



NARAJOLE RAJ COLLEGE
(NAAC Accredited B Grade Govt.-Aided College)
NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



NOTICE

01/02/2022

Students of 3rd Semester of B.A./B. Sc. (Honours & General) of Narajole Raj College are requested to note the followings in connection with their ensuing online examinations (in line with CoE, VU Circular with No. VU/CE/GD-3393/2022 dated 01.02.2022 & VU/CE/GD-3394/2022 dated 01.02.2022 (a copy of which is attached herewith):

(1) Printing / photocopying of Blank Answer Booklet:

1st Page: Take print-out / photocopy of the first page for each and every paper of your examinations separately. In the first page write your own particulars in 'Part A: For Candidate' segment. Don't write anything in 'Part: For Examiner' segment. Write only within the boxes and don't write anything outside the boxes.

Other Pages: Second / Subsequent pages will be for writing answers. Take print-out / photocopy of this page in adequate numbers.

NB: Answers are to be written only on University provided blank answer scripts copy of which is also attached with this notice.

(2) Downloading of Question Papers:

Question Papers for examinations can be downloaded one hour before the scheduled start of the examination for a particular paper. For downloading of Question Papers following three options are available:

- (a) From the Vidyasagar University website;
- (b) From the College website (www.narajolerajcollege.ac.in);
- (c) From students' WhatsApp group;

(3) Writing of Answers on University provided Answer Booklet:

- (a) Write answers in your own words following instructions, if any, given in the Question Papers. You are asked not to resort to any malpractice like copying from any published materials or from other's materials. You are also asked to strictly follow examination conditions while writing your answers;

- (b) Use black ball pen for writing as it will ensure better quality scanning or picture;
- (c) Finish your writing within a reasonable time as mentioned in the examinations schedule.

(4) Taking Pictures / Making Scan of the Written Answer Booklet:

- (a) Use a good quality scanner or App for taking picture or making scan of the written Answer Booklet;
- (b) Crop your picture in such a way that maximum length and breadth of an A4 Size page is utilised;
- (c) Only .pdf format will be accepted;
- (d) Only one file with multiple pages (all the pages of your written answer booklet) for one paper will be accepted. Multiple files for only one paper will not be accepted;
- (e) Maximum size of your file will be 7 MB.

(5) Submission of Written Answer Booklets: Written answer booklets must be submitted:

- (i) within reasonable time after completion of examination to the concerned paper as noted in the examination schedule provided by the University;
- (ii) in the portal developed and maintained by the College for this purpose. The detail procedure of uploading of answer scripts in the College portal will be provided in due course to time by the concerned Department. All the necessary assistance and technical guidance will be provided by the College in general and the concerned Department in particular so that the entire process becomes smooth at both the ends;
- (iii) with proper file name as mentioned in point (5) above;

NB: Alternatively, the answer booklet may be sent to departmental e-mail ID (to be provided in case of necessity by the concerned department). But for the sake of convenience at the both ends we strongly recommend uploading of written answer booklet in College Portal.

(6) Follow on a regular basis for important updating:

- (i) Vidyasagar University website (www.vidyasagar.ac.in);
- (ii) Narajole Raj College website (www.narajolerajcollege.ac.in);
- (iii) Departmental WhatsApp Groups for students of Narajole Raj College

Attachments:

- (1) *Examination Form Fill up Guidelines & Detailed Examinations Guidelines issued by Controller of Examinations Vidyasagar University along-with the Schedule of*

Examinations ((Ref. No.: VU/CE/GD-3393/2022 dated 01.02.2022 & VU/CE/UG/GD-3394/2022 dated 01.02.2022);

(2) Blank Answer Booklets to be used for writing answers (provided by the University)



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VIDYASAGAR UNIVERSITY

MIDNAPORE • PASCHIM MEDINIPUR

WEST BENGAL • PIN 721 102

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref.No:VU/CE/GD-3393/2022

01.02.2022

EXAMINATION FORM FILL UP GUIDELINES

FOR

UNDERGRADUATE 3rd SEMESTER EXAM 2021 (CBCS)

1. The Examinations for the undergraduate 3rd semester (B.A/B.SC/B.COM (H&G), Major 2021 (under CBCS mode) will be held in online mode as per the schedule notified later separately. **The End Semester Examinations (Theory & Practical) for Undergraduate 3rd Semester will start from 16 February 2022 (tentatively). The candidates are advised to download and print sufficient quantities of blank answer booklet available at Vidyasagar University website.**

2. The examination form fill up portal for UG 3rd Semester examinations (under CBCS mode) will open from **04.02.2022 (12:00 hrs) to 12.02.2022(23:59 hrs)**. **Candidates are advised to fill up the examination form within this period only.** Considering the on-going **COVID pandemic situation, university has waived off the examination fees and the candidates are required to pay only the computer processing charges as a very special case.**

| Sl No | Examination | Computer Processing Charges |
|-------|--|-----------------------------|
| 1. | 3rd Semester Examination (Regular Candidate) under UG CBCS Pattern | Rs 312/- |
| 2. | 3rd Semester Examination (Supplementary Candidate) under UG CBCS Pattern | Rs 212/- |

3. The Examination schedule and other modalities related to examination will be notified separately. The following link for examination form fill up for UG 3rd semester examinations will be available in the Vidyasagar University website from 04.02.2022(12:00 hrs) till 12.02.2022 (23:59 hrs)

EXAM FOR FILL UP URL : <https://pcdpcal.com/vu-sem3-2021>

The colleges can rectify the examination form ONLY ONCE through the following link:-

COLLEGE LOGIN URL: <https://pcdpcal.com/vu-sem3-2021/colleges>

4. **Without the Vidyasagar University Examination Form Fill-Up, the candidature of the candidate for appearing in the examination will not be considered. All concerned to kindly note.**

5. This notification has been issued with the approval of competent authority

(Biplab Chakraborty)

Controller of Examinations (Offg.)

Vidyasagar University

Controller of Examinations

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

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

Vidyasagar University
Midnapore-721102, W.B.



VIDYASAGAR UNIVERSITY

MIDNAPORE • PASCHIM MEDINIPUR

WEST BENGAL • PIN 721 102

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref.No:VU/CE/GD- 3394/2022

01.02.2022

DETAILED GUIDELINES FOR THE CANDIDATES

FOR

UNDER GRADUATE 3rd SEMESTER EXAMINATIONS 2021 (ONLINE MODE)

1. The Examinations for the undergraduate 3rd 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_C5_16.02.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



বিদ্যাসাগর বিশ্ববিদ্যালয়

VIDYASAGAR UNIVERSITY
(For Under Graduate Examinations)

Total Pages:

Part A: For Candidate

| To be filled by the Candidate | | | |
|-------------------------------|--|-------|--|
| Name of the Examinations: | | | |
| Year of Examinations | | 202_ | |
| Candidate's Roll: | | No: | |
| Registration No. | | Year: | |
| Subject | | Paper | |
| Half (If any) | | | |

Part: For Examiner

| Q. No | | | | | | | | | | Total |
|----------------|--|--|--|--|--|--|--|--|--|-------|
| Marks obtained | | | | | | | | | | |

Signature of the Examiner

Signature of the Officer – in- Charge/ HOD

Vidyasagar University