VIDYASAGAR UNIVERSITY
MIDNAPORE ● PASCHIM MEDINIPUR
WEST BENGAL ● PIN 721 102
OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref.No: VU/CE/GD-5077/2022   08.06.2022

STANDARD INSTRUCTIONS FOR THE COLLEGES
REGARDING EXAMINATION FORM FILL UP
FOR UG 6TH 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.

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

College dashboard after successful login

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

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

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 6th SEM exam 2022(CBCS).The link for other examination will be notified prior to the examination