SHRI SHIKSHAYATAN COLLEGE

INSTRUCTIONS FOR BA/BSc SEMESTER 1 EXAMINATIONS, 2021

TO BE HELD DURING 28th FEBRUARY, 2022 - 8th MARCH, 2022

- Students will appear for the examinations from their place of residence. 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/AECC subjects from the schedule, as mentioned above.
- The question paper for the relevant examination will be sent to the registered email ids of the students 15 minutes prior to the examination starting time. The question paper will also be uploaded in the College website.
- 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.
- CU Roll number, Registration number, BA/BSC Semester 1 [whichever is applicable], Subject code [for example- ECOA for Economics Hons/ EDCG for Education General etc], Paper [for example CC1, GE1, etc], Date of examination and serial number of the answer sheet must be written on the top margin of each page.
- Students are to make a cover page with the following information to be written clearly on it for each examination: 1. BA/ BSc Semester 1 Examination, 2021 ; 2. CU Roll number ; 3. CU Registration number; 4. Subject Code ;5. Paper ;6. Date of examination ;7. Time [duration] of examination ; 8. Number of answer sheets used
- After the completion of the writing time [2hrs/3hrs as mentioned in the examination schedule] the cover page and the answer sheets must be properly scanned and saved in a single pdf format [choose original colour and check each page carefully after scanning] and it must be mailed back to the departmental email id [from where the question paper will be sent] within 15 minutes after completion of examination writing time.
- The pdf name should be as follows: Sem1_CURoll number_Subject Code_Paper

   For example: FOR SEM 1 HONS STUDENT: SEM1_213034-11-0020_CEMA_CC1
                 FOR SEM 1 GEN STUDENT: SEM1_212034-12-0011_HING_GE1

- The subject of the email [while sending the scanned answer sheet] should be same as the pdf name. Students must be very alert and careful while writing their correct Sem, CU Roll no, Subject code and Paper in the pdf name and email subject.
- The students must attach their ADMIT CARD [pdf] along with their answer script pdf in the same email [Each student will have 2 attachments in their emails – 1. Admit card pdf and 2. Answer script pdf]