



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

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Memo No. OG/WBUHS/2017-18/0413

Dated : 01.06.2018.

NOTIFICATION

A pre-bid meeting is to be held on 6th June 2018 at 11 a.m. at the chamber of the Vice Chancellor, WBUHS on the issue of the following matter.

1. University Examination Management System /SOP [Example given in Annexure-I]
2. Travel/Accommodation arrangement for examiners from outside the State of West Bengal.
3. Integrated University Management Portal -
 - a) Web-site
 - b) Administration – Admission, Registration of Students' Record., Transcript, Academic Depository
 - c) College Portal.
 - d) Student Portal

Interested firms with experience and technologically sound for providing confidential (Examination etc.) services of different matters of The West Bengal University of Health Sciences may participate.

This Notification is issued with due permission from the competent authorities.

Subanta Sinha
1/6/2018

Registrar

The West Bengal University of Health Sciences.

Enclosures: As stated.

Annex -I

Proposal for E-tender: University Exam. /Management System/SOP

1. Pre Examination : Part-A

- a) Design and develop of Online Examination Forms containing details of the students along with subject/papers they are supposed to appear in the examinations.
- b) Filling up Online Examination Form.
- c) Allocation of centres to the students as per direction of the University.
- d) Generation of Roll No. and uploading of admit cards after verification by College / University.
- e) Generation of DR sheets, Allotment Charts and delivery of the same to the college domain.
- f) Generation of Question Paper as required, subject wise / centre wise.
- g) Preparation and printing of HDPE Envelopes for collection of used Answer Books after the examination.

Pre Examination : Part-B

- a) Type-setting, Proof reading, Editing of Question Papers (manuscript will be provided by University).
- b) Printing of Question Papers / Question Booklets .
- c) Printing of Answer Books and Additional Sheets using good quality paper (at least 65 GSM)
- d) Answer Books should be thread stitched.
- e) Printing of OMR readable answer sheets (105 GSM), when required.
- f) Packaging of Question Papers, Subject wise / Session wise / Examination Centre wise.
- g) Packaging of Answer Books and Additional Sheets (4 pages).
- h) Delivery of Answer Books and Additional Sheets to all Examination Centres.
- i) Day to day delivery of packed Question Papers to all examination centres on the day of the examination without fail.

2. Post Examination :

- a) Collection of the used answer books of the theoretical examinations from the examination centers on day-to-day basis after completion of the test.
- b) Coding of the used Answer Books.
- c) Data entry (double entry) of the code-slips of the examinees.
- d) Labeling the packets of answer books with proper bar-coded serial number for future retrieval.
- e) Packaging of Coded answer books along with marks award sheets/slips.
- f) Preparation of Master database of Examiners of all subjects.
- g) Schedule for delivery of coded answer books to be fixed in consultation with the Controller as per his/her convenience.
- h) Delivery of packets containing coded answer books to the Examiners at the locations as desired by the Examiners such as College premises/University.
- i) Use Computer based Application to track delivery and receipt of used answer books to and from the Examiners along with access of the same by Vice Chancellor and Controller of Examinations.
- j) Follow-up with the Examiners to find out progress of the evaluation and if required, to make alternate arrangement so that unevaluated answer books can be evaluated through another Examiner in consultation with the Controller of Examinations/the Vice-Chancellor.
- k) The entire process should be monitored through a customized software for evaluation.
- l) Collecting all the evaluated answer books (*of theory papers*) along with marks award slips sealed in plastic cover/envelopes from Examiners after evaluation.
- m) Arrange delivery and collection of coded answer books multiple times in order to meet the deadline of publication of results.
- n) Collection of Practical marks from University/Colleges/Examiners.
- o) Data Entry of all the filled in marks award sheets/slips is done with 100% accuracy.
- p) Once marks are collated component-wise/subject-wise, the same to be processed to submit reports for missing marks, abnormal marks or any other discrepancies.
- q) After preparation of results, the same should be checked manually on sample basis to ensure correctness of the processing software.
- r) Preparation of various reports and statistics for declaration of results.
- s) Printing of Mark-sheets.
- t) Uploading results on the Web as desired by the University within the announced time-frame.
IEEM will strive to declare results within 60 days from the date of last examination held.
- u) Packaging of Mark-sheets College-wise for delivery as per the requirement of the University.
- v) Delivery of Mark-Sheets.
- w) Processing of **Scrutiny** online and keeping record thereof.
- x) Re-evaluation of answer books (*under review*) through Examiner.
- y) Publication of **Scrutiny result** and printing of mark sheets.
- z) Submission of copies of examination data to the university.