



T.H.K Jain College
Department of Business Administration

Instructions for candidates of BBA (H) Semester-1 Examination, 2021,
University of Calcutta

All candidates are hereby instructed to follow the College website for the details regarding examination to be commencing on and from 28th February, 2022, through digital mode. They are instructed to read the instructions given below carefully and follow them as directed:

1. Question Paper will be sent to the registered email IDs of the examinee.
2. Question Paper will also be available in the Google Classroom.
3. Please follow the time-table carefully for examination start time and end time.
4. Candidates must read the question paper carefully and follow the instructions
5. All answers must be written in **white A4** size paper on one side of the page. The students must use **Black Pen** (Ball point or Gel) to write their answers. For drawing graph/charts/diagrams dark **2B** or **3B** pencils or black pens may be used. **Hand writings** must be **legible** and **margins** (half an inch) must be maintained on both sides.
6. The front page of the answer scripts must have clearly mentioned the followings: **‘Name, University Roll Number, University Registration Number, Subject Code, Paper.**
7. Each of the pages must contain **Page numbers, University Roll Number, University Registration Number.**
8. Answer should be done **chronologically. Groups and answer numbers** must be mentioned properly.
9. All pages of the answer scripts have to be orderly scanned and saved as one single **PDF** file which has to be submitted. Once submitted, it will be considered as final and no resubmission will be allowed. No **“PDF Link”** will be considered
10. The name of the **PDF** file for final submission for **Sem-1** should be as mentioned below:
[NAME- SUBJECT CODE]
Example: If candidate name is Sourav Das, then file name will be:
SOURAV_DAS-C2 (for Semester 1, Business Accounting)

11. The subject codes of different subjects are as follows

Sem-1

AE1	Business Communication
C1	Principles Of Management & Organisational Behaviour
C2	Business Accounting
GE1	Entrepreneurship Development

12. Examinees are directed to scan each page of the answer script and make a single PDF for each of different subjects and upload the same in the **Google form link** which will be provided along with the question paper in official mail id and Google classroom, **within 30 minutes** after the completion of the examination.
13. You will be able to upload your PDF document only once, so please make sure that you have scanned all the pages of your answers. Re-submission will not be allowed.
14. Please make sure you able to make PDF and rename it, you are advised to try it a few times before examination. No other format except PDF with properly renamed will be accepted.

Please follow College website, Google Classroom and check your own email ID for any update

Head
Department of Business Administration