



Kidderpore College
2 & 3 Pitamber Sircar Lane
Kolkata- 23

**General Information cum Guidelines for the Students/
Candidates/ Examinees appearing for B.A/ B.Sc./ B.Com Part-III
(Honours & General) On-line Examination 2020**

Calcutta University is going to take B.A./B.Sc. Part-III Honours/Major, B.A./B.Sc. Part-III General, B.Com Part-III Honours/Major and B.Com Part-III General Examination 2020 under 1+1+1 System from 1st October, 2020 & B.Com Semester-VI Honours/General Examination 2020 under CBCS System from 5th October, 2020 through On-line process. The 'Theoretical Programme' in detail have been already published in university website ie. www.caluniv.ac.in on 16.09.2020 in this regard. All the 'Theoretical Programme' have been also attached in the link ie. 'Notice Board' of the portal in the web portal of Kidderpore College ie. www.kidderporecollege.com

For conducting a smooth On-line Examination Process, the ECC (On-line) or the On-Line Examinations Conduct Committee, Kidderpore College has newly launched a 'Google Form' Page-link that has to be filled by each student/ candidate/ examinee for attending the examinations and submitting his/ her answer-scripts on each day of the examination for a particular subject/paper. A specimen copy of 'Google Form' is attached herewith for making a prior and self-idea well in advance for a student/ candidate/ examinee in this regard. Student/ Candidates/ Examinees are advised to follow the under-mentioned Guidelines made by University & College regarding the On-line Examinations.

Important Guidelines regarding On-line Examination

As per University Guideline

1. Starting Time for Each day Examination (for Each Subject/Paper) is 12 p.m.
2. Ending Time for Each day Examination (for Each Subject/Paper) is 2 p.m.
3. Answer-Scripts for Each day Examination (for Each Subject/Paper) can be uploaded in college website by 2.30 p.m. of the same day.
4. Examinations of all course/halves/modules/groups of a paper in a subject will be conducted within 2 hours. However, The Student/ Candidate/ Examinee may be allowed to take additional 30 minutes for downloading the Question Paper and uploading and Uploading the Answer -Scripts.
5. Question Papers will be displayed and can be downloaded from the Calcutta University Website <http://www.cuug.in> or <http://www.cuug20.in> or <http://www.culibrary.ac.in> on the respective Exam. days. Question Papers can also be downloaded from college website on respective Exam. days.
6. The Student/ Candidate/ Examinee should follow the instructions given in the On-line Question Papers.
7. Single Question Paper will be used for all groups under different regulations. The Student/ Candidate/ Examinee will have to write down/ mention his/ her College Roll No., University Registration No., Subject and Groups/ Halves/ Courses/ Modules on the First/ Front page of his/ her Answer-Scripts.
8. Student/ Candidate/ Examinee will use Separate Answer Scripts for the different subjects having Groups/ Divisions (*See University Notifications for those Subjects applicable in this regard)
9. For ENVS paper for Honours and General Student/ Candidate/ Examinee, No OMR sheets are required. Student/ Candidate/ Examinee will answer on his/ her own Answer-sheet,
10. Project Papers of 25 Marks in ENVS for Honours and General Student/ Candidate/ Examinee are to be conducted by college any day/ time in between 1st October to 14th October 2020.

11. Honours Practical Examinations (Except such Examinations conducted before Corona Pandemic) and General Practical Examinations for B.A./B.Sc. Part-III are to be conducted by college any day/ time in between 1st October to 14th October 2020.
12. Honours Practical Examinations/Project Work & Viva-Voce Examination for B.Com Part-III are to be conducted by college any day/ time in between 1st October to 14th October 2020 (35 A/ M/ T) with internal examiners only for this Exam. year.

As per College Guideline

1. *All Students/ Candidates/ Examinees are asked to create a valid, updated & enabled Gmail Account, if not a previous one. A Gmail Account of a Student/ Candidate/ Examinee for appearing in On-line Examination is mandatory.
2. The Student/ Candidate/ Examinee must have to pay his/her full attention to the Specimen format of 'Google Form' attached to this page enough before to appearing in his/ her On-line Exam for a particular Exam. day. This is very much important for a Student/ Candidate/ Examinee to make a proper idea that how to fill-up a 'Google Form' prior to submitting his/ her Answer-Scripts for an On-line Examination on Exam.day.
3. *The Student/ Candidate/ Examinee must have to pay his/her full attention to some red asterisk marked (*) portions of 'Google Form' as the portions are mean to be filled mandatorily. Ignoring the portions/ leaving the portions unfilled/ blank may lead to cancel the candidature of a Student/ Candidate/ Examinee appearing for On-line Examination/s.
4. *Question Paper/s of On-line Exam. can be downloaded from the Calcutta University Website <http://www.cuug.in> or <http://www.cuug20.in> or <http://www.culibrary.ac.in> on the respective Exam. days. Question Papers can also be downloaded from college website ie. www.kidderporecollege.com on the respective Exam. days.
5. Students/ Candidates/ Examinees will able to see the 'Google Form' in ACTIVE MOOD on the day of Examination in college web page/ portal ie. www.kidderporecollege.com

