It is hereby notified to all students of UG CBCS 4th Semester Examination, 2022 (Hons. & Gen.) to read the instructions carefully before the examination and submission of answer scripts.

INSTRUCTIONS FOR UG CBCS 4th SEMESTER EXAM, 2022 (H & G)

1. Students can download their question paper from Vidyasagar University website and our college website also.

2. **Admit Card is necessary to submit your answer scripts. Please attach your Admit Card with your every answer script mail**. **Without Admit Card answer script may be rejected**. **So, download your Admit Card from the VU Examination Portal.**

3. Only use **Answer Booklet** which provided by **Vidyasagar University** (Do not use other page).

4. Use your **personal e-mail id** (preferably) to send answer scripts to concerned mail.

5. Examination will be held in **online mode (Theory papers)** vide Ref. No. VU/CE/GD-5087/2022 dated 17-06-2022 of Vidyasagar University. So, no need to come to college for submission of theory papers.

6. In case of extreme emergency come to the college after contact with help desk number in examination hours.

7. Contact with Students' Help Desk at examination and office hours for any examination related problem. The Contact numbers are:
   a) Dr. Debanjan Das-- 9088228428　　　b) Smt. Satabdi Das-- 9007788194

8. Write properly the subject of mail where mention positively your **Name, Mobile number (preferably whats app number) Roll number, Registration number with year & Subject (with paper).**

9. Same information (see point no. 8) should be written on the PDF of answer scripts.

10. Use only the Departmental mail id for sending your mail. Please see carefully that concerned mail id is attached with our college logo or not. If the email id is not attached with college logo, your answer script is submitted to wrong email. Then send to proper mail again. Our college logo is: ↓

11. **If the candidates do not submit their answer scripts with Admit Card in proper e-mail id in proper time,the college authority is not liable in this regard. The college will put AB (absent) in Marks Submission Portal. No prayer will be granted regarding this matter.**

12. <u>**Send your mail within 2 hours after the finishing time which is strictly maintained**</u>.

13. Mail IDs for respective departments are given below:
    (i) **Bengali: (Hons. & GE)** jrcex.bng@gmail.com ,
    (Gen.-DSC, AECC & SEC) jrcbng22@gmail.com

    (ii) **English: (Hons. & Gen.)** englishdept.jrc@gmail.com

    (iii) **Sanskrit: (Hons.)** jrcsanskritsemIV@gmail.com , **(GE)** jrcsanskritge4@gmail.com
    (Gen.) jrcsanskritdsc4@gmail.com

    (iv) **Philosophy: (Hons. & Gen.)** jrc.philosophy.evensem2022@gmail.com

    (v) **History: (Hons. & GE)** jrchistory4@gmail.com , **(Gen.)** historygeneral4@gmail.com

    (vi) **Political Science: (Hons. & Gen.)** jrcpol6sem@gmail.com

    (vii) **Physical Education: 1. DSC physical education -** dscjrcphyedn123@gmail.com

    2. GE physical education - gejrcphyedn123@gmail.com

    (viii) **Commerce: (Hons. & Gen.)** jrccomhod@gmail.com

    (ix) **Mathematics: (Hons. & Gen.)** jrcmathematics2020@gmail.com

    (x) **Physics: (Hons. & Gen.)** physics.jhargramrajcollege@gmail.com

    (iv) **Chemistry: (Hons. & Gen.)** chemug.jrc@gmail.com

    (v) **Botany: (Hons. & Gen.)** jrcbotany@gmail.com

    (vi) **Physiology: (Hons. & Gen.)** jrcphysiosem246@gmail.com

    (vii) **Zoology: (Hons. & Gen.)** jrczoougexam@gmail.com

Countersigned

Principal
Jhargram Raj College

Convener
UG CBCS Exam Sub-Committee for SEM II, IV & VI

Ref.No:VU/CE/GD- 5087/2022   17.06.2022

GUIDELINES FOR THE CANDIDATES
FOR
UNDER GRADUATE ONLINE EXAMINATIONS 2022

1.   For UG ONLINE THEORY EXAMINATION, the University/colleges will upload the question papers in the University/college Website as per the examination schedule. The candidates will be required to download the Question Paper one hour prior to the examination schedule.

2.   The candidates will be required to email their answers scripts to their respective colleges. The email address will be notified at their respective college website.

3.   The answer should be brief and precise and answer booklets are to be converted to PDF format (Maximum file size of 7 MB) for online mode of submission. These answer booklets are to be emailed within the reasonable time as mentioned in the exam schedule. Before converting the answer booklet into PDF format, the pages are to be arranged sequentially and to be converted into a single PDF. The PDF file name should be:-
"Roll Number<underscore>subject<underscore>paper code<underscore>date of exam".
The subject of the email should be exactly the same PDF file name
(For eg for Anthropology students   190099_ANT_C13_2706)

4.   Those students of who will be unable to submit their answer scripts through this online mode, may submit their hard copy of answer booklet in a sealed envelope mentioning their Roll No, Registration No./ Year, Subject, Paper/ Half, etc. directly to their colleges. Candidate must preserve their answer booklet in soft copy with themselves. The candidates must choose any one mode of submitting their answer scripts ie either email or hard copy (In case of extreme difficulty)

5.   The Candidates will be required to provide their basic information i.e., number, Roll No, Registration No./ Year, Subject, Paper/ Half, etc. at the specified Space provided in the Answer Booklet.

6.   For OFFLINE PRACTICAL EXAMINATIONS, the respective colleges will conduct their PRACTICAL Examination in OFFLINE MODE at their colleges as per the PRACTICAL EXAMINATION SCHEDULE. The PROJECT EXAMINATION is also to be conducted by the colleges as mentioned in the examination schedule within the stipulated time at their colleges.

7.   All concerned to kindly note.

Controller of Examinations
Vidyasagar University