

Vidyasagar Metropolitan College
CU examination, 2021
Guideline for examiners

Honorable examiners are requested to follow the guidelines:

- Circulate the notice related to 'instruction to students' amongst sem III and Sem V students.
- Circulate the pdf files of admit card.
- Inform students about availability of question papers from the respective websites
- Inform students the mail address in which the answer scripts will be received.
- Update number of candidates in the Google sheet once the award list of concerned paper is available in CU portal.
- Fill in the number of answer script received in each paper in the Google sheet as early as possible after the examination of concerned paper is over.

After submission of marks in cu portal, arrange for scrutinee and finally download the 'final awardlist' and save it for future reference. Also send copy all such awardlists of a particular department and semester through a zip file to vidyaeveresult@gmail.com. Please name the zip file as semester no_department_21. eg semester III_Bengali_21.