

## SHRI SHIKSHAYATAN COLLEGE

### INSTRUCTIONS FOR STUDENTS OF BA/BSC PART 1 AND PART 2 EXAMINATIONS REGARDING ONLINE EXAMINATION FOR BACKLOG PAPERS ,TO BE HELD IN DECEMBER, 2020

- Students will receive question papers, 15 minutes before the commencement of examination, in their registered email ids from the respective HoDs via official email, as per the date and time mentioned in the Examination schedule.
- Students will write the answers in A4 size sheets [own legible handwriting], scan the answer sheets, save in pdf format and send the pdf through email [to the same id from where they receive question papers], within the stipulated time [as specified in the schedule].
- Students will write only on one side of each sheet
- The cover page must have the following:
  1. NAME :
  2. Name of examination: As mentioned in the schedule for the examination
  3. CU Roll number:
  4. CU Registration number:
  5. Subject:
  6. Paper:
  7. Date :
- Students must draw proper margin in each page [ top margin and left hand side margin]
- In the top margin space, in each page , students must write their Name, CU Roll no., Subject ,Paper and date
- The pdf must be saved in the following name format:  
**NAME\_BA/BSCPART1/2 BACKLOG\_CU Roll No\_Subject code\_Paper**  
**[BA/BSC AND PART 1/2---WHICHEVER IS APPLICABLE must be written]**
- While sending the scanned answer script to the HoD, the subject of the email should be in the following format:  
**NAME\_BA/BSCPART1/2 BACKLOG\_CURoll No\_Subject code\_Paper [same as the pdf name]**