



VIDYASAGAR UNIVERSITY

MIDNAPORE • PASCHIM MEDINIPUR

WEST BENGAL • PIN 721 102

OFFICE OF THE CONTROLLER OF EXAMINATIONS

VU/CE/GD-100/2024

dt-04.03.2024

NOTICE

This is to notify to all concerned that Vidyasagar University has decided to maintain the student's information for the students enrolled in different post graduate programs at affiliated colleges and the institutions with affiliated courses from the session 2023-2024.

In this context, you are requested to submit the data as per the data capturing format on or before 12/03/2024

All concerned are being informed accordingly.

Boisat
4/3/24

Controller of Examinations (Offg)

Controller of Examinations (Offg.)

Annexure – Vidyasagar University
Midnapur - 721102

- Guidelines and data capturing format
- Institution and college code
- Subject Code
- Stream Code

Copy to:-

- The Dean, Faculty of Arts and Commerce, Vidyasagar University for Information.
- The Dean, Faculty of Science, Vidyasagar University for Information.
- The Registrar, Vidyasagar University for information
- The Finance Officer, Vidyasagar University for information and necessary action.
- Principal of all the affiliated colleges with post graduate department / colleges with post graduate programme under Vidyasagar University for information and necessary action
- Secretary, Faculty council of Post Graduate studies, Vidyasagar University for information and necessary action.
- Director, CCAE, Vidyasagar University for information and necessary action.
- Deputy Registrar (Academic), Vidyasagar University for information.
- Deputy Controller of Examinations, Vidyasagar University for information and necessary action.
- Assistant Controller of Examinations, Vidyasagar University for information and necessary action.
- Officer(s) on Special Duty Controller of Examinations, Vidyasagar University for information and necessary action.
- The Information Scientist, Vidyasagar University with a request to upload the notification in the University website for wide circulation.
- The Secretary to the Vice Chancellor, Vidyasagar University for kind information to the Hon'ble Vice Chancellor
- The Dealing Assistants, Controller of Examinations, Vidyasagar University, for information and necessary action
- Office File

Phone: (03222) 298-333 Fax No.: (03222) 275329 / 297

Email : controller@mail.vidyasagar.ac.in Website : <http://www.vidyasagar.ac.in>

Column no	HOW TO FILL UP STUDENT DATA	
A	University Code	Not Required
B	College Code	As per your college / Institution Code (pls refer Annexure - I)
C	Registration Session	Academic Session (for this year : 2023-2025)
D	Current Session Code	Current Academic year (eg: 2023)
E	Current Semester	1
F	Student F Name	Student First Name
G	Student M Name	Student Middle Name
H	Student L Name	Student Last Name
I	DOB	DD-MON-YYYY
J	Gender	M/F/O
K	Email ID	E Mail of the Individual Student
L	Mobile No	Mobile No. of the Individual Student
M	Category	GN/SC/ST/OBC-A/OBC-B
N	Course Code	Course Code / Stream Code (Pls refer Annexure III)
O	Course Type Code	PG
P	Subject Code	Subject Code (Pls refer Annexure II)
Q	Roll No	As Per Student
R	USIN	Not Required
S	Student Code	Unique code used by the college to identify the students
T	Department	Department Name (Ex: Bengali)
U	Parent Name	Students' Father Name
V	Reg No	VU Reg. No.
W	Reg Year	VU Reg. Year
X	Sub Code	Name of the Subject (Pls Refer Annexure III)
Y	Old Reg No	Not Required
Z	Father Name	Student Father Name
AA	Mother Name	Student Mother Name
AB	Guardian Name	Student Guardian Name
AC	Religion	Example: Hinduism
AD	Nationality	Indian
AE	Program Type Code	Not Required
AF	Blood Group	Student Blood Group
AG	Marital Status	Not Required
AH	Sports Quota	Not Required
AI	District	District Name

AJ	Police Station	Name of the Police Station (Example = Midnapore Kotwali)
AK	State Code	Example: West Bengal
AL	Pin Code	Example: Midnapore = 721101
AM	Aadhar No	Student Aadhar No.
AN	Application ID	Not Required
AO	UID	Not Required
AP	Differently Abled	Not Required
AQ	Type Of Disability	OH / VI /etc
AR	Address1	Example : N/43
AS	Address2	Example : Mitra Compound
AT	Address3	Example : Station Road
AU	Post Office	Example : Midnapore
AV	City	Example : Midnapore
AW	Migration No	Not Required
AX	Is Last University name	Example: Vidyasagar University
AY	ABC ID	Student ABC ID
AZ	EWS	Not Required
BA	BPL	Not Required
BB	BPLNo	Not Required
BC	Mother Mobile No	If Available
BD	Father Mobile No	Student Father Mobile No.
BE	Guardian Mobile No	Student Guardian Mobile No.
BF	Guardia Email ID	If Available
BG	Last_Attendend_College OR Institution	Example: Kharagpur College
BH	Vill OR City_Permanent	Example: Midnapore
BI	PO_Permanent	Example: Midnapore
BJ	PS_Permanent	Name of the Police Station (Example = Midnapore Kotwali)
BK	Dist_Permanent	Example : Paschim Medinipur
BL	State_Permanent	Example: West Bengal
BM	PIN_Permanent	Example: 721101
BN	Country	India

