

<u>Ref.No</u>: VU/CE/GD-5077/2022

08.06.2022

## STANDARD INSTRUCTIONS FOR THE COLLEGES REGARDING EXAMINATION FORM FILL UP FOR UG 6<sup>TH</sup> SEMESTER EXAM 2022

The colleges NEED TO VISIT the following link for generation of ADMIT CARD/ Downloading various reports/ Rectification of filled in Examination Form/ Generation of Descriptive Roll:https://pcdpcal.com/vu-sem6-2022/colleges.

UNDER GRADUATE EXAMINATION 6th Semester Examination 2022 (UNDER C.B.C.S] Form Submission Portal	Helpline Number - 18003453230 (Mon-Fri, 11AM-4P) Except Holidaye)
Login	
UsersamePlease Select	
Password SUBMET	
PCDP/vU/2022	

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The college's need to login to the portal by selecting their college at USERNAME and putting the password sent to the PRINCIPAL/OIC/TIC

### Login with provided password of the college

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COM	0	0	0	0

College dashboard after successful login



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List all the candidates with the subject filtering option with export to excel link which will export all the candidates of the logged in college

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This will display all the applied candidates with following provisions.

- 1. List all applied candidate of the logged in college
- 2. View details of the individual candidate with option to approve on the details page. After approval print out can be taken.
- 3. Approve the candidate using check box and verify button
- 4. Subject wise filtering



#### **RESUBMIT CANDIDATES TAB**

		6th Semester E	RADUATE EXAMINATIO kamination 2022 [UNDE] rm Submission Portal	N You are R C.B.C.S] You are	logged in as BAJKUL HILA /IDYALAYA, KISHAT BAJK	ut Heme I	opout
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			SUBMIT				

Correction for the candidate if he/she has taken wrong option. Correction will be one time only. If candidate is approved, candidate's option can't be modified.

#### There are three reports for the colleges

#### 1. Download Candidate Listings

Display all the candidates of the logged in college in different tabs.

2. Download Candidates Submitted

Display all the submitted candidates of the logged in college in different tabs.

3. Download Candidates Approved

Display all the approved candidates of the logged in college in different tabs.

# The colleges can download report till the completion of examination as mentioned in the examination schedule.

The colleges can amend the examination form through the RESUBMIT CANDIDATES tab till the resubmit tab is active (will be notified by the University).

Controller of Examinations (Offg.) Vidyasagar University

NB:- These guidelines will remain unchanged for the upcoming UG examinations under CBCS pattern except the examination form fill up link till further amendment/notification. The examination form fill up link mentioned here is for 6<sup>th</sup> SEM exam 2022(CBCS).The link for other examination will be notified prior to the examination