

# VIJAYGARH JYOTISH RAY COLLEGE DEPARTMENT OF CHEMISTRY



## NOTICE

It is hereby notified for the students of Chemistry Honours and General that the Semester III and Semester V Examinations will commence on and from 15.01.2022 and you all are requested to follow all the exam related instructions given below:

### Instructions for candidates appearing for Intermediate Examinations under CBCS system, 2022

Online Mode of Examinations B.Sc 3<sup>rd</sup>, & 5<sup>th</sup> Semester (Regular) 2022

#### Step 1: Receiving Question Papers:

- ❖ Question Papers will be available on your **College website** or website of the **University of Calcutta** or in your **GOOGLE CLASSROOMS**.

#### Step 2: Preparation of Answer Scripts:

- ❖ Examinees will have to write their **Name, Name of the Examination, College Roll Number, Registration Number, University Roll Number, Subject, Honours or General, Paper and Groups/ Halves/ Courses/ Modules, Date of exam, Total Number of Sheets** on the **front** page of their answer-script.
- ❖ White Paper of **A4 size** should be used for writing answers script.
- ❖ It should be numbered one after the other (**e. g. 1,2,3.....**) written on the top of every page.
- ❖ Examinees should write their answer scripts with **Black Ink**.
- ❖ Write only **One Side** of the Paper (*For easy scanning*).

#### Step-3: Scanning and Saving of Answer Script Files:

- ❖ Answer Scripts have to be submitted only in **PDF format (Size preferably within 24MB)**.
- Students should scan their answer scripts using **scanner** (Preferably use *Adobe Scanner* downloaded from Google Play Store) and save it in PDF format.
- ❖ The file name should be strictly saved in the following format :

■ Subject (Honours or General).Paper.UniversityRoll No.

- ❖ Your answer script has to be submitted as a single PDF file within **30 mints** after the end of each examination through the **E-mail ID (E-mail addresses are mentioned at the end of this notice)**.
- ❖ In the present Pandemic situation students are encouraged to submit scripts online.

**Example:**

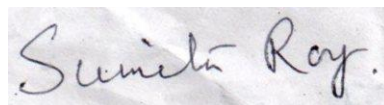
1. Student with Roll No. 2058-51-0003 appearing for CHEMISTRY Honours Paper Seven should save the answer script PDF File as: **Chemistry(H).7.2058-51-0003**

**EMAIL ID FOR SUBMISSION OF ANSWER SCRIPTS**

[departmentofchemistry@vjrc.ac.in](mailto:departmentofchemistry@vjrc.ac.in)

For any query students must use the following helpline numbers :

FACULTY NAME	CONTACT NO
Dr SUMITA ROY	9073040521
Dr DASARATH MAL	9836987851/9674673391
Dr DEBOPAM SINHA	7044480755
Prof ANUPAM CHOUDHURY	7278522569



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Dr SUMITA ROY  
(HOD)