



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



NOTICE

25/03/2021

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-2840/2021 dated 25.03.2021 & VU/CE/UG/Sem 3/CBCS/2839/2021 dated 25.03.2021 (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. Writing on any blank page other than those provided by the University will not be accepted for evaluation.

(2) **Downloading of Admit Cards:**

Admit cards can be downloaded by the candidates who will appear for 3rd Semester Examinations by accessing the link provided by the Vidyasagar University in its website (<http://pcdpca.com/vu-sem3-2020/admits/>).

(3) **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 four options are available:

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

(4) **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.

(5) 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.

(6) Naming of Files: File name of your written answer booklet will be strictly as follows:

Roll Number<underscore>Exam pattern<underscore>subject<underscore>paper code<underscore>date of exam.

(7) Submission of Written Answer Booklet): 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 (6) above;

NB: Alternatively, the answer booklet may be sent to departmental e-mail ID (a list of which is also attached herewith). But for the sake of convenience at the both ends we strongly recommend uploading of written answer booklet in College Portal.

(8) 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) *Detailed Guidelines for the Candidates for Under Graduate Online Examinations 2020/2021 issued by Controller of Examinations, Vidyasagar University ((Ref. No.: VU/CE/GD-2840/2021 dated 25.03.2021);*
- (2) *A copy of Blank Answer Booklet (1st page and subsequent page);*
- (3) *Provisional Schedule of B.A./B.Sc. (H & G) Examination for the year 2020 (under CBCS Pattern) - (Ref. No. VU/CE/UG/Sem 3/CBCS/2839/2021 dated 25.03.2021;*
- (4) *List of Departmental e-mail ID for sending (by the candidates) of written Answer Booklet;*



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Principal
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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- 2840/2021

25.03.2021

DETAILED GUIDELINES FOR THE CANDIDATES

FOR

UNDER GRADUATE ONLINE EXAMINATIONS 2020/2021

1. The Examinations for the undergraduate 3rd semester examination (B.A/B.SC/B.COM (H&G)/Major 2020 and UG Part-III (Annual Pattern) (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 and Chatrabandhu App 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. The email address will be notified at their respective college website.

4. The 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>Exam pattern<underscore>subject<underscore>paper code<underscore>date of exam”.

For Eg:

(For CBCS Pattern:- 170041_CBCS_Bengali_C5_05.04)

(For Annual pattern: 0152_Part-III_Bengali_VI_05.04)

The subject of the email should be exactly the same PDF file name

5. 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)

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.

Controller of Examinations (Offig)
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



Office of the Controller of Examinations
VIDYASAGAR UNIVERSITY

Midnapore - 721 102

Phone : 03222: 275-441/261-144/276-554-555 Extn.: 419/418/416/451/483/500/531

Ref. No.: VU/CE/UG/Sem 3 /CBCS/ 2839 / 2021

Dated:25.03.2021

PROVISIONAL SCHEDULE
OF
BA/BSC/BCOM (H &G)/Major. SEMESTER 3 EXAMINATION FOR THE YEAR 2020
(Under CBCS Pattern)

Theory and / Practical

BA/BSC/BCOM (Honours) & MAJOR

Date	Paper	Time
05.04.21	C5	11:00 am onwards (As mentioned in question paper)
07.04.21	C6	11:00 am onwards (As mentioned in question paper)
08.04.21	C7	11:00 am onwards (As mentioned in question paper)
09.04.21	GE-3	11:00 am onwards (As mentioned in question paper)
12.04.21	SEC-1	11:00 am onwards (As mentioned in question paper)

Theory and / Practical

BA/BSC/B.COM(General)

DATE	FIRST HALF 10.00 AM ONWARDS (As mentioned in question paper) PAPER: DSC1C/DSC 2C/DSC 3C	SECOND HALF 14:00 ONWARDS (As mentioned in question paper) PAPER: DSC1C/DSC 2C/DSC 3C
05.04.21	Bengali/Hindi /Santali Physics/Economics/Nutrition/ Electronics/ B Com(G) C5	History/Sociology Chemistry/Anthropology/Biochemistry
07.04.21	Political Science/Music/ Human Rights Education/ Mathematics B Com(G) C6	Philosophy/NSS Botany/Computer Science
08.04.21	Sanskrit/Physical Education Zoology/Geology	English/Education Physiology/Geography/Statistics/ Disaster Management
09.04.21	SEC-1(BA /BSc/B.Com General)	Military science/NCC/Defense Studies
12.04.21	AECC(CORE)/LCC:- English-II(For BA/B Com General)	

NB: DSC 3C is only for BSc(G)

Controller of Examinations (Offg)
Vidyasagar University



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



List of Departmental e-mail ID

Students of Semester 3 of Narajole Raj College are hereby instructed to send their written answer booklet/ scripts in connection with their ensuing online examinations to be conducted by Vidyasagar University to the following e-mail address only and NOT TO ANY OTHER EMAIL ADDRESS/ADDRESSES. Candidates are instructed to send all the papers concerning the department (CC/DSC/AECC (CORE)/SEC/GE) to the departmental e-mail ID as given below:

Name of the Department	Email Address
Dept. of Bengali	bengali@narajolerajcollege.ac.in
Dept. of Botany	botany@narajolerajcollege.ac.in
Dept. of Chemistry	chemistry@narajolerajcollege.ac.in
Dept. of Education	education@narajolerajcollege.ac.in
Dept. of English	english@narajolerajcollege.ac.in
Dept. of Geography	geography@narajolerajcollege.ac.in
Dept. of History	history@narajolerajcollege.ac.in
Dept. of Mathematics	mathematics@narajolerajcollege.ac.in
Dept. of Philosophy	philosophy@narajolerajcollege.ac.in
Dept. of Physical Education	phyedu@narajolerajcollege.ac.in
Dept. of Physics	physics@narajolerajcollege.ac.in
Dept. of Physiology	physiology@narajolerajcollege.ac.in
Dept. of Political Science	polsc@narajolerajcollege.ac.in
Dept. of Sanskrit	sanskrit@narajolerajcollege.ac.in
Dept. of Zoology	zoology@narajolerajcollege.ac.in



Ambaran Saha
25-03-21
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