



VIDYASAGAR UNIVERSITY

MIDNAPORE • PASCHIM MEDINIPUR

WEST BENGAL • PIN 721 102

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref. No: VU/CE/GD-2806/2021

10.03.2021

DETAILED GUIDELINES FOR THE CANDIDATES

FOR

POSTGRADUATE 1ST SEMESTER

EXAMINATIONS INCLUDING CCAE: 2020

1st SEMESTER OF MA/MSc/M.Com/MBA /CCAЕ/BLISC/MLISC

1. The Examinations for the Post Graduate MA/MSc/M.Com/MBA /CCAЕ/BLISC/MLISC 1st Semester (For VU campus students only) will be held in online mode as per the attached schedule (Annexure-A)
2. The University will upload the question papers in the University 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 upload their answer booklet by signing in to their account created for this purpose. In case a candidate fails to upload his/her answer scripts in the student examination portal, he /she can email their answers scripts to pgexam@mail.vidyasagar.ac.in. The students are strictly advised to use only any one of this mode for submitting of answer booklets.
4. 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.
5. 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 uploaded within the reasonable time as mentioned in the exam schedule.
6. The Candidates will be required to provide their basic information i.e., USIN 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

Controller of Examinations
(Officiating)

Vidyasagar University

Midnapore-721102, W.B.

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10.03.2021

ONLINE EXAMINATION FORM FILL UP GUIDELINES FOR THE CANDIDATES
FOR
POSTGRADUATE 1ST SEMESTER INCLUDING CCAE: 2020

The Examination form fill up for the 1ST Semester exam 2020 of MA/MSc/M.Com/MBA /CCAЕ/BLISC/MLISC courses will be held in online mode. The students will be required to fill up the form.

INSTRUCTIONS FOR THE CANDIDATES

STEP 1

The candidate need to click on the link <http://onlineregistrationindia.com/unitrack/Login.aspx> available at the Vidyasagar University website. The candidate needs to put **USIN** number in the **USER NAME** Column and to put **REGISTRATION NUMBER** as **PASSWORD**

The screenshot shows a web browser window with the URL <http://onlineregistrationindia.com/unitrack/Login.aspx>. The page content includes the 'Uni-Track' logo and the text 'University Enrolment & Examination Management & Control System'. Below this is a login form with two input fields: 'User Name' and 'Password'. A 'LOGIN' button is positioned below the password field. At the bottom of the form, there are two checkboxes: 'Remember Me' and 'Forgot Password?'. The browser's address bar shows the URL and a 'Not secure' warning. The Windows taskbar is visible at the bottom of the screenshot.

