



T.H.K JAIN COLLEGE

Under the Auspices of Shree S. S. Jain Sabha
Affiliated to University of Calcutta
NAAC Accredited B+ Institution
6, Ram Gopal Ghosh Road, Cossipore, Kolkata-700002

Instructions for Candidates of B.Com (Hons and Genl) (Morning & Day Shift)

Internal Examination, 2021

University of Calcutta

All candidates are instructed to read the instructions given below carefully and follow them as directed:

1. Please follow the time-table carefully for examination start time and end time.
2. For Question Paper and answer submission a single Google form link will be provided wherein question will be there which will be provided to you in the Google classroom before the examination starts.
3. You are advised to read the question paper and instructions thoroughly.
4. For MCQ paper once you fill up the answers and submit, your response will be automatically recorded.
5. For Non- MCQ Paper all answers must be written in **white A4** size paper on one side of the page. The students must use **Black Pen** (Ball point or Gel) to write their answers. For drawing graph/charts/diagrams dark **2B** or **3B** pencils or black pens may be used. **Hand writings** must be **legible** and **margins** (half an inch) must be maintained on both sides.
6. In the Non- MCQ paper the front page of the answer scripts must have clearly mentioned the followings: **Student Name, Guardian Name, College Roll No, University Roll Number, University Registration Number, Subject Code and Paper Name.**
7. Each of the pages must contain **Page numbers, University Roll Number, University Registration Number.**
8. Answer should be done **chronologically. Groups and answer numbers** must be mentioned properly. All pages of the answer scripts have to be orderly scanned and saved as one single **PDF** file which has to be submitted within the stipulated time. Once submitted, it will be considered as final and no resubmission will be allowed. No **“PDF Link”** will be considered.

9. You are advised to follow the procedure of Examination for Non- MCQ paper as given below:

Click on the Google-form link



Provide your Registered Email Id in Section-I of the Google form



Click Next



Provide Student Information as asked



Click Next



See the question Paper and answer them chronologically in white A4 Size Papers as instructed



After completion firstly scan the pages and make a PDF file and attach as needed (PDF Size should be less than 10 MB)



Click on Submit

10. The name of the **PDF** file for final submission of **Sem-3 and Sem-5** should be as mentioned below:

[NAME- CU ROLL]

11. You will be able to upload your pdf document only once, so please make sure that you have scanned all the pages of your answers chronologically. Re-submission will not be allowed.

In-Charge

Dept of Commerce