DHOLA MAHAVIDYALAYA

P.O.+P.S.—Dholahat, South 24 Parganas, West Bengal—743399

Notice and Instructions for the final year part III examination 2020 of University of Calcutta

The Part 3 final examinations are scheduled to begin from Thursday, 01st October, 2020.

Students are asked to carefully go through the following documents that are attached:

1. The examination time table.

2. Candidate wise exam schedule.

Candidates are asked to look carefully and find out as to which exam they have to give on which day.

Instructions for candidates:

Each student candidate must have a valid email id to submit the answer script.

Each student must scan his or her CU registration certificate in PDF format (size less than 1 MB).

The college will accept only one answer script (less than 24 MB) from each candidate for each exam unless otherwise instructed by the University

Please look at the attached PDF file to find the timetable routine of the examination.

Downloading Of Question Papers:

Students have to download the question paper on each examination day, **20 minutes from before the commencement of the exam**, that is, from 11:40am, from any of the following websites:

https://www.cuug.in
https://www.cuug20.in
https://www.culibrary.ac.in

from the college website: http://dholamahavidyalaya.in

The exam time is 2 hours—12pm to 2pm.

Preparing the answer script:

1. On the front page first page each student must write his or her:

University Registration Number

University Roll number

Subject

Paper/ group or unit name

The specific Elective number that the paper belongs to (Elective 1 or 2 or 3)

Date

2. On each page students must write:

Page number (for each page)

University Registration Number

University Roll Number

Date

3. Students must write on A4 size white paper (not ruled)

4. Students must write only one on one side of the page

5. Students must write the answer only in black coloured ink.

Creating a soft copy of the answer script:

1. Install a Scanning app from Google Play store in your Smartphone to learn to scan and create a PDF of your answer script.

2. Scan each page of your answer script one by one using the app and create a single file in PDF format for the entire answers script.

3. The file size must be less than 24MB.

4. The answer script PDF file should be named in the following style:

Dd_ University Registration Number_subject code.pdf

The date should only mention the date, no need to mention the month or the year.

For example: a student with University Registration Number 2537-41-0002 giving the exam History General (HISG) on 03rd October shall name the file as: **03_2537-41-0001_HISG.pdf**

5. Each student is allowed to upload the answer script in one PDF file

**No one is to write their name anywhere on the answer script or while naming the file.

Submission of the answer script:

Each student has to upload the answer script by sending it as a mail, in one PDF file, to a registered mail id created by the college, within 30 minutes of the end of the examination, that is, within 2:30pm. In case of an emergency, the student may come to the college and physically submit the answer script in person within 3pm. No answer script will be received after 3pm.

Trial Sessions and Information update:

Students are asked to keep in touch with the teachers to get new and updated information, to follow the instructions already given and attend trial sessions to get used to the work at hand.

Students are asked to contact respective subject teachers for specific queries.

Students are asked to keep checking the college website for any update in information concerning the exam.

By Order

Principal

Dhola Mahavidyalaya

Dated: 27.09.2020