<u>Notification</u>   26/02/2024

SUB: Online Form Fill up for OFFLINE Examinations – UG 1ˢᵗ Semester (CBCS) Old Examinations, 2023
GO THROUGH ALL THE PAGES OF THE NOTICE THOROUGHLY & CAREFULLY

Concerned students of Gourav Guin Memorial College are asked to note that fill up of Examination Forms for *UG 1ˢᵗ Semester (CBCS) Old Examinations, 2023* will be done in Vidyasagar University Form Fill up Portal from 27/02/2024 (10:00 hrs.) to 05/03/2024 (23:59 hrs.). After that period the College authorities will be not in a position to help any student for filling up of their examination form in VU Portal. The students are requested to note the followings in connection with this form fill up:

Steps to be followed in University Portal

(1) Log on to https://pcdpcal.com/vu-sem1-2023/ or vidyasagar.ac.in
(2) Fill up the Examinations Form within the stipulated time;
(3) Take two (02) copies of the printout of the filled in Application Form;
(4) Submit one signed (by the candidate) copy of Printout of the filled in Application Form for Physical verification by the College in person and not through anybody else. Physical verification of filled in Application Form will be done from 11-30 AM to 02-00 PM only on any working day upto and including 05/03/2024;
(5) After corrections/modifications, if needed and after completion of verification process of the filled in Application/Examination Form the College will release the Admit Card. If any student fails to appear in the College for verification of Application Form his/her Admit Card will not be released from the College and he/she will not be eligible to sit for examinations;
(6) After release of Admit Card by the College, students can take printout of his/her admit card. Students are to note that without admit card they will not be eligible to sit in the concerned examinations and they will not get any marksheet;
(7) In choosing option (in dropdown), if any, in different papers the student may consult his / her department and follow instructions given in students' WA groups & College website. Students are asked to note that they are to choose only the option offered by and taught in the College. If any student erroneously chooses option other than the option offered by and taught in the College, he/she must inform the College at the time of verification of his/her form by the College in order to rectify and validate his/her examination form. Nothing can be done to validate any erroneous examination form by the College if such mistakes are not notified and corrected before the closure of VU Form Fill up Portal;

NO ADMIT CARD NO EXAMINATION / MARKSHEET

Documents to be produced for release of Admit Card by the College

(1) Admission Receipt for Semester 3 admission;
(2) Self-signed Examination Form to be obtained from VU website after making Online Examinations Form Fill up;

GOURAV GUIN MEMORIAL COLLEGE
(Affiliated to Vidyasagar University)
CHANDRAKONA ROAD
P.O.- SATBANKURA ✳ DIST.- PASCHIM MEDINIPUR ✳ PIN - 721253

(3) VU Examination Fees Receipt of Rs. 415/- in <u>University Supply Fees Collection</u> Tab (to be generated from College Online Payment Portal on payment).

Steps to be followed in College Online Payment Portal

Students are required to pay through College Online Payment Portal Rs. 415/- for different heads of Examination Fees determined by and to be forwarded to Vidyasagar University. College online payment portal will be active during the time period from 27/02/2024 (12:00 hrs.) to 05/03/2024 (23:59 hrs.). For payment of this fee following procedure shall be adopted:

(a) Go to www.ggmc.ac.in;

(b) Click on the **'Fees Payment Portal'** tab;

(c) Click on the **'Student'** tab;

(d) Put your Student ID and password which is your 'Date of Birth' in DD/MM/YYYY format and pay your fees online in **<u>University Supply Fees Collection tab</u>**. **NO OFFLINE PAYMENT WILL BE ACCEPTED IN THE COLLEGE.**

BOTH THE GENERATION OF ADMIT CARD IN VU PORTAL AND PAYMENT IN COLLEGE ONLINE PORTAL ARE MUST FOR APPEARING IN THE EXAMINATIONS

NB:

- *Students are advised to fill up the form and visit the college for verification as early as possible for smooth conduct of the affairs and to avoid last-minute rush and complications;*

Dr. Anupam Parua
Principal
Gourav Guin Memorial College

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