

**SHRI SHIKSHAYATAN COLLEGE**  
**INSTRUCTIONS FOR B COM PART I / PART II (HONS & GEN) EXAMINATIONS 2022**  
**TO BE HELD DURING 15TH JANUARY – 20TH JANUARY, 2022**

- The examination will be conducted in an online mode. The schedule of examinations is to be checked by the students from the official website of the University of Calcutta.
- Students must carefully note the date, time and duration of the examination of their respective papers of Honours/ General/ subjects from the schedule, as mentioned above.
- The question paper for the relevant examination will be sent to the registered email ids/ WhatsApp group of the students 15 minutes prior to the examination starting time. The question paper will also be uploaded on the College website.

ONLY STUDENTS WITH CU GENERATED ADMIT CARDS CAN APPEAR FOR THE EXAM

**Students must LOG IN through a valid/active Gmail account**

**FOR NON MCQ PAPERS**

- The answers have to be written in white A4 size sheets. Students will write only on one side of each sheet, clearly maintaining margins on top and left hand side of each sheet. Handwriting must be LEGIBLE.
- Students should not write their names anywhere on the answer sheets.
- To be written **on the top margin of each page**.
  - CU Roll number,
  - Registration number,
  - BCOM Part I / II Hons/ Gen [whichever is applicable],
  - Subject Name [for example- FA I, FA II etc],
  - Date of examination and
  - Serial number of the answer sheet
- Students are to make a cover page with the following information to be written clearly on it for each examination:
  1. B COM Part I / II Hons/Gen Examination
  2. CU Roll number
  3. CU Registration number
  4. Subject Name
  5. Date of examination
  6. Time [duration] of examination
  7. Number of answer sheets used
- After the completion of the allotted time [2hrs/ 3hrs as mentioned in the examination schedule] the cover page and the answer sheets along with **a soft copy of admit card** (before the Cover page) must be properly scanned and saved **in a single PDF** format [choose original colour and check each page carefully after scanning].
- Students **must be very alert and careful while writing** the pdf name, which should be as follows:  
CURollnumber(without dashes & No Spaces) -Subject Name  
(The name of PDF will be given before each exam)

For example

:PART I **FOR HONOURS- 1034540001-FAI-H**  
**FOR GENERAL - 1034560001-FAI-G**

PART II **FOR HONOURS- 1034540001-FAII-H**  
**FOR GENERAL - 1034560001-FAII-G**

**The PDF ANSWER SCRIPT MUST BE uploaded to a Google Form, link for which will be shared by the Department by email before the end of the exam. Students must complete uploading the PDFs within 15 minutes after completion of examination writing time.** For each Subject Paper, a Google Form link will be shared for uploading the PDFs.