

Notice: SPC/Exam/ Inst/ 2021-07-26/ 01

Dated: 26/07/2021

## Important Instructions and Guidelines

### Examination:

- B.A / B.Sc/ B.Com (Honours/General/Major) Part-3 (1+1+1 system), examination - 2021
- B.A / B.Sc/ B.Com (Honours/General/Major) Semester 2, 4 & 6, examination - 2021

Examination Centre: Syamaprasad College

Year of Examination: 2021.

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 14-07-2021 (CU Notice No: No.- CE/Allot/17A/21/23A
- The duration of online examination is mentioned in detailed theoretical schedule and will also be mentioned in the question paper.
- Answer Scripts can be uploaded to the College **online examination section** via Google form for the respective departments on the same day within maximum 30 minutes after ending of the respective examination. **No email copy of the answer script will be entertained.**
- The link for answer script submission will be active for 30 minutes from 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 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:  
**For Part – 3, examination - write B.A / B.Sc/ B. Com Part – 3 (1+1+1 system) examination - 2021.**  
**For CBCS Semester - 6 – write B.A / B.Sc/ B. Com Semester – 6 examination - 2021.**  
**For CBCS Semester - 4 – write B.A / B.Sc/ B. Com Semester – 4 examination – 2021**

## For CBCS Semester - 2 – write B.A / B.Sc/ B. Com Semester – 2 examination - 2021

- **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:**  
Check the Roll number from your Admit Card/ CU application form for the examination 2021
- **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 or Major 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 that will contain your full name.

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/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.

## UNIVERSITY OF CALCUTTA

(B.A/B.Sc/B.Com (Hons/Gen/Major), Semester – 2/4/6 and Part – 3, Online examination -2021)

Online Examination Centre: Syamaprasad College, Center Code - 016

Name of Examination:

Registration Number issued by University of Calcutta

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Roll Number issued by University of Calcutta

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Name of the Candidate  
(Write in Block letters)

Honours/General/Major  Subject

Paper  Group/Half  Full Marks

Date of Examination  ...../ ..... / 2021 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 examination 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;

**SubjectCode.PaperCode.CURollNo .pdf**

#### Example 1:

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

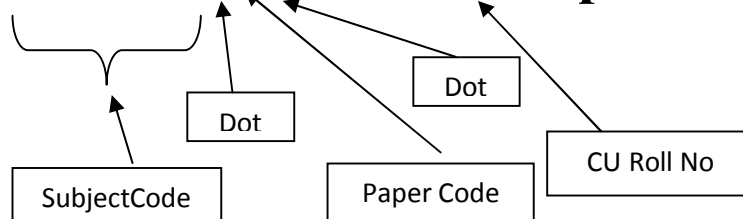
Suppose the candidate having the following data

- Subject Code is MTMA (Mathematics Honours).
- Paper No is 5
- Roll No is **2016-24-0083**.

Then the file should be saved as-

#### File naming format

**MTMA.5.2016240083.pdf**



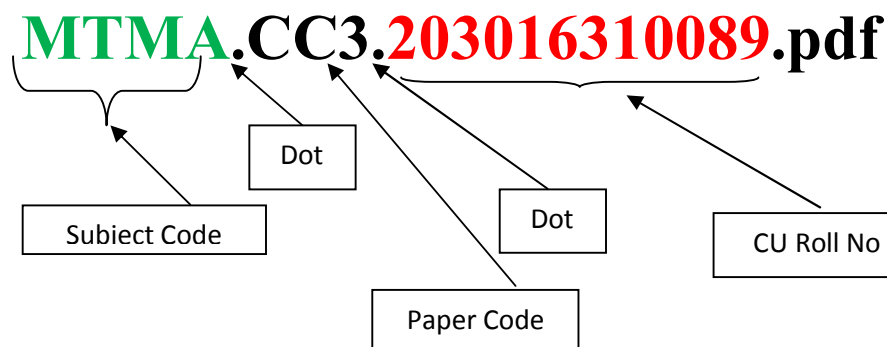
For the students of B.A/ B.Sc/ B.Com (Honours/General/Major), Semester – 2, 4, 6  
Examination – 2021 {Semester system only}

### Example 2:

Suppose the candidate having the following data

- **Subject Code MTMA**
- **Paper code – CC-3**
- Candidate Roll No is 203016-11-0089.

### 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 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 day within maximum 30 minutes after ending of the respective examination. **No email copy of the answer script will be entertained.**



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

- 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, <b>make sure you sign in your browser with the same Gmail id.</b>
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 <b>WhatsApp number</b> 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	• Write the Roll number as given in the <b><u>admit card/ CU examination form</u></b> , issued by University of Calcutta.
Upload Admit Card	Upload your Admit Card in jpeg/pdf
	•
Course	• Select Honours/ General as applicable for you.
Paper	• Select appropriate paper code from drop down menu.
Upload answer Script	•
Declaration	<b>Read and select agree for submission of form.</b>

## 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 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.

**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	EOA	EOG	-
Electronics	ELTA	ELTG	-
Environmental Studies	-	ENVS	-
Geography	GEOA	GEOG	-
Mathematics	MTMA	MTMG	-
Physics	-	PHSG	-
Physiology	-	PHYG	-
Zoology	-	ZOOG	-
Environmental Studies	ENVS	-	-

**Helpline Contact numbers:**





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

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 / 8584802740 / 8017944188
2	History	9474715564/ 9123923621
3	Bengali	9831377144/ 9875315396
4	Philosophy	9474319027
5	Political Science	8777095179 / 8910894460
6	Hindi	9874489244/ 9674375377
7	Sanskrit	8017111656/ 7908561067
8	Education	9432450439, 9046483892
9	French	9804947560

## Helpline contact numbers for Science departments

### Faculty – Science

S.No	Department	Helpline number
1	Geography	9433663051 / 9836820288
2	Economics	9830906540/ 9051153534/ 9433321358
3	Mathematics	9830360582
4	Statistics	9088773305
5	Biological Sciences (Botany, Zoology & Physiology)	9674350752 /
6	Physics	9477144318 / 7980345657
7	Computer Science	8981403177
8	Electronics	7003278342
9	Environmental studies (ENVS)	9830153972

## Helpline contact numbers for Commerce departments

### Faculty – Science

	B. Com	7605866721
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Vice-Principal,  
Syamaprasad College,