



BANGABASI MORNING COLLEGE

19, Rajkumar Chakraborty Sarani

Kolkata - 700009

Phone: (033) 23509210

DEPARTMENT OF COMMERCE

Date--18.07.2021

NOTICE

1. Use **bundled sheet copybook** for your answer script for Non-MCQ paper. This will prevent jumbling up of sheets.

2. Candidates are advised to write the answers only on one side of the paper and number the pages serially and Use Black-Ink Ball Pen only.

3. On the **First Page** write the following:

- CU Roll number;
- CU Registration number;
- Exam type: regular or backlog/supplementary;
- Subject name with code;
- Date of the examination;
- Total no. of pages.

Leave this front-page blank: do not write anything else on this page.

4. On top of every other page write the following:

- (i) C.U. Roll Number
- (ii) C.U. Registration Number
- (iii) Page Number

Students are advised to prepare with the above-mentioned instruction well before the commencement of the Examination.

5. Do not write your name on answer scripts.

6. Question paper for the theory examinations will be available at College website (www.bangabasimorning.edu.in) or Google drive link ([Drive link](#)) and university websites (www.cuexam.net).

7. Download question paper 15 minutes before commencement of the examination.

8. **All examination (MCQ and Non-MCQ) will be taken in the Google form.**



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9. For MCQ paper follow the University question and tick the correct option in the Google Form. For MCQ paper Answering more questions than what is instructed in the university question paper will result in **negative marking for each extra question attempted.**

10. For Non-MCQ paper you have to attach your answer script as an attachment. After you have written all answers, scan all pages in consecutive order and **make a single PDF file (within 8 MB size, compress it if needed) within the stipulated time. Otherwise, answer script cannot be uploaded in the google form as an attachment. For uploading the file smoothly, network connection should be strong. For **Non- MCQ paper name your PDF file as your CU Roll No. in (XXXXXX-XX-XXXX)** format.**

11. Student can submit the form only once.

12. All the links will be activated 5 minutes before the allotted date and time of the examinations. Students are requested to maintain the time and schedule as the link will be active during the duration of the examination only.

13. Preserve the Hard Copy of the Answer Script till result publication and also take the screenshot of answer script submission as a proof.

14. It is the sole responsibly of the students if they write wrong CU roll number and CU registration number.

15. Only for Google form submission you will we get an acknowledgement mail but for email submission there will be no acknowledgment and also scripts uploaded in mail, instead of form, can not be accepted if it is sent after the examination time.

16. Those who are facing problem in uploading the answer scripts in the Google Form only they can attach their PDF file in the subject wise mail id or you can submit the hard copy in the college in the same day.

Sd/-

Dr. Priyanka Saha

HOD, Commerce