



Syamaprasad College

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Contact no: (033) – 2455 1738/7671.

Notice No – SPC/CU/E/O-2020/1A

IMPORTANT INSTRUCTIONS

Examination:

- 3rd Year B.A / B.Sc (Honours/General/Major) (1+1+1 system) – 2020.
- 3rd Year B.Com (Honours/General) (1+1+1 system) - 2020 and Part-3 & Semester – 6.

Examination Conducted by: University of Calcutta.

Year of Examination: 2020.

Mode of Examination: Online

Step 1: Downloading/Receiving of Question papers.

- Question papers can be downloaded from the official website of University of Calcutta, <https://cuexam.net/>, <https://www.culibrary.ac.in/>, <https://www.cuug.in/>, and <https://www.cuug20.in/>.
- For any other information, New and Announcements visit the official website of University of Calcutta, <https://www.caluniv.ac.in/>.
- Question papers can also be downloaded from the **Online examination section** of official College Website <https://syamaprasadcollege.in> or directly from Online examination portal/website using the link <https://sites.google.com/view/spcexamcontrol2020/home> on the scheduled days of the examination as per the Theoretical Programme issued by University of Calcutta (Notice:CE/ALLOT/20/204).
- The duration of online examination is 2 hours, starting from 12:00 noon to 2:00pm.
- Answer Scripts can be uploaded to the College **online examination section** via Google form for the respective departments on the same day by 2:30pm.
- The link for answer script submission will be active from the end of examination (i.e. 2:00pm) till 2.30pm on the same day.
- **The answer script can be submitted only once.**
- **Multiple entry or submission is strictly prohibited.**
- **Answer script of previous day examination cannot be submitted on next or subsequent examination days. If any such discrepancies are found then the submitted answer script or scripts is liable to be rejected or cancelled.**

Step 2: Preparation of Answer Scripts.

Examinees/Candidate will have to write the following on front page of Answer script;

- Name of the Examination.
- Examinees / Candidate Name.
- Calcutta University Issued Roll Number.
- Registration Number.
- Subject,
- Honours or General.
- Paper Number/Code as given in the Question Paper.
- Group/Halves.
- Date of Examination.
- Starting and Ending Time.
- Duration.
- Full Signature.

Follow the figure (1) for format.

- The format of the front page is given in the next page.
- **Students are advised to write it on the front page well before the commencement of the examination.**
- The format will also be available for download on the official College website Online examination - 2020 portal of Syamaprasad College, <https://sites.google.com/view/spcexamcontrol2020/home> .
- **The format can be downloaded and printed. But the particular should be filled by the examinee / candidate in his/her own hand writing.**
- It should be treated as page no-1 of the answer script/booklet.
- White paper of A4 size must be used for writing answers.
- Properly mention the question numbers and groups in the answer script.
- Before writing the examination it is advised to read the instructions (if any) given in the question paper carefully and attempt the questions as instructed.
- **Candidate must write Roll Number and Registration Number issued by University of Calcutta on each & every page.**
- Candidates are advised to write the answers **only on one side of the paper** and number the pages serially. This is to ensure proper scanning of pages avoiding ghost or back page images or writings.

Format of the front page of Answer Script or Booklet

UNIVERSITY OF CALCUTTA

**(Final Year, B.A/B,Sc/B.Com (Hons/Gen/Major) and B.Com (Hons/Gen), Semester – 6,
Online examination -2020)**

Online Examination Centre: Syamaprasad College, Center Code - 016

Name of Examination: _____

Registration Number issued by University of Calcutta

_____ - _____ - _____

Roll Number issued by University of Calcutta

_____ - _____ - _____

Name of the Candidate (Write in Block letters) _____

Honours/General/Major _____

Subject _____

Paper _____

Group/Half _____

Full Marks _____

Date of Examination _____

...../ 10 / 2020

Starting Time _____

Ending Time _____

Duration of Examination _____

Year _____

Full Signature of the Examinee/Student _____

Questions attempted

Question No _____

Total number of pages attached including Front Page _____

Figure (1), Student and exam details to be written on the front page of Answer Script.

