

UMESCHANDRA COLLEGE

13, Surya Sen Street, Kolkata – 700012

&

FC-129, Sector-III, Salt Lake, Kolkata – 700106

INSTRUCTIONS FOR CANDIDATES APPEARING FOR B. COM. PART III HONOURS & GENERAL EXAM., 2020 (UNDER 1+1+1 SYSTEM, 2009 & 2010 OLD & NEW REGULATIONS) AND B.COM. SEMESTER VI HONOURS & GENERAL EXAM., 2020 (UNDER CBCS SYSTEM) IN ONLINE MODE

- Each student must have a valid email id to submit the answer scripts, preferably Gmail id.
- Each student must keep scanned copy of his/her CU Registration Certificate in PDF (less than 1 MB)
- College will accept only **one** answer script **PDF** file (less than 100 MB) from each candidate for each Paper.

STEP 1: RECEIVING OF QUESTION PAPERS:

- Question papers can be downloaded from Umeschandra College website <http://umeschandracollege.ac.in> on the respective exam days.
- Question papers can also be downloaded from the University of Calcutta website <http://www.cuexam.net> or <http://www.cuug20.in> or <http://www.culibrary.ac.in> or <http://www.caluniv.ac.in> on the respective examination dates.

STEP 2: PREPARATION OF ANSWER SCRIPTS:

- Examinees will have to write on the front page of their answer script:
 - University Registration Number,
 - University Roll Number,
 - Honours or General,
 - Subject, Paper and Group,
 - Date of examination.
- On each page of answer script students must write
 - University Registration Number,
 - University Roll Number,
 - Page number,
 - Date of examination.
- Examinees should write the answer on A4 size in own handwriting,
- Examinees should write on one side of each A4 size paper,
- Answers must be written in black ink only,
- Candidates should follow instructions given in the question paper.

STEP 3: SCANNING AND SAVING OF ANSWER SCRIPT FILES:

- Answer scripts are to be submitted only in pdf format.
- Students are advised to download Scan app, and scan each page one-by-one using the Scan app and create a single pdf file for the entire answer script.
- Page numbers must be given on each page, and pages in the answer script file must be serially numbered like 1, 2, 3, etc. till the last page.
- File size must be less than 100MB
- The pdf file name of the answer script must be of the following format:

DD_CU ROLL NUMBER.pdf

Example: If the date of examination is 01-10-2020, then DD = 01

CU ROLL NO. = Your CU Roll Number [i.e., 171126-XX-XXXX]

File Name will be:

01_171126-XX-XXXX.pdf

Each student is allowed to upload the answer script in **one** PDF file.

STEP 4: UPLOADING OF ANSWER SCRIPT FILES:

- Exams will be held from **12 noon to 2 p.m.**
- Answer scripts must be uploaded to the college website by **2.15 p.m.** positively on the day of the examination.
- Students will get separate notice in the College website stating them where to send the answer scripts.