According to Student code (i.e. Eg- VUPG23918561)
2 folders have to ready for upload student photo & signature...
Example;
For Photo-- Extension file would be VUPG23918561.jpg
For Signature-- Extension file would be VUPG23918561.jpg

Annexure-I INSTITUTION / COLLEGE CODE	
INSTITUTION / COLLEGE CODE	INSTITUTION / COLLEGE NAME
101	BAJKUL MILANI MAHAVIDYALAYA, KISMAT BAJKUL
102	BELDA COLLEGE, BELDA
103	BHATTER COLLEGE, DANTAN
106	DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA
108	EGRA SARADA SASHI BHUSAN COLLEGE, EGRA
109	GARHBETA COLLEGE, GARHBETA
116	HALDIA GOVT. COLLEGE, DEBHOG
119	JHARGRAM RAJ COLLEGE, JHARGRAM
121	KHARAGPUR COLLEGE, KHARAGPUR
125	MAHISHADAL GIRLS' COLLEGE, MAHISHADAL
126	MAHISHADAL RAJ COLLEGE, MAHISHADAL
129	MUGBERIA GANGADHAR MAHAVIDYALAYA, MUGBERIA
130	NARAJOLE RAJ COLLEGE, NARAJOLE
132	ORIENTAL INSTITUTE OF Sc. & TECHNOLOGY, RANGAMATI
133	PANSKURA BANAMALI COLLEGE, PANSKURA
135	PINGLA THANA MAHAVIDYALAYA, MALIGRAM
136	PRABHAT KUMAR COLLEGE, CONTAI
138	RABINDRA SATABARSIKI MAHAVIDYALAYA, GHATAL
139	RAJA N. L. KHAN WOMEN'S COLLEGE, GOPE PALACE

INSTITUTION / COLLEGE CODE	INSTITUTION / COLLEGE NAME
140	RAMNAGAR COLLEGE, DEPAL
141	SABANG SAJANIKANTA MOHAVIDYALAYA, LUTUNIA
149	SITANANDA COLLEGE, NANDIGRAM
153	TAMRALIPTA MAHAVIDYALAYA, TAMLUK
154	VIDYASAGAR INSTITUTE OF HEALTH, RANGAMATI
155	VIVEKANANDA MISSION MAHAVIDYALAYA, CHAITYANAPUR
159	MIDNAPORE CITY COLLEGE
238	SEVAYATAN SIKSHAN MAHAVIDYALAYA, JHARGRAM
301	HALDIA LAW COLLEGE
304	SARSUNA LAW COLLEGE, KOLKATA
501	AMIK INSTITUTE OF MANAGEMENT SCIENCES AND TECHNOLOGY
502	VIDYASAGAR SCHOOL OF SOCIAL WORK, SALT LAKE, KOLKATA
503	BENGAL INSTITUTE OF BUSINESS STUDIES
504	EASTERN INSTITUTE FOR INTEGRATED LEARNING IN MANAGEMENT
505	IQ CITY UNITED WORLD SCHOOL OF BUSINESS KOLKATA

Annexure-II
PG-SUBJECT CODE

PG-SUBJECT CODE	SUBJECT NAME
01	BENGALI
02	ENGLISH
03	COMMERCE
04	ECONOMICS
05	HINDI
06	HISTORY
07	BACHELOR OF LIBRARY AND INFORMATION SCIENCE
08	MASTER OF LIBRARY AND INFORMATION SCIENCE
09	MASTER OF BUSINESS ADMINISTRATION
10	PHILOSOPHY
11	POLITICAL SCIENCE AND RURAL ADMINISTRATION
12	SANSKRIT
13	SOCIOLOGY
14	SANTALI
15	GEOGRAPHY (M.A.)
20	ANTHROPOLOGY
21	APPLIED MATHEMATICS...
22	BIO-MEDICAL LABORATORY
23	BOTANY
24	CHEMISTRY
25	CLINICAL NUTRITION & DIETETICS
26	COMPUTER SCIENCE
27	ELECTRONICS
28	FISHERIES SCIENCE
29	GEOGRAPHY (M.Sc.)
30	HUMAN PHYSIOLOGY
31	MICROBIOLOGY
32	MASTER OF COMPUTER SCIENCE
33	PHYSICS
34	REMOTE SENSING AND GIS
35	ZOOLOGY

Annexure-II
PG-SUBJECT CODE

PG-SUBJECT CODE	SUBJECT NAME
37	ECONOMICS
62	MSW
63	EDUCATION
64	M.P.Ed
65	NUTRITION & DIETETICS
66	BIOCHEMISTRY
67	BIOTECHNOLOGY
68	FOOD SCIENCE & NUTRITION
69	MEDICAL LABORATORY TECHNOLOGY
70	HOSPITAL ADMINISTRATION
71	LLM
72	AGRICULTURE (AGRONOMY)
73	AGRICULTURE (GENETICS & PLANT BREEDING)
74	AGRICULTURE (PLANT PATHOLOGY)
75	PSYCHOLOGICAL COUNSELLING (DIPLOMA)
76	M.VOC

Annexure-III STREAM CODE		
COURSE TYPE	STREAM CODE	STREAM NAME
PG	01	ARTS
PG	02	SCIENCE
PG	03	COMMERCE
PG	04	MBA
PG	05	MPHILL
PG	06	MSW
PG	07	M.P.Ed
PG	08	MHA
PG	09	LLM
DIPLOMA	10	DIPLOMA
M.VOC	11	M.VOC