Step 3: Scanning in PDF and saving of Answer script files in a prescribed manner.

- Answer scripts are to be submitted only in **PDF FORMAT**, restricting the size to a maximum of 10 to 15MB.
- Students are required to make only one scanned copy in PDF using scanner or any application software /Web App /Android App suitable.
- If the candidate is required to write a separate Answer script as per the instructions in the question paper then, he/she can scan another answer script in PDF format and add the group name in the file extensions.
- The file name should be saved in a format as mentioned below;

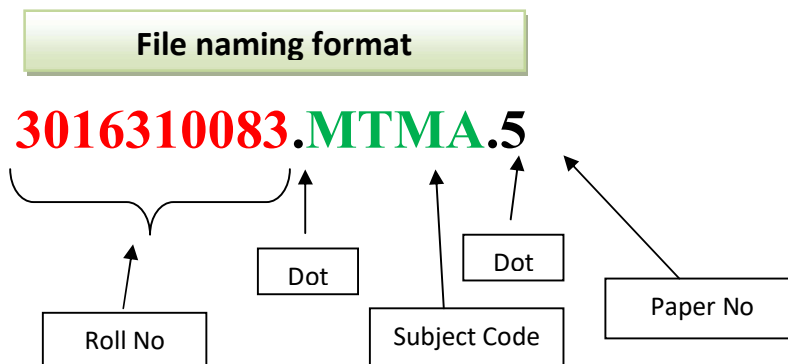
UNIVERSITY ROLL NO.SUBJECT CODE.PAPERNO/CODE

Example 1:

For students of B.A & B.Sc (Honours/General/Major), (1+1+1 system) Part - 3 only

- Suppose the candidate Roll No is **3016-31-0083**.
- Subject Code is MTMA (Mathematics Honours).
- Paper No is 5

Then the file should be saved as;



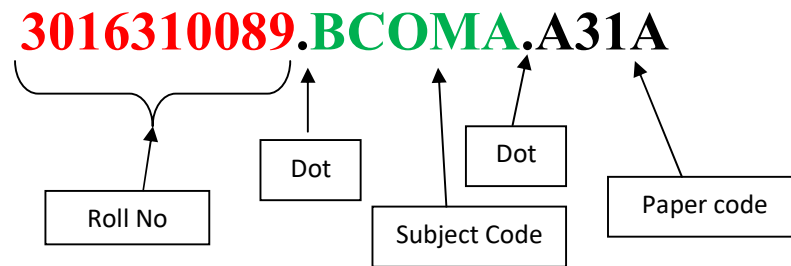
Students appearing for B.Com (Honours/General), Part-3, Examination - 2020 in Accounting & Finance or Marketing, must follow the file naming format as given below;

B.Com (Hons/Gen), (1+1+1), Part-3, Examination – 2020 {Part – 3, candidates only}

Example 2:

- Suppose the candidate Roll No is 3016-31-0089.
- Use **Subject Code as BCOMA (B.Com (Honours))**
- Use **Subject Code as BCOMG (B.Com (General))**
- Use **Subject Code as BCOMAM (B.Com (Honours) in Marketing)**
- Use **Subject Code as BCOMGM (B.Com (General) in Marketing)**
- **Paper code – as given in question paper**

