



SYAMAPRASAD COLLEGE

Affiliated to University of Calcutta, NAAC Accredited "B"

Address: 92, S P Mukherjee Road (Main), & 5 B R Dasgupta Road Kolkata – 700026 (Annex).

Contact No: (033) – 2455 – 7671, (033) – 2455 – 1738, **Telefax:** (033) 2486 – 3914.

Email: syamaprasadcollege@gmail.com, **Official website:** <https://syamaprasadcollege.in>

Notice: SPC/DI/2-221 – N2

Dated: 05/03/2021

Important Instructions and Guidelines

Examination:

- B.A / B.Sc (Honours/General/Major) 1st, 3rd and 5th Semester examination – 2020 (CBCS).
- B.Com (Honours/General) 1st, 3rd and 5th Semester examination – 2020 (CBCS).

Examination Centre: Syamaprasad College

Year of Examination: 2020.

Mode of Examination: Online

Step 1: Downloading/Receiving of Question papers.

- 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 Schedule / Program issued on dated 18/02/2021 (Notice No: CE/Allot/CBCS20/1/21, 2/21, 3/21, 4/21, 5/21, 6/21, 7/21, 8/21, 9/21, 10/21, 11/21, CE/Allot/CBCS20/12/21).

- Question papers will also be available from the official website of University of Calcutta from the following links which are given below;

www.cuug.in, www.cuug20.in, www.culibrary.ac.in and for practical papers www.cuugpractical.in.

Note: Geography and Statistics are the departments/subjects for which practical questions will be provided by the Calcutta University.

For rest, communicate with the respective departments for the practical examination schedule and modality.

- The duration of online examination is mentioned in **detailed theoretical schedule** provided by Calcutta University and may be mentioned in the **question paper also**.
- Answer Scripts can be uploaded through **online examination portal**.
- The link for **answer script submission** will be active after first one hour of examination and will remain active for 30 minutes more after the end of examination.
- **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 or may be liable to be rejected or cancelled.**

Step 2: Preparation of Answer Scripts.



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

- **Name of the Examination:**
For CBCS Semester – 1: – write **B.A / B.Sc / B.com Semester – 1 examination - 2020.**
For CBCS Semester – 3: – write **B.A / B.Sc / B.com Semester – 3 examination - 2020.**
For CBCS Semester – 5: – write **B.A / B.Sc / B.com Semester – 5 examination - 2020.**
- **Examinees / Candidate Name:**
Write your name (in block letter only) as given in the Registration Certificate issued by University of Calcutta.
- **Calcutta University Issued Roll Number:**
Write the Roll number as given in the admit card issued by University of Calcutta.
- **Registration Number:**
Write the Registration number as given in the Registration Certificate issued by University of Calcutta.
- **Subject:**
Write the subject example: History / Bengali / Hindi etc
- **Honours or General.**
Write Honours or General as per the scheduled routine
- **Paper Number/Code as given in the Question Paper.**
Write paper number / code as mentioned in the question paper or scheduled routine
- **Group/Halves.**
Write the group as given in the question paper.
- **Date of Examination.**
Write the date of the examination properly.
- **Starting and Ending Time.**
Write the starting and ending time as mentioned in the theoretical schedule.
- **Duration.**
Write the duration as given in the question paper.
- **Full Signature.**
Enter the full signature not the initials only.

Follow the figure (1) for format.

- The format of the front page is given in the next page.



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- **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/student-service/downloads>
 - **The format can be downloaded and printed. But the particulars 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.
 - The format of the front page is given in the next page.
 - **Candidate must write Roll 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.
 - Write Roll No and Registration number on the top of each page of your answer script with page number at footer/bottom section.
-

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;

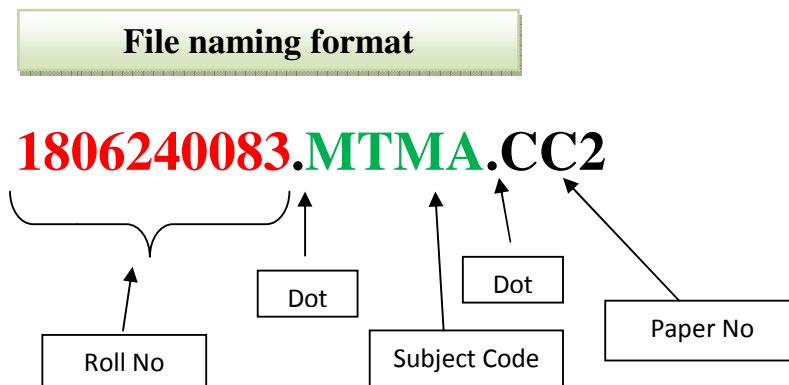
UNIVERSITY ROLL NO.SUBJECT CODE.PAPERNO/CODE

Example 1:

For students of B.A /B.Sc / B.Com (Honours/General/Major), 1/3/5 Semester Online Examination-2020.

