguri	02.12.19	Siliguri Institute of Technology
2	DurgaPur	03.12.19	Dr B C Roy Engineering College
3	Hoogly	04.12.19	Supreme Knowledge Foundation
4	Kolkatta	05.12.19 to 07.12.19	RCC Institute of Information Technology

This faculty training program will include:

- Installation of DVS application
- How to login with the user id and password
- H/W authentication
- H/W Approval on university level
- How to allocate the answer script
- The introduction to the interface
- How to do the on screen valuation
- How to use annotation
- How to submit the answer script after valuation

The faculty of zone concerned will be allowed only in his zone. The change of zone is strictly not allowed under any circumstances.

You are, therefore, requested to allow the faculty members to avail on duty leave to attend the training programme mandatorily.

Thanking you,

(Dr. Subhashis Datta)
Controller of Examinations