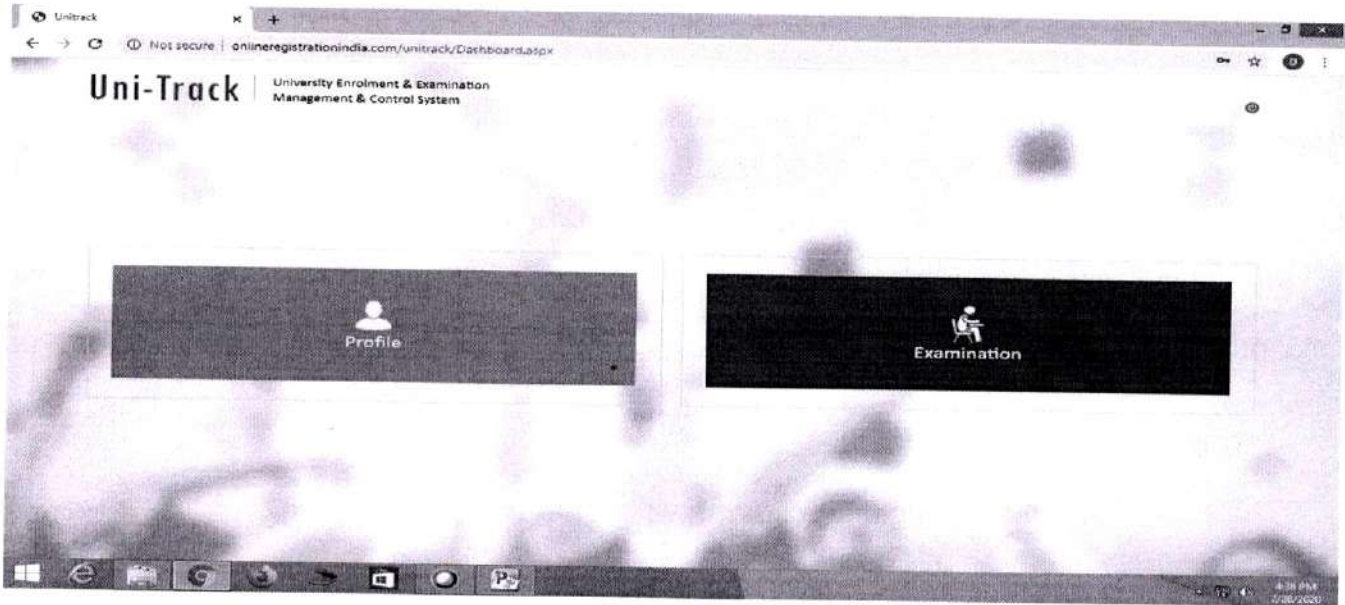
Handwritten signature and date: 10/3/21



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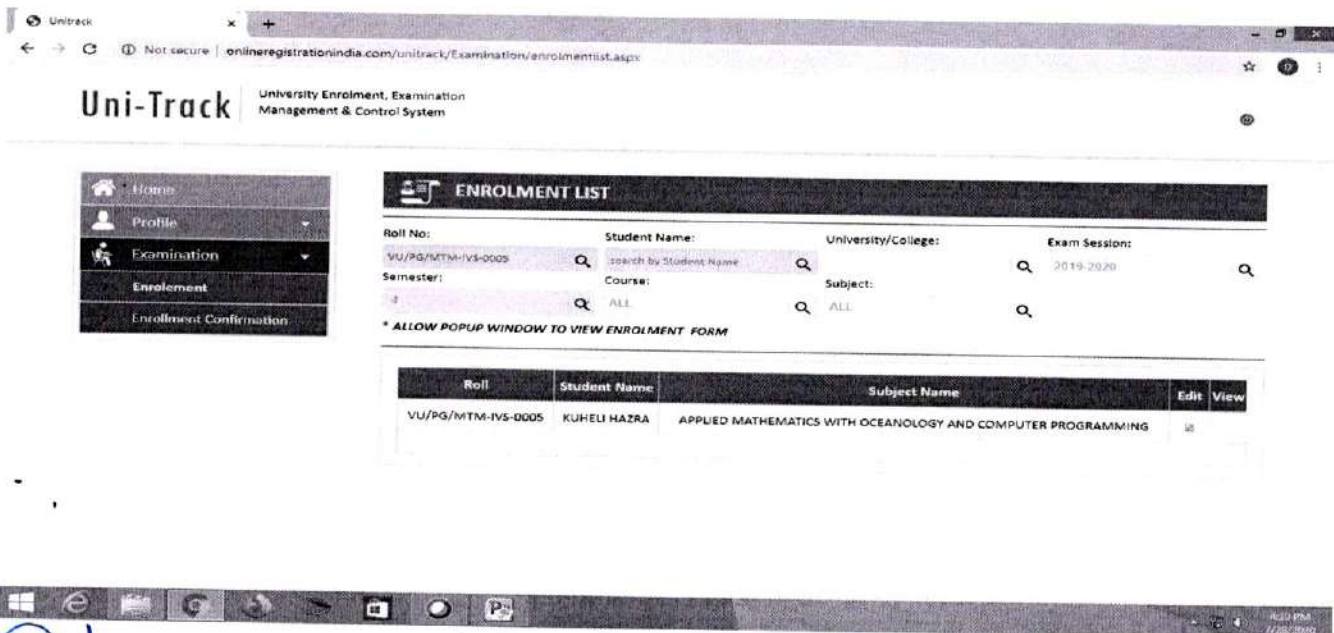
STEP 2

The candidate need to click on **EXAMINATION** Button



STEP 3

The candidate can check his/her details and then need to click on **EDIT** option at the bottom right hand corner



Handwritten signature and date: 10/03/20



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STEP 4

The candidates can view the **Enrolment Details**

Student's First Name	Student's Middle Name
KHRELI	
Student's Last Name	USIN No.
HAZRA	1118100737
Registration No.	Registration Year
Subject Type	Subject Name
MTM401	FUNCTIONAL ANALYSIS(MTM401 1)
MTM402	FUZZY MATHEMATICS WITH APPLICATIONS(MTM402 402 1)
MTM402	SOFT COMPUTING(MTM402 402 2)

STEP 5

The candidates need to select the optional paper from the Drop Down Menu. Those candidates who are having one optional paper only (without any further division of unit) need not to press/click on same paper option mentioned below For Eg:-

MTM 104

MTM 104

The paper name is mentioned twice, the candidate with one option will click on MTM 104 and need to **skip** the **other option** (MTM 104) After filling up the option, the candidate need to click on **SAVE** option



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Enrolment Details

Student's First Name: KUNELI

Student's Middle Name:

Student's Last Name: HAZRA

USIN No.: 1118100927

Registration No.: MTM404

Registration Year: --Select--

Course Selection: --Select--
COMPUTATIONAL OCEANOLOGY(MTM404 500017 404A) 19
NONLINEAR OPTIMIZATION(MTM404 500017 404B) 19

Buttons: Save, Cancel

STEP 6

After clicking on SAVE button , the candidate will be directed to the **PAYMENT OPTION**.After the payment, the candidate need to **print the RECEIPT**

Process Payment

Merchant Name: Vidyasagar University

Payment Amount: ₹ 2.00

Card Number: [Redacted]

Expiration Date: [Redacted]

Card Holder Name: [Redacted]

Buttons: Make Payment, BillDesk

THE EXAMINATION FORM FILL UP SCHEDULE IS AS APPENDED BELOW:-

1st Semester of MA, MSc, M.Com, MBA ,CCAЕ,BLISC,MLISC 2020
12 March 2021 (10:00 hrs) to 17 March 2021 till (23:59 hrs)

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Considering the financial constraints faced due to COVID 19 pandemic, candidates are required to pay only the computer processing charges instead of regular examination fees. The computer processing charges are as follows:-

Subject	Without Fine (In Rs)
Human Physiology, MBA, Microbiology, Remote Sensing & GIS, Electronics, Sanskrit, Sociology, Fisheries Science, Anthropology, Applied Mathematics, Physics, Chemistry, Zoology, Botany, Bengali, Philosophy, Hindi, Santali, Political Science, Economics, Commerce, History, English, Bio Medical	135
Clinical Nutrition & Dietetics	285
Computer Science	385
Geography	160
BLISC & MLISC	210
CCAIE (Bengali, English, History, Clinical Nutrition & Dietetics, Chemistry, Zoology)	250

All concerned to note.

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