

NOTICE FOR PART-I & PART-II EXAMINATION, JAN 2022

(NOT MEANT FOR CBCS SEMESTER EXAMINATION, 2021)

B.A./B.Sc. Honours/General & B.A. Major Part-I & Part-II Exam, Jan 2022 **GUIDELINES FOR SENDING ANSWER SCRIPTS FOR THE STUDENTS**

Students appearing for B.A./B.Sc. Honours/General & B.A. Major Part-I & Part-II Exam, Jan 2022 will receive their Question Papers from respective departments and send their Answer-script as PDF file to the following E-MAIL IDs specified for General papers.

SL.NO.	SUBJECT GENERAL	EMAIL ADDRESS to send General Answer Scripts - PART-I & Part-II
1.	BENGALI GENERAL	mgc.bengaligen@gmail.com
2.	EDUCATION GENERAL	MGC.EDCG@gmail.com
3.	JOURNALISM GENERAL	mgc.jorg@gmail.com
4.	HISTORY GENERAL	MGC.HISG@gmail.com
5.	SOCIOLOGY GENERAL	part3sociology@gmail.com
6.	POL. SCIENCE GENERAL	MGC.PLSG@gmail.com
7.	PHILOSOPHY GENERAL	MGC.PHIG@gmail.com
8.	BOTANY GENERAL	MGC.BOTG@gmail.com

- Download the Admit Card for appearing in Part-I & Part-II Exam, Jan 2022 from College website.
- Well before examination day please practice scanning answer scripts, labelling it and mailing it.
- Make necessary arrangements for the same.

ON THE DAY OF EXAMINATION:

**Students will receive Question Papers from their respective departments.
Question Papers will also be available on college website**

Students will answer the Question Paper

Type of Paper:

- Preferably A4 Sheet /Copy
- Write on one side of paper
- Every page should be numbered.
- Write in BLACK /Blue Ink.
- Answers must be hand written.

TOP SHEET MUST HAVE:

- Subject Name
- Year:
- Paper No.
- Registration No.
- CU Roll No.
- Date & Time

EVERY PAGE SHOULD HAVE

- CU Roll No.
- CU Registration no.
- Page no.

Sample Top Sheet: (Students may prepare the Top-Sheet beforehand)

UNIVERSITY OF CALCUTTA

BA/BSc/Major PART-I/PART-II EXAMINATION, JAN 2022

SUBJECT : _____ (HONOURS/GENERAL/MAJOR)

PAPER: _____

CU REGISTRATION NO.: _____

CU ROLL NO.: _____

DATE OF EXAMINATION: _____

START TIME: _____ END TIME: _____

TOTAL NUMBER OF PAGES IN THE ANSWER SCRIPTS: _____

(Excluding the Top Sheet & Admit Card)

SUBMISSION OF ANSWER SCRIPTS (PDF FILE) MUST BE DONE THROUGH E- MAIL WITHIN 1 HOUR AFTER COMPLETION OF EXAMINATION ON THE DAY OF EXAMINATION



Name of the File: **Part-I/II_Subject Name_Paper No_CU Roll No**

Example: **Part-I/II_ENGG_Paper-II_182044-12-000X**

ORDER OF THE PDF FILE:

- SCANNED COPY OF TOP SHEET
- SCANNED COPY OF ADMIT CARD
- SCANNED COPIES OF ANSWER SHEETS

- DOWNLOAD ADOBE SCAN OR ANY OTHER APP IN PHONE.
- SCAN THE TOP SHEET, ADMIT-CARD, ANSWER SCRIPT.
- While scanning, candidate should scan according to page nos.
- Top-Sheet, Admit-Card & Answer-script must be sent as a single file.
- Rename the File as specified above and save it as PDF.
- Send the entire file in PDF format to the given e-mail ids.