

Vidyasagar Metropolitan College
C U examination 2021
Instruction to students

Student having valid admit card issued by C.U are hereby instructed to follow the points regarding CU examination, 2021. No answer script will be considered for evaluation from candidates who do not have valid admit card from C.U.

- Question will be available for downloading 10 minutes before scheduled time of examination in the following websites:

www.cuug.in

www.cuug20.in

www.culibrary.ac.in

www.vec.ac.in

Students must download respective question paper according to the routine/ schedule mention in his/her admit card.

- The college will **accept only one answer script (less than 20 MB) from each candidate for each exam unless otherwise instructed by CU.**
- **Preparing the answer scripts**

1. On the Front Page (1st Page) students must write their

- University Registration Number
- University Roll number
- Subject Paper, Group
- Date

2. On each page students must write

- Page number (in each page)
- University Registration Number
- University Roll number
- Date

3. Students must use A4 size white paper (not ruled)

4. Students must write their answer on one side of the page

5. Answers must be written in black ink or deep blue ink.

6. Creating a soft copy of the answer script

1. Install a Scan app from Google Play store to Scan and create PDF of the answer script.

2. Scan each page one-by-one using the app very cautiously so that top to bottom of the page is scanned and create a single PDF file for the entire answer script.
3. File size must be less than 20 MB.
4. Answer script file name should be of the following style:
5. Semester_subject_date_Registration No._Roll No.pdf

eg.

SemV_PHYG_15/01/2022_XXXXXX_*****.pdf where XXXXXX represents registration no and ***** represents CU roll number

6. Time of sending answer script is 30 minutes after scheduled end time of the specific examination paper.

Note: Each student is allowed to upload the answer script in one PDF file.

- Candidates must send email from his/her own mail ID to specified mail ID as mentioned by corresponding department/teacher. List of such mail ID for sending answer scripts along with subject/paper will also be available at college website in the notice section.