

Sree Chaitanya Mahavidyalaya

P.O. Habra-Prafullanagar, Dist. North 24 Parganas, PIN-743268

A NAAC Accredited College

Affiliated under WBSU

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Principal: Dr Subrata Chatterjee

URGENT INSTRUCTIONS FOR THE CANDIDATES OF B.A., B.Sc., B. Com (Honours & General) FINAL EXAMINATION OF 3rd and 5th SEMESTERS, 2021

1. The examinees of B.A., B.Sc., B. Com (Honours and General) 3rd and 5th Semesters having valid Registration Numbers, Roll Numbers, and possessing proper **Admit Cards** may write the examinations, sitting at home, in accordance with the programme given on the **WBSU website www.https://www.wbsuexams.net** and in the college website: **www.scmhabra.org**
2. Questions may be downloaded from the West Bengal State University website (**https://www.wbsuexams.net/**) and also from Sree Chaitanya Mahavidyalaya website (**www.scmhabra.org**).
3. **Questions will be uploaded to the specified websites (WBSU website: (https://www.wbsuexams.net/) and Sree Chaitanya Mahavidyalaya website (www.scmhabra.org) at least half an hour before the commencement of the examinations.** (Minor variation may occur in the time of uploading due to the connectivity issues.)
4. Examinees may themselves or through their authorized representatives may collect question papers (and WBSU answer scripts, if desired) from the college office after putting their University Roll No. and University Registration Number and their full signature on record. **Recording of their University Roll No. and University Registration Number in the college is absolutely mandatory, if they collect printed question papers and / or answer scripts from the college.** They must adhere to the stringent regulations made up by the government and the other concerned authorities to pre-empt the spread of SARS-Cov-2 (COVID-19) pandemic.
5. **The candidates will be provided time up to 1 hour from the end of the examination for uploading their scanned answer scripts along with a scanned copy of their valid Admit card (attaching a copy of the Admit Card is mandatory) issued by the West Bengal State University.**
6. The **designated subject wise e-mail addresses for the purpose of uploading the answer scripts** would be provided in the respective question papers. If the students have to write answer for different Units of one paper, they must upload those different answer scripts dedicated for the separate Units, along with the obligatory attachment of the scanned copy of their respective Admit Cards and must follow the rules for writing a fresh answer scripts depicted elaborately in the point no. 7 & 8.

7. **The Admit Card issued by the WBSU and the answer scripts to be uploaded must be in the single PDF (Portable Document Format). Conversion to PDF can be done using any legitimate technology through the desktop, laptop or the smartphones.**
8. **The candidates are strictly instructed to write down the name of the subject to be examined and the Paper number, date in the front page as well as their University Roll Number and Registration Number. In each page they must compulsorily continue putting their University Roll Number and Registration Number. They must put the page number in each page of the answer script number (i.e. 1,2,3,4...). The students must not disclose their identity by writing their names or putting any special marks anywhere in the answer scripts. This is strictly forbidden.**
9. **If anybody i.e. either the student or the concerned guardian, wants to submit their answer scripts physically, they must compulsorily show a proof of identity verifying the claim of his / her status.**
While, submitting answer scripts physically in the college which must be done in a closed envelope, superscribed with the candidate's **University Roll No., University Registration Number, Name of the subject, paper number (and unit number, if required)**. The act of submission of the answer scripts physically will have to be done as early as possible to the college office after the end of the examination time. The maximum time granted to them for submitting the answer scripts via offline mode is one (1) hour from the end of the examination. This time limitation must be followed very stringently, and no relaxation would be provided in this regard.
However, the examinees are encouraged to upload their answer scripts via the designated e-mail IDs in order to avoid the hazards posed by COVID-19 pandemic.
10. **The concerned examinees (B.A., B.Sc., B. Com-Honours and General, 3rd and 5th Semester final examinations, 2021) are instructed very seriously to frequently check the Inboxes and Sent items of their E-mail to ensure that their answer scripts have reached the destination mail IDs, i.e., to the designated e-mail IDs provided along with the question papers, in each day for each paper and subjects thereof.**

Dr Subrata Chatterjee

Principal

Sree Chaitanya Mahavidyalaya (College Code:140)