

## **GUIDELINES FOR B.A/ B.Sc.(Honours/Major) SEM-V, SEM- III and SEM-1**

### **EXAMINATIONS- 2021**

Dear Student,

#### **.Instructions:**

##### **1. Question Paper:**

Question papers will be available on college website as well as in Dept. Google Classroom on the days of examinations.

##### **2. Answering the Question:**

- i) Students must write their answers in the A4 sheets only.
- ii) The front page (Top Sheet) of the answer scripts must contain the following:
  - A. Name of the Examination:
  - B. Stream:
  - C. Semester:
  - D. Name of the Subject:
  - E. Paper Code:
  - F. C.U.Roll Number: (as per the Admit Card)
  - G. Registration Number: (as per the Registration Certificate)
  - H. Module: (if applicable)
  - I. Date of the examination
  - J. Time of examination (..... to .....
  - K. At the top of each page of the answer script put your CU ROLL NO. & REGISTRATION NO , Subject, Paper, Module (if, any) & Date of Examination.
  - L. Put page number on the top right of each page (including the first page).
  - M. Only one side of the paper should be used for examination.
  - N. Before sending your answer scripts, arrange the pages sequentially.

##### **4. Preparation for Submission of Answer script:**

At the end of stipulated time after completing the answers, the students must scan the **Admit Card** and then each page of the answer script. Convert all pages into a single PDF file page no. wise (including the admit card and Top Sheet as first and second page). In case of modules, for each module separate PDF files should be made.Total file-size (single PDF file for paper / more than one PDF file in case of modules) should be less than 25 MB.

The file name of the PDF should be: **Full Roll Number –Subject - paper code - module - date of examination.**(E.g. - Your Roll.No.-ENGA - CC-5- 08.03.2021)

## **5. Answer script Submission:**

The submission of the answer scripts must be done within the scheduled time i.e. within thirty minutes after the completion of the exam. Answer script is to be submitted to the respective assignment created in the Google Classroom by the Department

For any queries, contact HOD or faculty members of the department.

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## **Department GSuite E-Mail Address:**

<b>Department Name</b>	<b>Department</b>	<b>GSuite E-Mail Address</b>
<b>Advertising, Sales Promotion and Sales Management</b>		<a href="mailto:aspsm@gokhalecollegekolkata.edu.in">aspsm@gokhalecollegekolkata.edu.in</a>
<b>Bengali</b>		<a href="mailto:bengali@gokhalecollegekolkata.edu.in">bengali@gokhalecollegekolkata.edu.in</a>
<b>Chemistry</b>		<a href="mailto:chemistry@gokhalecollegekolkata.edu.in">chemistry@gokhalecollegekolkata.edu.in</a>
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<b>Department of Communicative English</b>		<a href="mailto:ce@gokhalecollegekolkata.edu.in">ce@gokhalecollegekolkata.edu.in</a>
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