



# VIDYASAGAR UNIVERSITY

MIDNAPORE • PASCHIM MEDINIPUR

WEST BENGAL • PIN 721 102

## Office of the Controller of Examinations

Ref. No VU/CE/IN... 423 / 27-5-25

Date 27/05/2025

### NOTIFICATION FOR SUBMISSION OF INTERNAL MARKS OF THE 4<sup>TH</sup> SEMESTER STUDENTS OF THE SESSION 2024-2025

This is to notify to all the faculty members of all the Post Graduate programmes ( including CCAE ) running in the VU campus that they shall submit the internal marks of 4<sup>th</sup> semester students enrolled for the 4<sup>th</sup> semester examination 2025 in the prescribed format within 10/06/2025. The internal marks are to be entered in the prescribed format with the signature of the concerned faculty, and the same should be sent to the office of the Controller of the Examinations through the Head/TIC/Coordinator of the concerned department.

Please note that change/upgradation/revision of the same will be difficult as data processing is done completely online and will be available in the secured public domain. In case the name of any candidate is not available in the format, kindly include his or her details at the end of the format.

All concerned are being informed accordingly.

Controller of Examinations(O)

Copy to:- Controller of Examinations (Offg.)  
Vidyasagar University  
Midnapore-721102

- 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.
- HOD/TIC of all the concerned Post Graduate Departments, 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