

## **RABIN MUKHERJEE COLLEGE**

[Affiliated to University of Calcutta]

**NAAC Accredited**

A Co-Educational Evening College (Formerly Behala College of Commerce)

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### **NOTICE**

This is to inform the students of B.com( 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Semester ) Hons. and Gen. under CBCS that they are to submit hardcopy of their answer scripts in the college for the upcoming semester examination as under:

Date	Semester	1 <sup>st</sup> half	2 <sup>nd</sup> Half	Submission time
12/03/2021	5 <sup>th</sup> /3rd	10am-1pm	2pm-3pm	3pm-4pm
13/03/2021	5 <sup>th</sup> /3rd	10am-1pm	2pm-4pm	4pm-5pm
14/03/2021	5 <sup>th</sup> /3rd	10am-12pm	2pm-5pm	5pm-6pm
15/03/2021	5 <sup>th</sup> /3rd	10am-12pm	2pm-5pm	5pm-6pm
16/03/2021	5 <sup>th</sup>	10am-1pm	-	1pm-2pm
17/03/2021	1 <sup>st</sup>	2pm-3pm	4pm-5pm	5pm-6pm
18/03/2021	1 <sup>st</sup>	2pm-4pm	-	4pm-5pm
19/03/2021	1 <sup>st</sup>	2pm-4pm	-	4pm-5pm
20/03/2021	1 <sup>st</sup>	2pm-5pm	-	5pm-6pm
21/03/2021	1 <sup>st</sup>	10am-12pm	2pm-4pm	4pm-5pm
26/03/2021	1 <sup>st</sup>	10am-12pm	-	12pm-1pm

The students will get the question paper in the college website, respective WhatsApp group and from the below mentioned CU websites :

- 1)[www.cuug.in](http://www.cuug.in)
- 2)[www.cuug20.in](http://www.cuug20.in)
- 3)[www.culibrary.ac.in](http://www.culibrary.ac.in)
- 4)[www.cuugpractical.in](http://www.cuugpractical.in)

Only the **outstation** candidates can send their answer scripts through mail to the following mail-id(s). Mails in any other mail-ids except for the below mentioned ones will not be considered:-

SEMESTER	Email-id
SEMESTER 1	rmcsem1@gmail.com
SEMESTER 3	rmcsem3@gmail.com
SEMESTER 5	rmcsemv@gmail.com

The guidelines to be followed for the examination are :-

1)The answers to be written in plain A4 size white sheets -**no diary or exercise book pages will be allowed.**

2) On the front page (1st page) the students must write the following:

- Name
- University Registration No. (As per the registration certificate)
- University Roll No. (As per the current admit card)
- Name of the Subject
- Paper Code
- Date of examination
- Time of examination
- No. Of pages used
- Stream
- Section
- Semester
- Honours/General

3)On each page the student must write their:

- Roll number and Page number at the top

- 4) Answers must be written in black or blue ink.
- 5) **Outstation students** must send their answer scripts via mail within 30 minutes of completion of examination.
- 6) Creating a soft copy of the answer script:
- Install a scanning app to scan the answer scripts and create PDF of the same
  - Scan each page one by one and create a single PDF file for the entire answer script
  - Answer script should be named as Date\_Registration No.pdf for eg. for the exam of 12th March, file name would be 12\_111-xxx-xxx-17.pdf
- 7) **The students must attach the PDF files in the mail and send to the respective mail ID(s). Students must mention their name, registration no., subject and date on the subject of the mail and nothing to be mentioned in the body of the mail. Students must ensure that the PDF file is attached.**
- 8) **Note:** Though having a probability of online submission, while submitting the answer scripts if any students fail to upload the answer scripts or we Teachers faces any problem in downloading them, the college authority will not take any liability. So preferably you are advised to submit your hard copy of answer script physically.

By Order

Dr. Shiboprasad Chakraborty

Convenor, Examination Committee (Commerce)