



Phone : (033) 2555-4562

Maharaja Manindra Chandra College

20, RAMKANTA BOSE STREET, KOLKATA-700 003

(NAAC Accredited)

Ref. No.....

Date.....

Date:27.09.2020

B.A. /B. Sc/B.Com Part-III and B.Com Semester-VI Exam, 2020 **(Theoretical)**

Students' Guideline

1. Examination will be held as per Calcutta University schedule from 1st to 8th October, 2020 (Schedule available in the College website) and of 2 hours' duration from 12.00 Noon to 2.00 p.m.
2. Question paper will be uploaded in the college website: 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 along with his/her Registration Certificate in the email Id specified for the subject. The list of the email Id's will be available in the college website in due course.
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.
In the same way the C.U. Registration Certificate will have to upload making it a separate PDF file.
5. The PDF file of Registration Certificate will be of maximum 10 MB and for answer script of maximum 100 MB.
6. For downloading of Question Papers and uploading of answer scripts students will get extra time for a maximum 30 minutes. That means, students must upload their answer scripts within 2.30 P.M. Answer script uploaded after 2.30 P.M. will not be accepted.

In any case, any student has no access in any way to upload his/her answer scripts in the specified email Id, he/she will have to contact College Authority before examination date if he/she have to submit the same off-line. But, in that case also they have to submit it in the college office within 2.30 P.M.

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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:

Name of the Exam.	B.A./B.Sc.B.Com(Hons/Gen) Sem VI/Part III etc.	No of question attempted	Marks obtained*
Subject and Paper			
University Regn. No:			
University Roll No:			
Total number of pages of your answer script.			

*Do not write anything in the column marks obtained. It is for the examiners.

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:
Date - Subject.
For Example: 01-Englisg (H).
The PDF file name will be as under:
AS-Subject- Paper-date.
For Example: AS-English (H)-7th-03
10. Helpline number only on the examination days between 11.00 a.m. to 5.00 p.m.: 9830876918, 7980747417, 9477327558.



Principal
Maharaja Manindra Ch. College
Kolkata-700 003

Principal
M.M.C.College
Kol-3