

SHRI SHIKSHAYATAN COLLEGE
INSTRUCTIONS FOR B COM SEMESTER 3/5 EXAMINATIONS 2022
TO BE HELD DURING 15TH JANUARY – 20TH JANUARY, 2022

- The examination will be conducted in online mode only. 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 official WhatsApp group of the students 15 minutes prior to the examination starting time.

ONLY STUDENTS WITH CU GENERATED ADMIT CARDS CAN APPEAR FOR THE EXAMINATION. Students must download their admit cards prior to the respective examinations
Students must be logged 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.
- Students should not write their name anywhere on the answer sheets.

- To be written **on the top margin of each page.**

CU Roll number,
Registration number,
BCOM Semester 3/5 [whichever is applicable],
Subject code [for example- CC3.1CH, GE3.1CHG, CC5.2CH, DSE 5.1 A 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 Semester 3/5 Examination
2. CU Roll number
3. CU Registration number
4. Subject Code & full name of the Subject
5. Date of examination
6. Time [duration] of examination
7. Number of answer sheets used

•After the completion of the writing time [1hr/ 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 on Top) 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) -Subject Name
(The name of PDF will be given before each exam)
For example:

FOR SEM 3 HONS STUDENT: 201034110011- IT / BM / FA II / IFS

FOR SEM 5 HONS

Accounting & Finance STUDENT: 191034110011-AA / TAX II / ECO II / ADV BM / CA

Marketing student: 191034110234- CBSM / PPMCM

• **The PDF ANSWER SCRIPT MUST BE uploaded to a Google Form, link for which will be shared by the Department through official WhatsApp groups 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 different Google Form link will be shared for uploading the PDFs.

FOR MCQ PAPERS

- Students must answer in Google Forms which will be prepared as per University question-pattern and will be shared with the students before the start of the exam on the exam days.
- Students must write the following CAREFULLY and CORRECTLY in the Google Form: as per Admit Card
 - 1) University Roll No
 - 2) University Registration No
- Students will answer the questions within the Google Form.
- At the same time students will also Copy question number and the answers of all the questions attempted by them **in a single sheet** of paper. **Do not copy unattempted questions.**
- To be written **on the top margin right of each page.**
 - 1) CU Roll number,
 - 2) Registration number,
 - 3) BCOM Semester 3/5 [whichever is applicable],
 - 4) Subject code and name [for example- SEC3.1CHG- IT Theory etc]
 - 5) Date of examination
- Students will take an image of this answer script, and along with **a soft copy of admit card** (which will be on top) must scan it properly and saved **it as a single PDF** format
- Once the Forms are successfully submitted. Students must keep a screenshot of the message after clicking on the submit button.
- A response mail will be sent to each student comprising the questions she has attempted and the answers selected by her. Students must type correct email addresses in the form to receive this response mail.
- Students must check answers before submitting, as responses cannot be edited once submitted.
- Response must be submitted within the timings stated for each paper.
- **Students must be logged in through a valid/active Gmail account**