

SHRI SHIKSHAYATAN COLLEGE

INSTRUCTIONS FOR STUDENTS OF BA/BSC SEMESTER 2 [JAN – JUNE, 2019] 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.
- Students will write only on one side of each sheet
- The cover page must have the following:
 1. NAME:
 2. COLLEGE ROLL NO. : [Mention BA/B.SC]
 3. Name of examination: As mentioned in the schedule for the examination
 4. CU Roll number:
 5. CU Registration number:
 6. Subject:
 7. Paper:
 8. 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_SEM 2 BACKLOG_CU Roll No_Subject code_Paper
- While sending the scanned answer script to the HoD, the subject of the email should be in the following format:
NAME_SEM 2 BACKLOG_CURoll No_Subject code_Paper [same as the pdf name]