



VIDYASAGAR UNIVERSITY

MIDNAPORE • PASCHIM MEDINIPUR

WEST BENGAL • PIN 721 102

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref.No:VU/CE/GD- 3020/2021

20.07.2021

DETAILED GUIDELINES FOR THE CANDIDATES

FOR

UNDER GRADUATE ONLINE EXAMINATIONS 2021

1. The Examinations for the undergraduate 6th semester/4th semester/2nd semester examination (B.A/B.SC/B.COM (H&G) 2021 (under CBCS mode) will be held in online mode as per the schedule notified later on separately. **The final semester exam will start from 2nd August 2021 tentatively. The candidates are advised to download and print sufficient quantities of answer booklet attached as Annexure-A.**
2. The examination form fill up portal for UG 6th semester examinations (under CBCS mode) will remain open from **21 July 2021 to 27 July 2021. Candidates are advised to fill up examination form within this period only.** Considering the on-going **COVID pandemic situation, university has waived off the examination fees as well as computer processing charges as a very special case.**
3. The University/colleges will upload the question papers in the University/college Website as per the examination schedule. The candidates will be required to download the Question Paper one hour prior to the examination schedule.
4. The candidates will be required to email their answers scripts to their respective colleges. The email address will be notified at their respective college website.
5. The answer should be brief and precise and answer booklets are to be converted to PDF format (Maximum file size of 7 MB) for online mode of submission. These answer booklets are to be emailed within the reasonable time as mentioned in the exam schedule. Before converting the answer booklet into PDF format, the pages are to be arranged sequentially and to be converted into a single PDF. The PDF file name should be:-
"Roll Number<underscore>subject<underscore>paper code<underscore>date of exam".
The subject of the email should be exactly the same PDF file name
(For eg for Anthropology students:- 170085_ANT_C13_0208)
6. Those students of who will be unable to submit their answer scripts through this online mode, may submit their hard copy of answer booklet in a sealed envelope mentioning their Roll No, Registration No./ Year, Subject, Paper/ Half, etc. directly to their colleges. Candidate must preserve their answer booklet in soft copy with themselves. The candidates must choose any one mode of submitting their answer scripts ie either email or hard copy (In case of extreme difficulty)
7. The Candidates will be required to provide their basic information i.e., number, Roll No, Registration No./ Year, Subject, Paper/ Half, etc. at the specified Space provided in the Answer Booklet.


Controller of Examinations

Vidyasagar University
Controller of Examinations
VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B.

Phone: (03222) 298-333 Fax No.: (03222) 275329 / 297

Email : controller@mail.vidyasagar.ac.in Website : <http://www.vidyasagar.ac.in>

Vidyasagar University