

NETAJI NAGAR DAY COLLEGE

(Under Graduate & Post Graduate Institution)

Affiliated to University of Calcutta

Accredited by NAAC (B⁺⁺)

170/436, N.S.C. BOSE ROAD

REGENT ESTATE – KOLKATA - 700092

INSTRUCTIONS FOR STUDENTS APPEARING IN B.A./B.Sc. SEMESTER III, V, PART I & PART II EXAMINATIONS 2021 (HONOURS/GENERAL)

STEP 1: RECEIVING OF QUESTION PAPERS

- Question papers will be sent to the students' valid email id by their Departmental Teacher on the respective exam days, 15 minutes before the commencement of the examination.
- Question papers will be available in the following Calcutta University website also:
www.cuug.in
www.cuug20.in
www.culibrary.ac.in

STEP 2 : PREPARATION OF ANSWER SCRIPTS

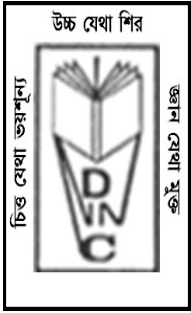
On the Front Page (1st Page) students must write their

- i. University Registration Number
- ii. University Roll Number
- iii. Subject, Honours or General, Paper, Group/Unit name
- iv. Date of Examination
- v. Total Number of Pages
- vi. Male/Female

On Each Page students must write

- i. University Registration Number
- ii. University Roll Number
- iii. Page Number (in each page)
- iv. Date of Examination

- Students must use A4 size white paper (not ruled)
- Answers must be written in black ink.
- Answers must be written only on one side of each sheet of paper in their own handwriting.
- Students should follow instructions given in the question paper.



NETAJI NAGAR DAY COLLEGE

(Under Graduate & Post Graduate Institution)

Affiliated to University of Calcutta

Accredited by NAAC (B⁺⁺)

170/436, N.S.C. BOSE ROAD

REGENT ESTATE – KOLKATA - 700092

STEP 3: SCANNING AND SAVING OF ANSWER SCRIPT FILES

- Answer scripts are to be submitted ONLY in pdf format
- Scan each page one-by-one and create a SINGLE PDF file for the entire answer script.
- Answer script file name should be of the following style: DD_REGISTRATION NO.pdf (DD=Only date not the month and year) Example: If the date of examination is 01-10-2020, then DD=01 REGISTRATION NO= Your CU Registration No (i.e. 057-xxxx-xxxx-17) File Name= 01_057-xxxx-xxxx-17

STEP 4: SUBMISSION OF ANSWER SCRIPTS (only ONLINE)

- Answer scripts in pdf format must be submitted through student's valid email id to their respective Department's email Id.
- Answer scripts MUST be submitted on the day of the examination latest within **30 minutes after the end time of examination.**
- Students should not submit the same answer scripts more than once.
- **IT THE ABSOLUTE RESPONSIBILITY OF THE STUDENT TO SUBMIT THE ANSWER SCRIPTS TO THE PROPER DEPARTMENTAL EMAIL ID WITHIN DUE TIME.**