Office of the Controller of Examinations
VIDYASAGAR UNIVERSITY
Midnapore – 721 102
Phone : 03222: 275-441/261-144/276-554-555-557-558 : Extn : 416,418/419/483/500/531

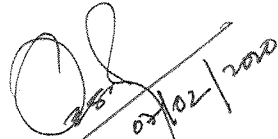Ref. No. :VU/CE/GD/UG/ 2164 /2020

Dated :Feb. 07, 2020

SCHEDULE OF PRE-EXAMINATION WORKS
FOR
B.A./ B.SC./ B.COM. HONOURS & GENERAL AND MAJOR FOR PART: III EXAMINATIONS 2020
(UNDER NEW SYLLABUS)

Examinations	Examination Form : Issue & Submission of Forms & Fees			Submission of Form along with Bank Draft to the CoE office, VU; by the College
	Issue to the college	Dates of Form Fillup		
		without delay fine	with fine	
Part III Honours/ General / Major New Syllabus	10.02.2020 (at 12:00 noon from the Office of the Controller of Examinations)	11.02.2020 to 19.02.2020	20.02.2020	24.02.2020

Note:
*Candidates of B.A., B.Sc., B.Com (Hons./ Gen/ Major) Examinations 2020 are requested to generate NAD ID through Online and provide the ID on the prescribe form list. This is a mandatory field. Principal/ Teacher-in-Charge of the Institutions of Affiliated Colleges under Vidyasagar University are also requested to provide NAD ID of all candidates on Form List as well as separately in Excel format (within CD).

**For English (Hons.) students, candidate must mention their OPTION PAPER for Paper VIII.

Controller of Examinations (Actg.)
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Midnapore-721102

VIDYASAGAR UNIVERSITY

P.O.: MIDNAPORE , DIST.: PASCHIM MEDINIPUR , WEST BENGAL , PIN- 721102

GUIDELINE FOR REGISTRATION UNDER NAD (NSDL)

1. If the candidate register in NAD once (in Secondary/Higher Secondary or Equivalent Exam. /UG), he/she is not required to repeat the registration. But in any case, the Principal/ TIC of the Institute must ensure that ALL STUDENTS must get themselves registered under NAD (NSDL).

2. The Principal/ TIC of the Institute should proceed for getting the candidates registered under NAD (NSDL) after receiving the Registration Number from the University, because it is vital for filling-up of details in the portal.

3. Registration can be done in the following ways:-

C.   REGISTRATION WITH AADHAR

https://nad.ndml.in ➝	Register ➝	Join Now ➝	Enter Aadhar No ➝	Type the given Text ➝	Submit

(a) Use the Vidyasagar University Registration Number as the "Unique Reference No."

(e.g. :xxxxxx of 20xx-20xx)

(b) The "Year of Joining" in the NAD (NSDL): Year of registration of the Vidyasagar University.

OR

D.   REGISTRATION WITHOUT AADHAR

https://nad.ndml.in ➝	Register ➝	Join Now ➝	I do not have an Aadhar ➝	Register me without Aadhar

(a) Have your recent photo and signature ready with you (size 4KB – 15KB) in the JPG/JPEG/TIFF format.

(b) Fill up all the details

(c) Use the University Registration Number as the "Unique Reference No."

(e.g. :xxxxxx of 20xx-20xx)

(d) The "Year of Joining" in the NAD (NDML): Year of registration of the Vidyasagar University.

4. Note down your **username** and **password** of the Registration process. (It will be required for login into the system in the future to access the academic records.

Contd..P/2

5. Submit the form as filled in the above registration process (Step 3A or Step 3B).

6. On successful submission you will receive an acknowledgement from the system. (Kindly preserve / printout of the Acknowledgement Slip for future reference).

7. Student will submit the Acknowledgement Slip along with other necessary documents [(a) University Registration Certificate (b) Aadhar Card (if registered through Aadhar)] to the Office of the Principal/ TIC of the Institute for final verification of candidates.

8. The Principal/ TIC of the Institute of the concerned Department will submit the verified copy of the documents to the Office of the Controller of Examinations, VU, along with the summary statement as per the following format:

Sl.No.	NAD ID	Name of the Candidate	University Regn. No.	Year

NOTE :

(i) As per MHRD/UGC Guideline all the student have to register in the NAD Portal for faster/error free downloading of the digital academic records.

(ii) The student who has registered their name in the NAD Portal in the earlier examination (e.g. Higher Secondary and Madhyamik equivalent) should submit their verified NAD ID

Inspector of Colleges
Vidyasagar University

Controller of Examinations
Vidyasagar University