



**Tara Devi Harakh Chand Kankaria
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

General Instructions for the candidates of B.Com (Hons & Genl) Sem-I, Sem-III & Sem-V
Internal Examination, 2020
University of Calcutta

Internal Examinations will be conducted for the candidates going to appear for End-Semester Examinations (Hons. & Genl.) under CBCS system.

1. All the examinations will be held via **digital mode**. Please follow the college website <http://www.thkjaincollege.ac.in/> and respective **Google classroom** for all communications.
2. Please follow the time-table carefully for examination start time and end time.
3. For Question Paper and answer submission **a single Google Form link** will be provided wherein question for the **concerned subject/paper will be attached**. This link will be given in the Google classroom **15 Minutes before the examination starts**.
4. Read the question Paper and instructions thoroughly.
5. For **MCQ paper**, once you fill up the answer and click on '**Submit**' Button; your responses will be automatically recorded. You are advised to check your e-mail immediately for verification of your submission. Please submit **only one response**.
6. For **Non- MCQ** paper, the front page of the answer scripts must have clearly mentioned the followings: **University Roll Number, University Registration Number, Subject appeared for**.

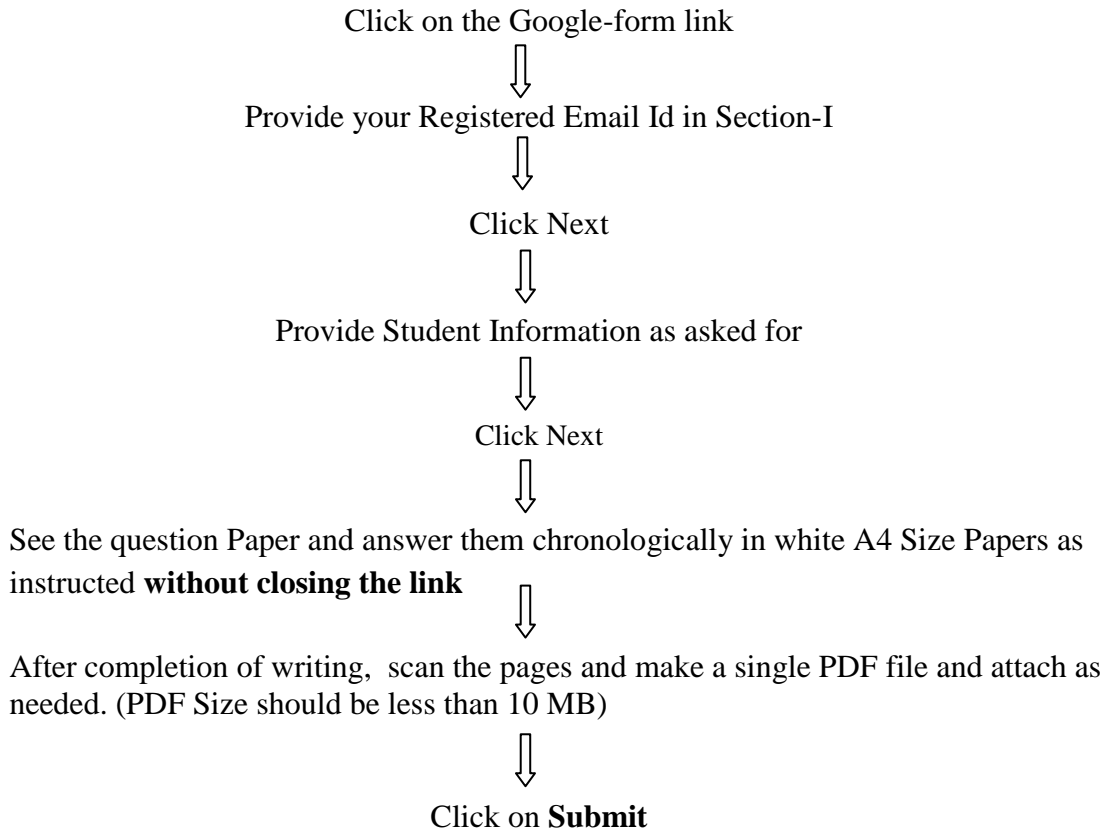
All answers must be written in **white A4** size paper on one side of the page. The students must use **Black Pen** (Ball point or Gel) to write their answers. For drawing graph/charts/diagrams dark **2B** or **3B** pencils or black pens may be used. **Hand writings** must be **legible** and **margins** (half an inch) must be maintained on both sides.

Each of the pages must contain **Page numbers, University Roll Number, University Registration Number**.

7. 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.

8. For submission, upload your PDF file in “Attach File” section in the same link and click on the **Submit button**. 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 Flow Chart for taking Examination & Submission for **Non-MCQ** paper as given below :



10. The name of the **PDF** file for final submission of **Sem-3 and Sem-5** should be as mentioned below:
[NAME- CU ROLL]
Example: If candidate name is Sourav Das, Roll number **191235-11-0062**, and then file name will be:
SOURAV DAS- 191235-11-0062
11. The name of the **PDF** file for final submission for **Sem-1** should be as mentioned below:
[NAME- CU ROLL NO./ COLLEGE ROLL NO.]
Example: If candidate name is Sourav Das, then file name will be:
SOURAVDAS- 201235-11-0021/ 449

12. 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.**

Help-Line No.:

1. Prof. Saptarshi Chakraborty (9674479570)
2. Mrs. Purnima Mukherjee (9143377577)
3. Mrs. Minakshi Kundu (9477052855)
4. Mr. Rudra Prasad Chatterjee (8017359192)
5. Mrs. Lovely Ray (9830352755)