

SETH ANANDRAM JAIPURIA COLLEGE
10, Raja Nabakrishna Street, Kolkata- 700005

NOTICE

GUIDELINES FOR EXAM

B. A. /B. Sc. (Hons. & Gen.)

Semester II, IV, VI (UNDER CBCS) & Part - III (Under 1+1+1 System)
EXAMINATION, 2021

- * Students are advised to collect their admit cards from their respective Departmental HODs after the University scheduled date.
- * Those who have not received admit cards from Departmental HODs, collect their admit cards immediately from College Office.
- * All eligible candidates who got their admit card may appear in this above-mentioned examination, B. A. /B. Sc. (Hons. & Gen.) Semester II, IV, VI (Under CBCS) & Part- III (Under 1+1+1 System) Examination, 2021. The exam will be held in each paper as per university guideline and as per university schedule.
- * Students appearing in this exam, will appear in the above-mentioned examination through Google classroom. For other students (who are not included in the Google Class Room), the Question papers will be uploaded in the college website 15 minutes before the commencement of exam according to the University notified schedule.
- * **Students are also advised to follow the following college website for question paper (Theory & Practical both), available 15 minutes before the commencement of exam on the scheduled date.**
<https://sajaipuricollege.ac.in/exams.php> and <http://www.sajaipuricollege.in/>
- * **Question papers (Theory & Practical both) will also be available in the following websites:**
www.cuug.in , www.cuug20.in , www.culibrary.ac.in .
- * **Do not answer the question papers received from other sources.**
- * The scripts are to be **hand written** on one side of plain **A4** papers.
- * It should be numbered one after another (e.g.,1/12,2/12,3/12if your answer script contains 12pages) **with roll number and registration number written on the top right of every page (including the first page).**
- * **Students must attach their admit cards in the first page of their answer script of each exam, no answer scripts will be considered without admit card attachment.**

* Write the following on the top of the sheet of your answer script:

A. Stream:
B. Section:
C. Semester:
D. C.U. Roll Number (as per the Admit Card):
E. Registration Number: (as per the Registration Certificate):
F. College RollNo.:
G. Subject:
H. Paper Code:
I. Name of thePaper:
J. Date of the examination:
K. Time of examination: to

* After the examination, students have to submit the answer scripts in a single pdf format to the Google classroom, or those who will fail to submit the answer scripts in Google Classroom within 30 minutes after the scheduled completion time of the exam, may send their answer scripts in a single pdf format to the Departmental official e-mail ids within 30 minutes after the scheduled completion time of the exam, or those who will fail to submit their answer scripts online, may submit the answer scripts through offline in college premises within 30 minutes after the scheduled completion time of the exam.

* Please check the PDF file properly, whether page numbers arranged in order and legible, before submission.

* Pdf. file name should be your **Full Roll Number <underscore> paper code <underscore> date of examination.**

* While submitting the answer scripts through e-mail, the subject of the e-mail will be exactly the same with the file name. [e.g., **Full Roll Number <underscore> paper code <underscore> date of examination**].

* **In the present pandemic situation (as per Government health guideline) students should be encouraged to submit script online.**

The Departmental official e-mail id s are as follows:

Sl No.	Department	Official e-mail id
1	Bengali Morning	bengali.morning@sajaipuricollege.ac.in
2	Bengali Day	bengali.day@sajaipuricollege.ac.in
3	English Morning	english.morning@sajaipuricollege.ac.in
4	English Day	english.day@sajaipuricollege.ac.in
5	Hindi Morning	hindi.morning@sajaipuricollege.ac.in
6	Hindi Day	hindi.day@sajaipuricollege.ac.in
7	History Morning	history.morning@sajaipuricollege.ac.in
8	History Day	history.day@sajaipuricollege.ac.in
9	Education	education@sajaipuricollege.ac.in
10	Journalism & Mass Communication	journalism@sajaipuricollege.ac.in
11	Philosophy	philosophy@sajaipuricollege.ac.in
12	Political Science Morning	polsc.morning@sajaipuricollege.ac.in
13	Political Science Day	polsc.day@sajaipuricollege.ac.in
14	Geography	geography@sajaipuricollege.ac.in
15	Food & Nutrition	foodnutrition@sajaipuricollege.ac.in
16	Psychology	psychology@sajaipuricollege.ac.in
17	Computer Science	computersc@sajaipuricollege.ac.in
18	Economics	economics@sajaipuricollege.ac.in
19	Physics	physics@sajaipuricollege.ac.in
20	Chemistry	chemistry@sajaipuricollege.ac.in
21	Mathematics	mathematics@sajaipuricollege.ac.in
22	Zoology	zoology@sajaipuricollege.ac.in
23	Botany	botany@sajaipuricollege.ac.in
24	Electronics	electronics@sajaipuricollege.ac.in
25	Statistics	statistics@sajaipuricollege.ac.in

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