

INSTRUCTIONS FOR STUDENTS APPEARING IN B.A./B.Sc.
SEM II, IV, VI, AND PART III EXAMINATIONS 2021
(HONOURS/GENERAL)

STEP 1: RECEIVING OF QUESTION PAPERS:

* Question papers will be sent to the students by their Departmental Teacher through email on the respective examination days, 15 minutes before the commencement of examination.

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
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

* Students must use A4 size white paper (not ruled)
* Answers must be written in black ink.
* Students should follow the 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

* 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=Onlu 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 :

(Either Online or Physically)

* Answer scripts in pdf format must be sent through student's valid email id to their respective Department's email id as informed by the Department.

* Answer scripts MUST be sent on the day of the examination latest within 30 minutes after completion of examination.

* Those who will submit the answer script online (i.e. via mail) SHOULD NOT be submitting the answer scripts physically at college.

*If they fail to submit the answer scripts online for any reason then they are advised to submit their answer scripts (hard copy) physically at college on the same day of examination, within one hour after the completion of examination.