



Ref. No.....

Date.....

Date:27.11.2020

**B.A. /B. Sc/B.Com Semester II & IV Exam, 2020**

**B.A./B.Sc. Part-I & Part-II Exam, 2020**

**B.Com. Semester I to V Exam, 2020 for the students who cleared Semester-VI Examination**

**Students' Guideline**

1. Examination will be held as per the time schedule given in the College Website.
2. Question paper will be uploaded in the college website: [www.mmccollege.co.in](http://www.mmccollege.co.in) and students will have to download the same at the starting of the day's Examination.
3. After completion of the Examination students have to upload the scanned copy of the answer script to the email Id specified for the subject. The list of the email Id's will be available in the college website in due course.

**The students of B.Com. Courses, who will answer the questions in Google format, need not upload the answer scripts.**

4. Before uploading of the answer script the students have to make a single PDF file of all the pages of his /her answer script and then will have to upload.
5. The PDF file answer scripts will be of maximum 25 MB
6. For downloading of Question Papers and uploading of answer scripts students will get extra time for a maximum 30 minutes.
7. The students will write answer in black ink on one side of A4 size plain paper (not ruled). The **first page of the answer script will be considered as top sheet**. So, at the top of the first page they must write the following information as below:

**Top Sheet format**

Name of the Exam.	
Subject and Paper	
University Regn. No:	
University Roll No. for this Exam:	
Total number of pages of your answer script.	

8. On every other pages students have to write the page numbers, subject, paper, date and University Registration Number.
9. The subject of email for uploading answer script will be as follows:  
Exam NameC.U. Roll  
For Example: B.A. Part-12211-11-0000  
The PDF file name will be as under:  
C.U. RollSubjectPaper.  
For Example: 2211-11-0000BNGG4
10. Helpline number only on the examination days between 11.00 a.m. to 5.00 p.m.: 9830876918, 8334968059.

  
Principal  
Maharaja Manindra Ch. College  
Kolkata-700 003