



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

Ref. No: VU/CE/GD-0492/2026

Date: 10.07.2026

Revised Guidelines for Conduct of UG Examinations

In view of the Undergraduate (UG) Examinations, the following guidelines are hereby issued for strict compliance by all concerned:

- 1. Submission of Internal Assessment (IA) and Class Attendance (CA):**
The Head of the Institute shall submit a hard copy of the Internal Assessment (IA) and Class Attendance (CA), duly signed by all concerned, to the Controller of Examinations before the commencement of the respective End Semester Examination. The same shall be uploaded on the IA/CA portal as per the existing practice.
- 2. Submission of Practical Examination Marks:**
The Head of the Institute shall submit a hard copy of the Practical Examination Marks, along with the attendance record of the students, to the Controller of Examinations within seven (07) days from the date of completion of the practical examination. The same shall be uploaded on the Practical Marks portal as per the existing practice.
- 3. Appointment of Course Instructor (CI):**
Henceforth, the University shall appoint a Course Instructor for each theory paper examination. The Course Instructor shall be responsible for providing evaluation guidelines to ensure uniformity and consistency in the evaluation of theory answer scripts.
- 4. Appointment of Scrutineers:**
The Nodal Officer shall appoint a Scrutineer for each packet of theory answer scripts through the examination portal.
- 5. Scrutiny of Theory Answer Scripts:**
Under the overall supervision of the Nodal Officer, it shall be the responsibility of the Examiners and Head Examiners to ensure that all theory answer scripts are duly scrutinized before the marks are uploaded to the examination portal.
- 6. Access to Practical Marks:**
The Head of the Institute shall have view-only access to the Practical Marks module on the examination portal.
- 7. Guidelines Regarding Appointment and Responsibilities of Course Instructors (CI)**
 - a. The Course Instructors (CIs) shall be appointed by the University for each theory examination paper on the recommendation of the competent authority.





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b. Upon appointment, the Course Instructor shall receive an automated email notification from the University. The appointment letter shall also be available for download from the examination portal.

c. It shall be the responsibility of the Course Instructor to upload the evaluation guidelines for the concerned theory paper on the examination portal in PDF or JPEG format within two (02) days from the date of the examination.

d. The Course Instructor shall be entitled to remuneration equivalent to the minimum remuneration payable to a Head Examiner, as prescribed by the University from time to time.

8. Instructions for the Head Examiner, Examiner and Scrutineer

- The Head Examiner and the Examiners shall be able to download the evaluation guidelines uploaded by the Course Instructor (CI) from the examination portal. The Head Examiner may convene an online meeting of the concerned Examiners to discuss the evaluation guidelines and ensure uniformity and consistency in the evaluation of answer scripts.
- It shall be the joint responsibility of the Examiners and the Head Examiner to ensure that all answer script packets, for which marks have been uploaded on the examination portal, are duly scrutinized and that the marks have been correctly uploaded before final submission.
- The Examiners and Head Examiner shall retain a copy of the marks downloaded from the examination portal for future reference and verification, if required.
- The Scrutineer shall receive an automated email notification from the University upon appointment for the concerned answer script packet. The appointment letter shall also be available for download from the examination portal.
- The Scrutineer shall be paid remuneration in accordance with the existing rules and approved rates of the University.

These revised guidelines shall come into force with immediate effect and shall be applicable from the Undergraduate (UG) Even Semester Examinations, 2026 onwards.

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10/07/2026

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10/7/26



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Controller of Examinations
Vidyasagar University
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