6. *Starting Time for Each day Examination (for Each Subject/Paper) is 12 p.m.
7. *Ending Time for Each day Examination (for Each Subject/Paper) is 2 p.m.
8. *Answer-Scripts for Each day Examination (for Each Subject/Paper) can be uploaded in college website via link (Google Form) by 2.30 p.m. of the same day.
9. Examinations of all course/halves/modules/groups of a paper in a subject will be conducted within 2 hours. However, The Student/ Candidate/ Examinee may be allowed to take additional 30 minutes for downloading the Question Paper and uploading and Uploading the Answer-Scripts.
10. *On Exam day, after logging in On-line mood, a Student/ Candidate/ Examinee must have to put his/ her Name, College Roll No., University Registration No., Subject, Honours or General, Paper and Groups/ Halves/ Courses/ Modules, Date of Exam. and other necessary information mentioned in the specific page of 'Google Form' before submitting the Answer-Scripts.
11. *A Student/ Candidate/ Examinee must have to write his/ her Name, College Roll No., University Registration No., Subject, Honours or General, Paper and Groups/ Halves/ Courses/ Modules, Date of Exam. on the First/ Front page of his/ her Answer Scripts and College Roll No. in the top of every page of his/ her Answer-Scripts. Answer-Scripts should be also arranged by writing the page numbers accordingly.
12. *Registration No. of a Student/ Candidate/ Examinee must be exactly Identical as per the Registration No. mentioned in his/ her Registration Certificate. Blank Registration No. or insertion of wrong Registration No. may lead to the cancellation of the candidature of a Student/ Candidate/ Examinee.
13. A Student/ Candidate/ Examinee should write down his/ her Answer-Scripts by using white paper of A4 size and Black ink.
14. A Student/ Candidate/ Examinee will get only a single chance to submit his/her Answer-Scripts.

15. *A Student/ Candidate/ Examinee is also advised to use a high speed internet service preferably 4G internet for android mobile phone, if required.
16. *Students/ Candidates/ Examinees are advised to upload their Answer-Scripts in pdf format only.
17. Students/ Candidates/ Examinees are advised to convert their Answer-Script's soft-copy file/s from jpg to pdf , if so before uploading.
18. Students/ Candidates/ Examinees are advised to convert their Answer-Scripts soft-copy file/s from jpg to pdf by using the 'CONVERTER' attached to the 'Google Form' in this regard.
19. Students/ Candidates/ Examinees are also advised to download some 'JPG to PDF CONVERTER' Apps in their mobile/ android phone, if required. The descriptions of such Apps will be mentioned in the bottom portion of 'Google Form' page.
20. *Students/ Candidates/ Examinees are strictly instructed to save the file name of his/ her Answer-Scripts before submitting in following way :

<SUBJECT CODE><DOT><PAPER><DOT><COLLEGE ROLL NO>

[*for example a Hons. Student/ Candidate/ Examinee of English and paper VI with College Roll No. 39 should save his/ her pdf. File of Answer-Scripts like this way]:

ENGA.VI.39

[*for example a General Student/ Candidate/ Examinee of Hindi and paper V with College Roll No. 122 should save his/ her pdf. File of Answer-Scripts like this way]:

HING.V.122

*[A list of Subject codes of Honours and General is attached to this page In case of Casual/Old Candidates please put your Old College Roll Number of 3rd Year]

20. *Students/ Candidates/ Examinees are strictly instructed to write their answers by their own hand-writing. Do not copy from others. Do not affix photocopies or any kind printed materials as Answer-Scripts. Violation of this rule may lead to a strict punishment or cancellation of the candidature or both for a Student/ Candidate/ Examinee.

21. Students/Candidates/ Examinees are strictly allowed to upload and submit the Answer-Scripts for each subject/paper only once. No changes like Addition/ Alteration will be entertained after a successful submission. Be careful about each uploading and submission.

IMPORTANT CHECK-LIST

University Website for Online Examinations and Question Papers Downloading:

**<http://www.cuug.in> or <http://www.cuug20.in> or
<http://www.culibrary.ac.in>**

College website for Online Examinations and Question Papers Downloading:

<https://www.kidderporecollege.com>

Creation of Gmail Account: Mandatory

On-Line Examinations starts from : 01st October

Starting Time: 12 p.m. Ending Time: 2 P.m. (of the same day)

Answer-Scripts Submission Ending Time: 2.30 p.m. (of the same day)

A Student/ Candidate/ Examinee: Must have to put/write his/ her Name, College Roll No., University Registration No., Subject, Honours or General, Paper and Groups/ Halves/ Courses/ Modules, Date of Exam. in 'Google Form' as well as on the First/ Front page of his/ her Answer Scripts

A Student/ Candidate/ Examinee: Must have to submit his/her Answer-Scripts in pdf format

pdf saved by: <SUBJECT CODE><DOT><PAPER><DOT><COLLEGE ROLL NO>

Technical Help-Line: 9811470669 / 9674057479 (12 p.m.-3 p.m.)

***IMPORTANT POINTS: 1, 3, 4, 6, 7, 8, 10, 11, 12, 15, 16 & 20 of College Guidelines**

Date: 23.09.2020

**Principal
Kidderpore College**