



Ref. No.....

Date.....

Date:11.02.2022**B.A. /B. Sc/B.Com Semester I Examination, 2021****Students' Guideline**

1. Examination will be held as per the time schedule given by the College (for Internal & Tutorial/Practical) and C.U. (for Theory papers) published in the C.U. Website.
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 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.
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 20 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 page students have to write the page numbers, subject, paper, date and University Registration Number.
- 9.
10. **The subject of email for uploading answer script will be as follows:**

Exam Name-C.U. Roll-Paper

For Example: B.A. Sem1-202211-11-0000-CC1

The PDF file name will be as under:

C.U. Roll-Subject-Paper.

For Example: 202211-11-0000-BNGA-CC1



Principal
Maharaja Manindra Ch. College
Kolkata-700 003



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Maharaja Manindra Chandra College

20, RAMKANTA BOSE STREET, KOLKATA-700 003

(NAAC Accredited)

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30.12.2021

How to send your Answer Scripts

- Step 1 ----- Scan all the pages of your Answer Scripts.
- Step 2 ----- Make a single **PDF file** of all the pages of your answer Scripts **within 20 MB**.


The PDF file name will be: C.U.Roll-Subject-Paper

- Step 3 ----- Send your PDF file to the e-mail ID prescribed for your subject.

* **Subject of the email will be:** Exam Name-C.U. Roll-Paper

How to download questions paper from college website

- Step 1 ----- Open college website (www.mmccollege.co.in)
- Step 2 ----- Go to the Notice Board Section & click on Download Question Sub-menu
- Step 3 ----- Download your question papers from this section


Principal
Maharaja Manindra Ch. College
Kolkata-700 003