



Office of the Registrar  
**VIDYASAGAR UNIVERSITY**

Midnapore - 721 102.

Dated : 04.07.2025.

**NOTIFICATION**

It is hereby notified for general information that in terms of the decision taken by the Committee constituted to frame a guideline relating to functioning of various activities of the colleges affiliated to Vidyasagar University and granted autonomous status by the University Grants Commission (UGC), in its meeting held on 05.06.2025 and duly approved by the Hon'ble Vice-chancellor, the competent authority of the concerned colleges will abide by the guidelines relating to preparation of Database and award of Degree to the students both for Undergraduate(UG) and Postgraduate(PG) programmes with effect from the academic session 2025-2026, the details of which are appended below :

**For Preparation of Database :**

- to upload the data base of the students registered in the colleges by the respective colleges in the University Portal ;
- to follow the deadline for uploading and modifying data in the Data Capturing Format (DCF) to be specified by the University ;
- to deposit the specified fee to the University by the colleges.

**For Award of Degree :**

- to ensure the ABC ID Registration of all students in the Digilocker Portal by the colleges as per the UGC guidelines ;
- to upload the results of each semester in the Digilocker Portal by the colleges as per the guidelines of the UGC and the same to be submitted to the Controller of Examinations of this University for records ;
- to provide the desired data to the University by the colleges for preparation of Certificates which will be uploaded in the Digilocker Portal by the University;
- to award the Degree by the University with the name of the college on the Degree Certificate;
- to deposit the cost of printing and stationery to be prescribed by the University for preparation of Degree Certificate to the University by the colleges.

The Principal(s)/Teacher(s)-in-Charge of the Colleges affiliated to Vidyasagar University and granted UGC autonomous status are being informed accordingly and are requested to kindly do the needful in this regard.

This notification is issued with the approval of the competent authority.

Sd/-

( Dr. J. K. Nandi )

Registrar.

**Memo No. : VU/R/Noti./C0226/2025 dated 04.07.2025.**

**Copy forwarded for information and necessary action to :**

- (1) the Principal(s) / Teacher(s)-in-Charge of the concerned colleges ;
- (2) the Inspector of Colleges - with a request to circulate the same among the colleges ;
- (3) the Senior Information Scientist for uploading the same on the University website ;
- (4) the Secretary to the Vice-chancellor for kind information of the Hon'ble Vice-chancellor ;
- (5) college files ;



*[Handwritten signature]*  
04/07/25  
Registrar.

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Midnapore - 721 102, W.B.