CITY COLLEGE

Affiliated to the University of Calcutta
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GST No. : 19CALC00619D1DE

ESTD. 1881

NOTICE   *Date: 07.03.2021*

INSTRUCTIONS FOR B.A./B.SC/B.COM. SEMESER – I, III AND V (HONS. & GENERAL) FINAL EXAMINATIONS, 2020 UNDER CBCS

IMPORTANT INFORMATION REGARDING ONLINE EXAMINATIONS,2020
FOR SEMESTER STUDENTS

For downloading the question papers, the following web addresses (URL) may be used:		
www.citycollegekolkata.org	www.cuug.in	For Practical Examinations
www.cuug20.in	www.culibrary.ac.in	www.cuupractical.in

❖ **Examination Time-Table:**

The examination time-table will be put up on the College Website. You are to make a careful note of the dates and times of each examination Visit the notice board on the College website every day for updates.

❖ **When and how you will receive your question paper:**
   i.   The question papers will be available at the IN THE RELEVANT TAB in the Examination portal of our College website about 15 minutes before the scheduled examination.

❖ **Important Note:** when you receive your question paper, you will also receive details about:
   i.   The **e-mail addresses** for **sending** your answer scripts which ARE ALREADY available at college website department wise and paper wise in details. In case you have not received the question paper 15 minutes before the exam is to begin, immediately inform the Head of the Department.
   ii. Follow the instructions given in the question paper.
   iii. In case you have connectivity issues contact your HOD. However, we do recommend keeping backups ready, like hot-spot/wifi options etc., so there is less chance of connectivity issues on the day of your exam.
   iv. All are suggested **NOT TO MENTION YOUR NAME** anywhere on your answer scripts.

❖ **How you will answer the Question Paper:**

   a) You must write your answers on a blank, white A4 size page using **black or blue pen only.**
   b) You must legibly write your university registration number, university roll number (if available), Subject, Paper, Group/Unit etc. and date of the Examination on top as the header of **first page.**

c) Write university registration number, university roll number (if available) and date of examination on top as the header in the other pages **except the first page.**

d) MAKE SURE to **number your pages on top**, clearly and correctly.

e) You must write your answers with all diagrams/figures (if applicable) on a blank, white A4 size page and using **blue or black pen only. Do Not Use Pencils for Your Diagrams/Graphs etc.**

f) Please mention the total number of pages that you have used on the first page as, **"TOTAL NUMBER OF PAGES USED = 12(if you use 12 pages)"**

❖ **Step by step guide to submitting your answer scripts:**

1. Scan each page clearly so that all written information are **completely readable**.
2. Scan pages chronologically and sequentially. (see end of document for scanning tips)
3. Convert the scanned pages to a single PDF document (less than 25 MBs).
4. Name the document/pdf accurately, i.e. Subject code, semester, roll number (if not available write registration number).pdf
   (Example: **MTMA_SEM3_3112-51-0019.pdf**, for Mathematics HONS student of 3rd Semester with roll number 3112-51-0019).
5. Attach the document and send to the specific email address provided at college website department wise and paper wise in details.
6. In the subject field of your email please write - "Answer Script_SEM3_Roll number (if not available write registration number, here "SEM3" is written for students of 3rd semester)"
   Example of email subject: **"Answer Script_SEM3_3112-51-0019."**
7. **Your mail must reach within 30 minutes after the completion time of the examination, i.e., if your exam is 2 hours long, starting at 10:00 a.m. and ending at 12:00 noon., then please send your answers by 12.30 p.m. through online mode.**
8. Please send your answer script in **one single email**. Do **not send multiple emails**.

NOTE-1: **If any student fails to submit their answer scripts within 2:30 p.m.(i.e. scheduled time) through email, they must contact Principal/HOD immediately for submission the hard copy of their answer scripts within 3 p.m. .(i.e. scheduled time) at the college.**

NOTE-2: **If any candidate sends the answer scripts through email before schedule time but it bounces back/fails after certain times, he/she may resend the answer scripts later with the screenshot of the bouncing/failed report/mail.**

NOTE-3: The college will accept **only one answer script** (less than 25MBs) from each candidate for each paper.

❖ **Tips for scanning your written answer scripts:**
1. You will need either a scanner or a "scanner app" or an "image-to-PDF converter app" downloaded onto a basic smart phone with a camera. Many of these are available for free download. Select an app that enables you to consolidate all scanned pages into one single, consolidated PDF file and enables renaming of the file.

   Some examples are: Image to PDF converter or Adobe Scan or clear scanner - However these are only examples and you may use whatever app you prefer or find convenient to use on your device. Please explore and research your options well in advance.

2. Please make sure you take sharp, well-focused and flat images of each page in a well-lit area. It's very important that your submitted answer script is legible.

3. **All are advised to write their answer on one side of the page for better scanned pdf.**

4. Whatever mode you choose to scan the answer script in, WE STRONGLY ADVISE you to try out the scanning app / process and practice this a number of times in advance before the day of your exam. To avoid undue last minute stress, do not experiment with new methods of scanning on the day of the exam. Be well prepared and have a system in place much in advance.

If you have any further queries regarding your exams contact your HOD.

s/d
Principal, City College
&
Convenor,
Examination Sub-Committee
City College, Kol-9.

SALIENT POINTS:

1. **QUESTION PAPERS** TO BE AVAILABLE IN THE EXAMINATION PORTAL OF OUR COLLEGE IN THE DESIGNATED TAB **ABOUT 15 MINUTES** BEFORE THE SCHEDULED START OF THE EXAM AS WLL AS CU EXAMINATION PORTAL AS MENTIONED IN OUR COLLEGE WEBSITE.

2. KEEP SUFFICIENT A4 SIZE PAPER READY. **WRITE DETAILS LIKE CU ROLL NO (if available), CU REGISTRATION NO, SUBJECT, PAPER ETC & DATE ON NOT ONLY THE TOP PAGE,** *BUT ON ALL PAGES.* **NEVER WRITE YOUR NAME ANYWHERE.**

3. WRITE ON ONE SIZE OF THE PAGE AND USE **BLACK/BLUE PEN ONLY**. DO **NOT USE PENCILS, EVEN FOR GRAPHS/DIAGRAMS.**

4. **PAGE NUMBERS** SHOULD BE CLEARLY PROVIDED ON ALL PAGES (1/12, 2/12, 3/12 ETC)

5. PREPARE A PDF FILE FOR ATTACHING WITH YOUR MAIL. FOR INSTRUCTIONS ON HOW TO NAME THE FILE, PLEASE SEE INSTRUCTION ABOVE.

6. **MAIL YOUR** ANSWER FILE **WITHIN 30 MINUTES** OF THE END-TIME OF THE EXAM.

7. IN E-MAIL, THERE IS A '**SUBJECT**' FIELD. PLEASE **SEE INSTRUCTION** ABOVE ON WHAT TO WRITE ON THAT FIELD.

UNIVERSITY OF CALCUTTA
(Online Examination)

B.A./B.Sc./B.Com. Semester – 1, 3 & 5 (Under CBCS System) HONS & GENERAL Examinations, 2020 of Calcutta University

Calcutta University Roll Number											
				-			-				

Calcutta University Registration Number											
			-				-				-		

B.A./B.Sc./B.Com. Semester – 1, 3 & 5 (Under CBCS System)	YEAR : 2020
Subject	
Course (Hons./Gen)	
Paper	
Group/ Unit	
Date of the Exam.	/ 03 / 2021

QUESTION ATTEMPTED											

TOTAL NUMBER OF PAGES ATTACHED INCLUDING FRONT PAGE	