File naming format

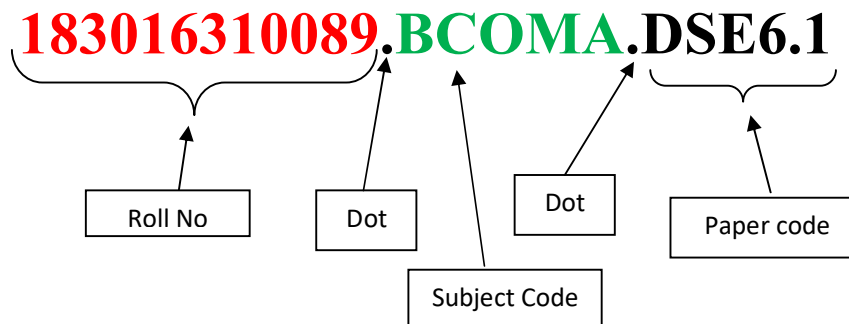


B.Com (Hons/Gen), Semester-6, Examination – 2020 {Semester system only}

Example 3:

- Suppose the candidate Roll No is 183016-31-0089.
- Use **Subject Code as BCOMA** (B.Com (Honours))
- Use **Subject Code as BCOMG** (B.Com (General))
- Use **Subject Code as BCOMAM** (B.Com (Honours) in Marketing)
- Use **Subject Code as BCOMGM** (B.Com (General) in Marketing)
- **Paper code – as given in question paper**

File naming format, Semester System



Step 4: Uploading of Answer Scripts.

- Answer Script in PDF format with file saved in the format mentioned earlier must be uploaded only to the respective department form link, which will be available in the **Online examination section** of college website: <https://syamaprasadcollege.in>.
- You can also upload the scripts directly to the respective departments through online examination website/portal of Syamaprasad College <https://sites.google.com/view/spcexamcontrol2020/home>.

- Answer script must be uploaded on the day of examination by 2:30 pm.
- While uploading the answer script, the following particulars must be filled by the candidate in the Google form.

Example: If you are a general candidate and you are appearing on 3rd October 2020 for ECOG as **Elective 2**, then you will have to upload your answer script under ECONOMICS department in Science section of the online examination-2020 portal of Syamaprasad College.

The format of the Google Form which you will get is given below;

Important: Before answer script submission it is advised to sign into your computer or smartphone internet browser using a valid Gmail id to access the Google form. If not available, then create a valid Gmail account to access the Google form. The Google form cannot be accessed without a valid Gmail id.

Particulars	To be filled by candidates
Email address	Enter a valid Google email id, make sure you sign in your browser with the same Gmail id.
Date of Examination	Enter the examination date carefully.
Name of Candidate	Full name as mentioned in Admit card or Registration Certificate or the student descriptive Roll provided or issued by University of Calcutta, which is available in the college official website.
Gender	Select the gender.
Student	Mention Regular or Casual from the drop down menu.
Contact Number	Please enter your mobile number preferably your whatsapp number excluding the country code (+91).
CU Registration Number	Enter the registration number issued by University of Calcutta (avoid, any space, special characters, dash etc)
Upload scanned copy of Registration Certificate	Upload the scanned copy of Registration certificate in JPG/JPEG image format, file size maximum to 250KB.
CU Roll Number	<ul style="list-style-type: none"> • Write the Roll number as given in the Admit card or if not available then <u>see Student descriptive Roll/Student wise examination schedule</u> issued by University of Calcutta, also published in the official College website. (Avoid space, special character or dash between numbers). • For B.Com (Hons/Gen), Semester – 6 candidates should write the Roll numbers of previous exams. If admit card not received,

