NETAJI NAGAR COLLEGE

(Affiliated to the University of Calcutta)
Accredited by NAAC (B+)
170/436, Netaji Subhas Chandra Bose Road
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Web : www.netajinagarcollege.in
Phone : (033) 2411-5445, 2428-6989

Ref. No. _____   Date : _____

23/11/2020

NOTICE

Important instructions to examinees of BA/B.Sc./B.Com. Part- I & Part-II (Hons/Gen), BA/B.Sc. Semester II & IV (Hons & Gen) and B.Com. Semester I, II, III, IV, V (Hons & Gen) Undergraduate Intermediate Examination,2020.

Students of our college appearing in ensuing BA/B.Sc./B.Com. Part-I & Part-II(Hons/Gen), BA/B.Sc. Semester II & IV (Hons & Gen) and B.Com. Semester I, II, III, IV, V (Hons & Gen) Undergraduate Intermediate Examination,2020 are advised to follow the instructions given below :

1. *Regarding receiving question paper on each examination day :*

On the date of examination the question paper on different subjects will be uploaded on college website 15 minutes before the schedule time of commencement of examination. The students can download the question paper from the college website (*netajinagarcollege.ac.in).* Question papers will also be posted in respective Semester/Partwise whatsapp group 15 minutes before the schedule time of commencement of examination on each day as per examination routine. If any student faces any difficulty in downloading the question paper from the college website or from the respective whatsapp group he/she may contact with designated teacher for that subject (Name and Contact number of the designated teacher has been notified in the examination routine).

2. Regarding steps to be followed by students after receiving question papers

(a) Immediately after getting the question paper the students will fill up the required information in the cover page (Format of the cover page is given at the end of this notice).

(b) Students are advised to use A4 size Non-ruled paper and write answers using **black ink**.

(c) Page no., CU Roll no (of last appeared examination), CU Registration no. and College Roll No. are to be written compulsorily on the top middle of each answer page and students have to sign compulsorily on top right hand side of each answer page.

3. Regarding submission of answer scripts at the end of examination :

(a) At the end of examination, the students will carefully arrange all answer pages and will check properly whether all required information, as mentioned in point 2(c) above, have been properly mentioned on each answer pages.

(b) (i) *Students intending to send answer script through email* will then scan the filled up cover page in prescribed format, original CU Registration Certificate and all answer pages.

(ii) Then arranging in proper sequence - Scanned duly filled up Cover page, CU Registration Certificate, answer pages - they will create a folder containing all the above pages (Folder naming system will be suggested by the departments separately).

(iii) Now, send the entire folder through email at the notified email id of the designated teacher. (Email Ids where folders are to be emailed are given in a separate column in the Examination Routine.).

(iv) After submission of answer script through email, students will receive a reply mail acknowledging the receipt of answer scripts from the Department/Designated teacher. After that reply mail has been sent to a student no subsequent mail containing answer scripts of the same subject of that particular date will be accepted.

(c) (i) *Students intending to submit answer scripts to college* will first of all arrange sequentially cover page in prescribed format, photocopy of original CU Registration certificate, all answer pages and will staple all pages as a total set. Then they will come to college taking that stapled set and the **original** CU Registration certificate.

(ii) At college, designated teacher will accept the stapled set and will check photocopy of the CU Registration certificate, attached with the set, with the original one.

(iii) After submission, students have to sign in a Register/Statement mentioning required details. The designated teacher will also issue a receipt to the student acknowledging the acceptance of answer script from the student.

4. **Students have to complete writing answers within prescribed time as mentioned in the Routine and have to submit answer scripts online/offline within ½ hour from the end of examination.**

5. **Regarding Full Marks of different papers, Question pattern, Detailed modalities of Internal Assessment respective HODs, Teachers will inform their departmental students.** In order to get detail information on above issues students are advised to contact respective HODs/Departmental teachers and compulsorily attend the meeting with students to be arranged by different departments through Google Meet or otherwise before commencement of examination to clarify all examination related issues and queries of students.

Stay safe and Best Wishes for Your Examination !!
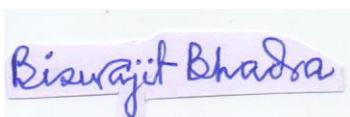
Biswajit Bhadra

(Dr. Biswajit Bhadra)

Teacher-in-Charge
NETAJI NAGAR COLLEGE
Kolkata-700 092

Netaji Nagar College

Undergraduate Intermediate Examination,2020

Name of the Student :

Examination: BA/B.Sc/B.Com.(Hons/Gen) (Part-I/Part-II) & Semester (I/II/III/IV/V)
                        (Tick on appropriate place and strike out not applicable parts)

Name of Honours/General Subject :

CU Registration No. :

CU Roll No. :
(Of last CU Exam appeared)

College Roll No. :

Date of Exam :

Starting Time of Exam (As per Routine):

Subject of Examination :

Whatsapp Mobile No. :

Alternate Mobile No. :

E-mail id :

Signature of the Student :