



VIDYASAGAR UNIVERSITY

MIDNAPORE • PASCHIM MEDINIPUR

WEST BENGAL • PIN 721 102

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref.No:VU/CE/GD- 5087/2022

17.06.2022

GUIDELINES FOR THE CANDIDATES

FOR

UNDER GRADUATE ONLINE EXAMINATIONS 2022

1. For UG ONLINE THEORY EXAMINATION, 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.
2. 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.
3. 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 190099_ANT_C13_2706)
4. 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)
5. 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.
6. For OFFLINE PRACTICAL EXAMINATIONS, the respective colleges will conduct their PRACTICAL Examination in OFFLINE MODE at their colleges as per the PRACTICAL EXAMINATION SCHEDULE. The PROJECT EXAMINATION is also to be conducted by the colleges as mentioned in the examination schedule within the stipulated time at their colleges.
7. All concerned to kindly note.

Controller of Examinations
Vidyasagar University

17/06/22