	then check the Student Descriptive Roll provided by University of Calcutta, also published in official College website.
Upload CU admit Card	<ul style="list-style-type: none"> • Upload the scanned copy of Admit card in JPG/JPEG image format, file size maximum to 250KB. • <u>It is optional. i.e. if not available then leave it blank.</u>
Course	Select Honours or General or Major (as applicable) from the drop down menu.
Paper (Theory)	<ul style="list-style-type: none"> • If General candidate then select Paper 4 and Elective 1, 2 or 3 (as applicable). • Please check the Student descriptive Roll / student wise examination Schedule published in the official college website for selecting Elective as (1 or 2 or 3) • <u>Example</u> if you are a student having ECOG (Economics as one of the general subject) and check the <u>student wise examination Schedule</u> provided by the University of Calcutta also <u>published in College official website is Elective 2</u>, then select from the drop down menu as <i>“paper-4, Elective 2 for Gen candidates”</i>. • If Honours/Major candidate, then select Paper 5, 6, 7, or 8 as applicable and as per date of examination. • For B.Com (Honours/General) both part-3 and Semester system students, the papers will be mentioned in the drop down, select them accordingly.
Upload answer Script	<ul style="list-style-type: none"> • <u>Upload the PDF format of answer script restricting the maximum size to 10 to 15MB.</u> • If the question or instruction demands then upload another answer script following the file naming style as was mentioned above. • For B.Com students follow the file naming style as given above. • For B.A/B.Sc follow the file naming style as mentioned above.
Declaration	Read and select agree for submission of form.

Step 5: Check list (very important)

- Write the **necessary particulars** as given in **figure (1)** on the front page of the Answer script before the commencement of examination. **It is advised to finish writing the particulars prior to the start of examination.**
- Keep a **scanned copy of Registration certificate** issued by University of Calcutta in JPG/JPEG format restricting the size to a maximum of 250KB.
- Keep a scanned copy of Admit Card issued by University of Calcutta (Theory/Practical any one will do) in JPG/JPEG format restricting the size to a maximum of 250KB. This is an Optional field.
- **Keep Black Ball point pen for writing the examination.**
- Download suitable software/Android Apps for making PDF files and JPEG files as applicable.
- **Write only on one side of the paper, avoid writing on the back page.**
- Number all the pages serially.
- The paper should be White and size - A4.
- After the examination is over, scan the answer script pages serially in PDF format, max size 10 to 15MB and upload it. Save the pdf file in the file naming style mentioned earlier and upload.

The subject codes of relevant subjects of our college are mentioned below;

Faculty - Arts			
Subject	Code for Honours	Code for General	Code for Major
Bengali	BNGA	BNGG	-
English	ENGA	ENGG	-
Education	EDCA	EDCG	-
French	FRNA	FRNG	-
Hindi	-	HING	-
History	HISA	HISG	-
Philosophy	PHIA	PHIG	-
Political Science	PLSA	PLSG	-
Sanskrit	-	SANG	-
Faculty - Science			
Subject	Code for Honours	Code for General	Code for Major
Botany	-	BOTG	-
Computer Science	CMSA	CMSG	-
Computer Application	-	-	CMAV
Economics	EOCA	EOCG	-
Electronics	ELTA	ELTG	-
Environmental Studies		ENVS	-
Geography	GEOA	GEOG	-
Mathematics	MTMA	MTMG	-
Physics	-	PHSG	-
Physiology	-	PHYG	-

Zoology	-	ZOOG	-
Environmental Studies	ENVS	-	-

Helpline Contact numbers:

In case of any difficulty, students are advised to reach the respective departments for clarifications.

Helpline contact numbers for Arts departments

Faculty - Arts		
S.No	Department	Helpline number
1	English	8961671702 / 9735739789
2	History	8961595933 / 9123923621
3	Bengali	9874514295 / 9831377144
4	Philosophy	9474319027
5	Political Science	8777095179 / 8910894460
6	Hindi	9874489244
7	Sanskrit	9874029414
8	Education	9432450439
9	French	9804947560

Helpline contact numbers for Science departments

Faculty - Science		
S.No	Department	Helpline number
1	Geography	9433663051/9804947560
2	Economics	9830906540 / 9051153534
3	Mathematics	9830360582
4	Biological Sciences (Botany, Zoology & Physiology)	9674350752 /
5	Physics	9477144318 / 7980345657
6	Computer Science	8777612846
7	Electronics	8478064882
8	Environmental studies (ENVS)	9830153972

Helpline contact numbers for Commerce departments

Faculty - Commerce		
S.No	Department	Helpline number
1	Accounting and Finance	7605866721
2	Marketing	

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