

RAJA PEARY MOHAN COLLEGE, UTTARPARA

**Guidelines for students appearing for B.A./ B.Sc./ B.Com. Part - III (hons. & Gen.)
[1+1+1 system] and B.Com. Semester - 6 (Hons. & Gen.) [under CBCS]:**

1. Students must have valid email id.
2. Check CU website and College website for question papers on each day of examination from 11:30 AM.
3. Time allotted for writing answers is 2 hours only (12 noon - 2 PM).
4. Time for sending answer scripts by email within 2:30 PM on each day of examination and for hard copy submission at College upto 3 PM as per UGC & University guidelines.
5. For elective subjects for general students refer to the marksheet of Part - II examination.
6. Answers should be concise and to-the-point irrespective of inflated marks.
7. Write your answers in A4 white page (not ruled).
8. Write CU Roll number, CU Registration number, Subject, Paper/ Module on the first page. Do not write any answer here.
9. Write answers in black pen only.
10. Student must write their answer on one side of the page.
11. Write CU roll number on each page.
12. Put page number on each page.
13. Install any scan app to scan and create PDF of the script.
14. Scan each page one by one serially using the app and create a single PDF file for the entire answer script.
15. File size must be less than 25 MB
16. Answer script file name should be Date of examSubjectCU roll number.
[e.g. Date of exam say 01.10.2020, write only 01, i.e. 01CEMA3111-xxxx-yyyy for CEMG: if the date of exam is 03.10.2020 write: 03CEMG3222-xxxx-yyyy]
17. Answer script file name for **ENVS only** should be StreamCU roll number.
[e.g. Stream: Commerce (say), write commerce1621-xxxx-yyyy/
commerce171621-eeee-rrrr]
18. Students will write the name of the subject and paper in the subject of e-mail

[say, a student appeared for Bengali Honours Paper - V examination, mention BNGA Paper -V in the subject of e-mail. For general students please mention the elective number like HISG Paper -IV-2nd Elective]

19. In case of submission of script in hard copy at College, student / legal guardian should come to submit the answer script.

20. Student or guardian must bring student I-card or CU registration certificate while submission of answer script in hard copy at College.

**** ANSWERS MUST BE HAND WRITTEN AND NOT TYPED****