



# SYAMAPRASAD COLLEGE

Affiliated to University of Calcutta, NAAC Accredited "B"

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**Email:** [syamaprasadcollege@gmail.com](mailto:syamaprasadcollege@gmail.com), **Official website:** <https://syamaprasadcollege.in>

No: SPC/CU/AdmC/P-7-321

Dated: 15/03/2021

## **Notification - Issue of Admit Card online through Online Examination Portal.**

All the **regular students of 1<sup>st</sup> Semester B.Com (Honours/General)** who are about to appear for Odds Semester Online Theory examination -2020 conducted by University of Calcutta are hereby directed to download the e-copy of the Admit card through **ONLINE EXAMINATION PORTAL** of Syamaprasad College.

**Steps to follow;** (This procedure is only for fresh and regular candidates)

1. Visit the Official Website of Syamaprasad College (<https://syamaprasadcollege.in>) and click on Online Examination Portal 2020.
2. Or visit directly (<https://sites.google.com/view/spcexamcontrol2020/home>).
3. Go to the section Student Service – Click on Admit Card (drop down) to visit Commerce section.
4. You will see a list of candidates with Roll number and Registration number. Click on **Download** across your **Roll/Registration number** and download the e-copy of it.
5. The e-copy of Admit card is password protected.
6. How to open the Admit card? – Enter first four Letter of your name in CAPITAL followed by AEN number which is available in the Admission form and the Admission fees Challan as password.
7. **Example 1:** Name of the Candidate – **MD SOHEB AKHTAR** and AEN number is **16201000**. Then pass word would be – **MDSO16201000**
8. **Example 2:** Name of the Candidate – **JIT SEN** and AEN number is **16201000**. Then pass word would be – **JITS16201000**
9. **Example 3:** Name of the Candidate – **RUPESH DHAR** and AEN number is **16201000**. Then pass word would be – **RUPE16201000**

### **Note:**

- During examination you will have to upload the admit card in JPEG/PDF format. But before uploading it you need to remove the password or take the Screenshot of the Admit card save it in JPEG format and then upload.
- If anyone is unable to download the Admit Card then during examination upload the counterpart (duly signed by college officials) of the Online Application Form submitted to College office.
- Write the Roll number and the Registration number as written on the counterpart in the answer script during examination.

Sd/-

(Tanmoy Biswas),

Vice-Principal.