



T.H.K Jain College

Instructions for Candidates of B. Com (Honours & General) Semester-I (Under CBCS)
End Semester Examination, 2021

University of Calcutta

All candidates are hereby instructed to follow the CU website (www.caluniv.ac.in) for the details regarding examination to be commencing on and from 28th February, 2022 (Monday), through digital mode. You are instructed to read the instructions given below carefully and follow them as directed:

1. Question papers can be downloaded 15 minutes prior to the start of the examination either from the following web addresses (URL)
<https://www.cuug.in>
<https://www.cuug20.in>
<https://www.culibrary.ac.in>
(Follow University website www.caluniv.ac.in)
Or
From College Website www.thkjaincollege.ac.in
Or,
From Google Classroom of the respective sections of both shifts. (Morning/Day)
2. Students are advised to follow the time table carefully for examination start and end time.
3. Candidates are advised to follow their own respective question papers (Hons/Genl.) carefully follow the instructions therein.
4. **For MCQ Papers** (AECC-1, BL, PM, Stat, Micro-Economics), all answers must be handwritten in white A4 size paper on one side of the page. The Question Numbers and Answer options with the correct answer must be mentioned clearly.
5. **For Non-MCQ Papers** (F.A.-I), all answers must be handwritten in **white A4** size paper on one side of the page. The students must use **Black Pen** (Ball point) to write their answers. **Hand writings** must be **legible** and **margins** (half an inch) must be maintained properly.

6. The front page of the answer scripts must clearly mention the following, **University Roll Number, University Registration Number, Subject appeared for, Subject Code, E-mail address, & Date.**
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 (For MCQ and Non MCQ) Paper have to be orderly scanned and saved as one single **PDF** file which has to be submitted in the E-Mail ID mentioned below. Once submitted, it will be considered as final and no resubmission will be allowed.

Please write the correct submission email id for successful submission of PDF. Please check your e-mail ID for any failure notification that may come due to unsuccessful answercript submission.

10. The name of the **PDF** file for final submission should be as mentioned below:
[21-CU Roll No.-SUBJECT NAME]
 Example: If Roll number of a candidate is 211235-21-0129 and the subject is Financial Accounting I then file name will be:
21-211235-21-0129-FA-I.
11. **For Submission:** Students must submit their answer script (in **PDF**) section wise (for all subjects) to the **respective E-mail ID** as provided below **within 30 minutes** after the completion of the examination.

Submission E-Mail Id

Semester-1

(For All Subjects)

Section	E-Mail ID
A	thkjainsem1seca20@gmail.com
B	thkjainsem1secb20@gmail.com
C	thkjainsem1secc20@gmail.com
D	thkjainsem1secd20@gmail.com
E	thkjainsem1sece20@gmail.com
G	thkjainsem1secg20@gmail.com

F	thkjainsem1secf20@gmail.com
H	thkjainsem1sech@gmail.com
Backlog Candidates	thkjainsem1backlog20@gmail.com

12. Candidates are asked to follow the College Website and check their Google-Classroom notification for any updates.

Help-Line No.:

1. Prof. Saptarshi Chakraborty (9674479570)
2. Mrs. Purnima Mukherjee (9143377577)
3. Mrs. Minakshi Kundu (9477052855)
4. Mr. Rudra Prasad Chatterjee (8017359192)
5. Mrs. Lovely Ray (9830352755)

In Charge
Dept. of Commerce