



# VIDYASAGAR UNIVERSITY

MIDNAPORE • PASCHIM MEDINIPUR

WEST BENGAL • PIN 721 102

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

11.03.2022

Ref.No:VU/CE/GD-5013-A /2022

### DETAILED GUIDELINES FOR THE CANDIDATES

#### FOR

#### UNDER GRADUATE 1st SEMESTER EXAMINATIONS 2021 (ONLINE MODE)

1. The Examinations for the undergraduate 1<sup>st</sup> semester examination (B.A/B.SC/B.COM (H&G)/Major 2021 will be held in online mode as per the schedule. The candidates are advised to download and print sufficient quantities of answer booklet available in the university website.
2. 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.
3. The candidates will be required to email their answers scripts to their respective colleges only. The email address will be notified at their respective college website. The Answer Scripts sent to other E-mail Id other than those specified by their respective colleges will be treated as invalid.
4. The answer booklets are to be converted to PDF format (Maximum file size of 10 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>Exam pattern<underscore>subject<underscore>paper code<underscore>date of exam”.**  
For Eg:  
**(For CBCS Pattern:- 170041\_CBCS\_Bengali\_C1\_21.03.pdf)**  
The subject of the email should be exactly the same PDF file name
5. Those students 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)
6. 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.

(Biplab Chakraborty)

Controller of Examinations (Offg.)

Vidyasagar University

Controller of Examinations

(Officially)

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

Email: [controller@mail.vidyasagar.ac.in](mailto:controller@mail.vidyasagar.ac.in) Website: <http://www.vidyasagar.ac.in>