- Suppose the candidate Roll No is **18016-24-0083**.
- Subject Code is MTMA (Mathematics - Honours).
- Paper No is CC2

Then the file should be saved as;

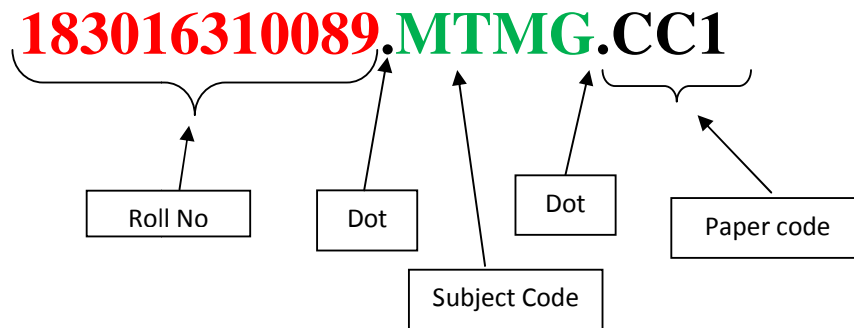


**B.A /B.Sc /B.Com (Honours/General/Major), Semester – 1/3/5, Examination – 2020
{Semester system only}**

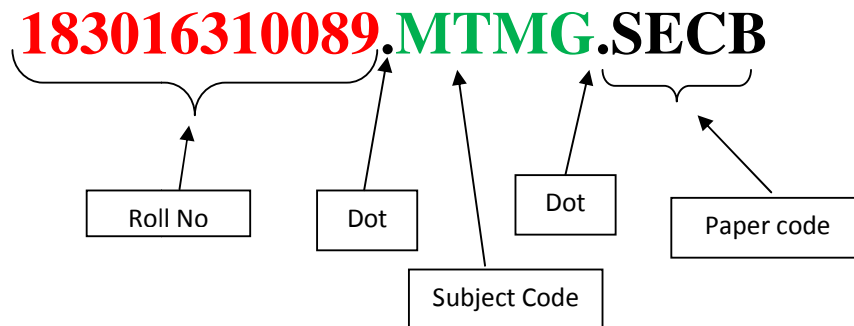
Example 2:

- Suppose the candidate Roll No is 183016-31-0089.
- Use **Subject Code as MTMG** (B.Sc/B.A (General))
- **Paper code – as given in question paper**

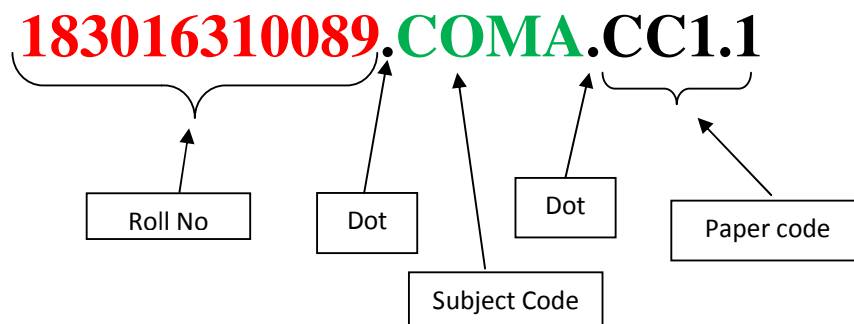
File naming format, Semester System



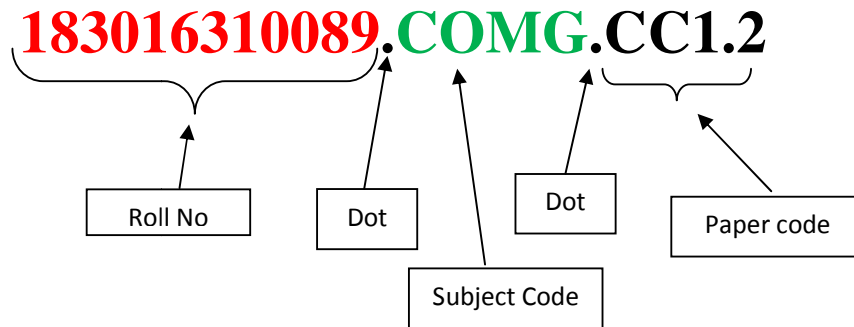
For SEC-B as a course of appearing;



