



# VIDYASAGAR UNIVERSITY

MIDNAPORE • PASCHIM MEDINIPUR

WEST BENGAL • PIN 721 102

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

10.09.2020

Ref. No: VU/CE/GD- 2544 /2020

**DETAILED GUIDELINES FOR THE CANDIDATES**  
**FOR**  
**FINAL YEAR/ TERMINAL SEMESTER OF**  
**UNDER GRADUATE AND POST GRADUATE ONLINE EXAMINATIONS 2020**

1. The Examinations for the Final Year/Semester Of BA/BSc/BCom (H & G)/Major Part-III and BSc VI Semester (Under CBCS) 2020 and VU campus Post Graduate Final Semester including CCAE 2020 are likely to be held in the beginning of October 2020. The University will soon prepare the examination schedule and will upload it in the university website and Chatrabandhu App.
2. The candidates of both undergraduate and post graduate courses will be required to register themselves in the examination portal available in the university website from 15 September 2020 onwards till 25 September 2020.
3. The University will upload the question papers in the University Website and Chatrabandhu App. The candidates will be required to download the Question Paper along with Answer Booklet as per the examination schedule.
4. The candidates will be required to upload their answer booklet by signing in to their account created for this purpose. Alternatively the candidates can also email their answers as mentioned at para 5 and para 6 of this guideline.
5. The candidates of undergraduate courses (as mentioned above) will be required to Email their answer scripts in PDF/ Text/ scanned copy of legible hand written text within a reasonable time or as mentioned in the examination schedule to their respective colleges with a copy to the COE department at [ugexam@mail.vidyasagar.ac.in](mailto:ugexam@mail.vidyasagar.ac.in) of Vidyasagar University.
6. The candidates of postgraduate courses (as mentioned above) will be required to Email their answers scripts in PDF/ Text/ scanned copy of legible hand written text within a reasonable time or as mentioned in the examination schedule to their Head of the Departments with a copy of the email to the COE department at [pgexam@mail.vidyasagar.ac.in](mailto:pgexam@mail.vidyasagar.ac.in) of Vidyasagar University.
7. Candidates will be required to provide their basic information i.e., Roll No, Registration No./ Year, Subject, Paper/ Half, etc. at the specified Space provided in the Booklet.

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>



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8. Those students of undergraduate courses 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 respective college concerned.

9. Those students of postgraduate courses 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 Pandit Ravishankar Bhavan near Gate No 1 of Vidyasagar University.

10. Candidates are encouraged to use the online facility for submission of answer scripts. Submission of hard copies of answer booklet may be avoided as far as possible in view of the on-going COVID 19 pandemic. Only in case of extreme difficulty, the candidates may use this mode of submission of hardcopy of answer booklets.

Controller of Examinations (Officiating),  
Vidyasagar University

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