CITY COLLEGE

Affiliated to the University of Calcutta
102/1, Raja Rammohan Sarani, Kolkata – 700009
Phone : 033 2350 1565, Office : 033 2360 7463
E-mail : principal.citycollege@gmail.com
Website : www.citycollegekolkata.org
GST No. : 19CALC00619D1DE

NOTICE   _Date: 28.07.2021_

INFORMATION FOR B.A.; B.SC; B.COM PART-III (1+1+1), and EVEN SEMESTERS (2ND, 4TH, 6TH) HONS & GENERAL EXAMINATIONS,2021 OF CALCUTTA UNIVERSITY, CITY COLLEGE CENTER.

IMPORTANT INSTRUCTIONS FOR ONLINE EXAMINATIONS,2021

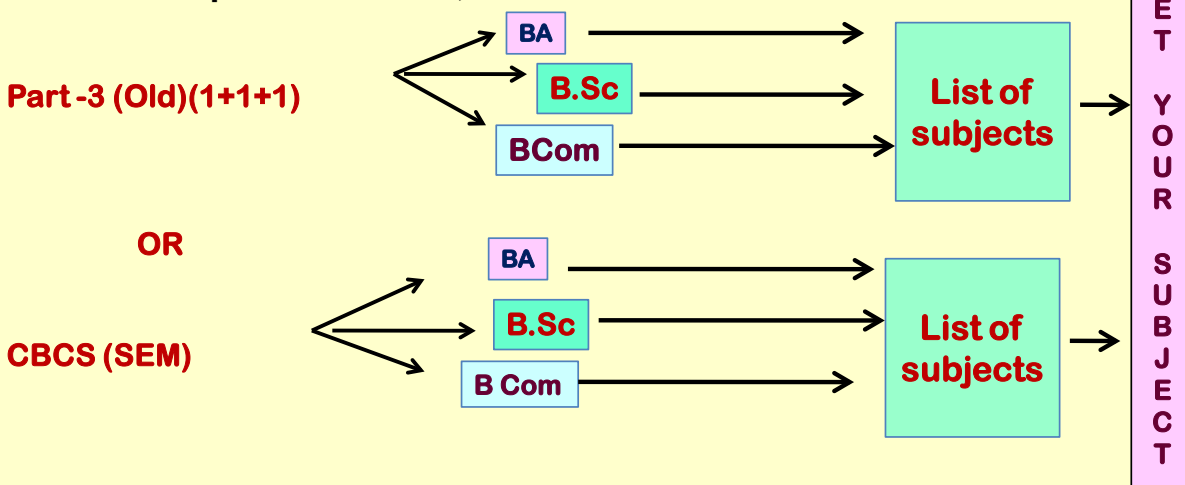| _For downloading the question papers, the following web addresses (URL) may be used:_	
www.citycollegekolkata.org	www.cuug.in
www.cuug20.in	www.culibrary.ac.in

❖ Examination Time-Table:

The **examination time-table** for each subject is given in the **College Website**. Note carefully the dates, times of each examination in the College website every day for updates.

❖ When and how you will receive your Question paper:

i.   The question papers will be available in our College website about 15 minutes before the scheduled examination in each day. In case you have not received the question paper 15 minutes before the starting time exam, immediately inform the Head or other teachers of the Department.

ii. **For Instruction see the chart given below**:

GET YOUR QUESTION- STEPS:

1. Go to CITY COLLEGE web site -www.citycollegekolkata.org
2. Click on CU EXAM (right corner) = Date
3. Click on Date = a TABLE -BOX will be there
4. Click on DOWNLOAD (RED) in the QUESTION PAPER COLUMN Under exam time = Google drive will open showing FOLDERS WITH TIME
5. Click on particular drive, like

Part -3 (Old)(1+1+1) → BA → List of subjects → GET YOUR SUBJECT
→ B.Sc
→ BCom

OR

CBCS (SEM) → BA → List of subjects → GET YOUR SUBJECT
→ B.Sc
→ B Com

❖ **Writing your answer:**

a) Use blank, white **A4** size page and **black or blue pen only for writing your answer.**

b) On the top of first page, write **Semester/ Old Pt -3 (1+1+1),** university **registration number**, university **roll number**, **Subject (A/G), Paper, Group/Unit, Th/Pr, Page No.** etc. and **date of the Examination** on top as the header.

c) In other pages write university **registration number**, university **roll number, Page No** and **date** of examination on top as the header.

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

e) Use **blue or black pen only** for diagrams/figures (if applicable). **Do Not Use Pencils/ colour pen 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)**

❖ **Submitting your answer scripts:**

1. Carefully scan each page serially so that all written information is **completely readable**.

2. Convert the scanned pages to a single PDF document (less than 25 MBs).

3. 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).

4. Attach the document and send to the specific **email address provided at college website department wise and paper wise in details.**

5. In the subject field of your email, 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**."

6. **Your mail must reach within 30 minutes after the completion time of each examination, i.e., if your exam is 2 hours long, starting at 12:00 Noon and ending at 2:00 p.m., then please send your answers by 2.30 p.m. through online mode and 3 p.m. through offline mode.**

7. Please send your answer script in **one single email**. Do **not send multiple emails**.

❖ 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.

❖ Important Points to be Noted:

i. **Do Not MENTION YOUR NAME** anywhere on your answer scripts.
ii. **Mail answer script only to id given in WEBSITE within stipulated time,**
iii. **Take screen shot of THE TIME OF SUBMISSION of answer script,**
iv. Follow all instructions given in the question paper for writing your answer.
v. If problems arises during submission contact your HOD/other teachers of Department. Keeping backups like hot-spot/wifi options ready for sooth submission.
vi. **Keep hard and Soft copies of answer scripts of all papers/units till results are out.**

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

Convenor,   Principal, City College
Examination Sub-Committee
City College.

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

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.