For B.Com as a course of appearing (Honours);



For B.Com as a course of appearing (General);



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>.
- There are 3 sections – Semester 1, 3 and 5. Candidates must upload in the section provided for uploading in their respective departments.

ncontrol2020/online-submission/science/geography



Home Examination Sch

Geography

Online Answer Script/Project/Practical submission

Check List before uploading the Answer script.

- Scan (using mobile or scanner) the Admit Card & Registration Certificate issued by University of Calcutta in JPG/JPEG format (only) and restricting the size max to 250KB.
- Scan (Using mobile or scanner) the answer scripts and convert that into PDF format restricting it to a maximum size of 10 to 15MB.

Semester - 5, students only Click here to upload the Answer Script

Semester - 3, students only Click here to upload the Answer Script.

Semester - 1, students only Click here to upload the Answer Script.

Semester – 1 upload here by clicking this button

Semester – 3 upload here by clicking this button



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- Answer script must be uploaded on the day of examination within 30 minutes after completion examination.
- While uploading the answer script, the following particulars must be filled by the candidate in the Google form.

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 the 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.
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, hyphen/dash etc)
CU Roll Number	<ul style="list-style-type: none">• Write the Roll number as given in the <u>Student descriptive Roll / eligible student roll</u>, issued by University of Calcutta, also published in the official College website. (Avoid space, special character or dash between numbers).
Upload scanned copy of Admit Card	<ul style="list-style-type: none">• Upload the scanned copy of Admit card in JPG/JPEG image format, or in pdf format, file size maximum to 250KB.• If due to any reason the students fails to pick up the admit card he/she will then be required to upload the Online examination Form (e-copy)/the counterpart received from the office.
Course & Category	<ul style="list-style-type: none">• If you are appearing for CBCS Semester systems then select



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	B.A or B.Sc – Honours or General
Paper (Theory)	It has been categorized under two; <ul style="list-style-type: none">• Please select the papers as given in the examination schedule.• Important: Please select the papers and category very carefully.
Paper – details/Title	<ul style="list-style-type: none">• Please provide the title of the paper taken as per the syllabus.• Example SEC – A – write the name of the paper attempted under SEC-A.• Similarly for DSE – A or DSE – B (both for Honours and General candidates) or Generic Elective 1/3 or DSE – 3A (General candidates only)
Upload answer Script	• <u>Upload the PDF format of answer script restricting the maximum size to 10 to 15MB.</u>
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 Admit Card** issued by University of Calcutta in JPG/JPEG format restricting the size to a maximum of 250KB.
- **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 15 MB and upload it. Save the pdf file in the file naming style mentioned earlier and upload.



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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.

You should not be calling other departments as they may not be able to share information or help you.

Helpline contact numbers for Arts departments		
Faculty - Arts		
S.No	Department	Helpline number
1	English	8961671702 / 9735739789/8584802740/8017944188
2	History	8961595933 / 9123923621/70032766073/9474715564
3	Bengali	8336817753
4	Philosophy	9474319027/9830533975
5	Political Science	8777095179 / 8910894460
6	Hindi	9674375377
7	Sanskrit	8017111656
8	Education	8335839483/6291122726/9046483892
9	French	9804947560



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Helpline contact numbers for Science departments		
Faculty - Science		
S.No	Department	Helpline number
1	Geography	9433663051/9804947560
2	Economics	9830906540 / 9051153534
3	Mathematics	9830360582/9897752840
4	Biological Sciences (Botany, Zoology & Physiology)	9674350752 /
5	Physics	9477144318 / 7980345657
6	Computer Science	8981403177
7	Electronics	7003278342
8	Environmental studies (ENVS)	9830153972

Helpline contact numbers for Commerce departments	Helpline number
Commerce	7605866721

Sd/-
Tanmoy Biswas
Vice-Principal.

Note: College reserves the rights to change the notification/guideline as and when required. Please keep a close watch on the developments in the official website of Syamaprasad College.