



# NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)

(Re-Accredited with Grade 'B++' by NAAC)

129, Belilious Road, Howrah – 711 101.

GSTIN: 19AACTN7786L1ZN

Ref. No... ..

Date-...25-09-2020.....

## **C.U. B.A./ B. Sc./ B. Com Part – III & Semester VI Examination '2020**

### **Instruction for Students**

- Students have to mail the **scanned answer-scripts** (Format: **PDF**, Maximum size **20MB**) to the respective mail-id for each separate paper (**please follow the Subject and paper wise list of email-ids**)
- Each student must attach a scanned copy of his/ her **C.U. Registration Certificate** along with the answer script (Format: **JPG/JPEG**, Maximum size **1MB**)
- Students are strictly advised to submit the answer scripts **only in one mode** (either in online mode or in offline mode)
- The **last answer script** received through email from a student within the stipulated time will be evaluated only
- Students **should not write name** or use any unwanted mark to any part of the answer scripts
- Answer script will be accepted offline only for the candidates having genuine documented reasons
- Answer-scripts will be received offline from the guardians only (not the candidate)
- No answer-scripts will be received offline after the University stipulated time

### **Preparation of Answer Scripts**

- On the Front Page/ 1<sup>st</sup> Page, students must write
  - C.U. Roll Number (For Commerce Sem VI – Roll No of previous examination)
  - C.U. Registration Number with session
  - Subject/ Paper, Group/ Unit (if applicable)
  - Date
- On each page students must write
  - C.U. Roll Number (For Commerce Sem VI – Roll No of previous examination)
  - C.U. Registration Number with session
  - Page Number
  - Date



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- Students must use A4 size white plain paper (Not ruled)
- Students must write answer on one side of the page
- Answers must be written in Black ink

## **Preparation of Soft Copy of the Answer Script & mailing**

- Use any scan app (e.g. Fast Scanner) to scan and create a single PDF of the answer script
- File size must be less than 20MB
- Filename should contain Date & CU Registration No only. (e.g. if the date is 01/10/2020 and the Registration Number is 432-xxxx-xxxx-17, then the filename will be 01-10-2020\_432-xxxx-xxxx-17.PDF)
- Write C.U. Roll No and date in the subject line of the mail

Dr. Soma Bandyopadhyay  
Principal