



## Vijaygarh Jyotish Ray College

### Instructions for candidates appearing for 3<sup>rd</sup> year undergraduate B.A./B.SC./ B. Com (Part-III)/B. Com (6<sup>th</sup> Semester) Examinations 2020 (Honours/Major/General) in Online Mode

**Please find enclosed the instructions regarding Undergraduate examinations in Online Mode for Students appearing in III<sup>rd</sup> Year B. A/ B.SC./ B. Com (Part-III)/B. Com (6<sup>th</sup> Semester) Honours/Major/General Courses:**

#### **Step 1: Receiving Question Papers:**

Question Papers can be downloaded from the College Website on the respective exam days from 12:00 noon. Question Papers also will be mailed to your mentioned (Already Filled Google Form given by College) **e-mail ID or Google Classroom platform** from the respective departments **within 12 pm** of examination day.

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

- Examinees will have to write their *Name of Examination, University Roll Number, Registration Number, College Roll Number, Subject, Honours or General, Paper and Groups/ Halves/ Courses/ Modules, Date of Examination, Total Number of Pages in Your Answer Script* on the **Front** page of their answer-script.
- White Paper of A4 size should be used for writing answers.
- It should be numbered one after the other (eg. 1,2,3....) with *University Roll and Registration number written on the top of every page.*
- Examinees should write answer scripts with **Black Ink**.

- Candidates should follow instructions given in the question paper and use separate answer-scripts (**Separate PDF for separate group in same paper**) for following subjects having Group/Unit divisions.

1. Economics
2. Microbiology
3. Zoology

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

- Answer Scripts are to be submitted only in **PDF format (Size preferably within 24 MB)**.
- 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 (**For B.A & B.SC.**):  
**Subject (Honours or General).Paper.University Roll No**

#### **Example:**

1. A Student with Roll No. 2058-51-0003 appearing for Physics Honours Paper Seven should save the answer script PDF File as:  
**Physics(H).7.2058-51-0003**
  2. A Student with Roll No. 2058-51-0091 appearing for Education General Paper Sixth should save the answer script PDF File as:  
**Education(G).6.2058-51-0091**
  3. **For B.Com:** A Student with Roll No. 1058-66-0001 appearing for B. Com Honours Paper Code 3.1 should save the answer script PDF File as:  
**B. Com(G).3.1. 1058-66-0001** (*Paper Code is applicable for B. Com (Honours/General) Candidates for both Part-III & 6<sup>th</sup> Semester Students i.e. Subject (Honours or General).Paper Code. University Roll No*)
  4. **For ENVS:** A Student with Roll No. 1058-61-0035 appearing for Compulsory Environmental Studies (**ENVS**) should save the answer script PDF File as :  
**ENVS. 1058-61-0035(i.e. Subject.University Roll No)**
- Your answer script is to be submitted as a single PDF file within 2.30 pm of the examination days in the **e-mail id** mentioned here for **respective Departments/Subjects**.

## E-mail IDs:

- Department of Economics:  
For Honours : [econvjrc3yrexam.hons@gmail.com](mailto:econvjrc3yrexam.hons@gmail.com)  
For General: [econvjrc3yrexam.general@gmail.com](mailto:econvjrc3yrexam.general@gmail.com)
- Department of Microbiology:  
For Honours: [microug3rd.hons@gmail.com](mailto:microug3rd.hons@gmail.com)  
For General: [microug3rd.gen@gmail.com](mailto:microug3rd.gen@gmail.com)
- Department of Botany: For Honours: [botany.vjrc@gmail.com](mailto:botany.vjrc@gmail.com)  
For General: [botanygeneral.vjrc@gmail.com](mailto:botanygeneral.vjrc@gmail.com)
- Department of Zoology: For Honours: [honzoo3yr20@gmail.com](mailto:honzoo3yr20@gmail.com)  
For General: [genzoo3yr20@gmail.com](mailto:genzoo3yr20@gmail.com)
- Department of Physiology: [vjrcphysiology.cuexam@gmail.com](mailto:vjrcphysiology.cuexam@gmail.com)
- Department of Mathematics: [vjrcmathematics.cuexam@gmail.com](mailto:vjrcmathematics.cuexam@gmail.com)
- Department of Physics: [debachatter2@gmail.com](mailto:debachatter2@gmail.com)
- Department of Chemistry: For Honours: [chemvjrcuexam@gmail.com](mailto:chemvjrcuexam@gmail.com)  
For General: [cemgvjrccuexam@gmail.com](mailto:cemgvjrccuexam@gmail.com)
- Department of Bengali: [bengalivjrc20@gmail.com](mailto:bengalivjrc20@gmail.com)
- Department of English: For Honours: [deptofenglishvjrc20@gmail.com](mailto:deptofenglishvjrc20@gmail.com)  
For General: [vjrcengexam.gen@gmail.com](mailto:vjrcengexam.gen@gmail.com)
- Department of Education:  
For Honours: [cuexamednc@gmail.com](mailto:cuexamednc@gmail.com)  
For General: [cuexamedcnGENvjrc@gmail.com](mailto:cuexamedcnGENvjrc@gmail.com)
- Department of History: [vjrchistory.cuexam@gmail.com](mailto:vjrchistory.cuexam@gmail.com)
- Department of Journalism & Mass Communication:  
[cuexamjmcvjrc@gmail.com](mailto:cuexamjmcvjrc@gmail.com)
- Department of Philosophy: [philosophyvjrc@gmail.com](mailto:philosophyvjrc@gmail.com)
- Department of Political Science: [politicalsciencevjrc@gmail.com](mailto:politicalsciencevjrc@gmail.com)
- Department of Commerce: [commerce.dept.vjrc@gmail.com](mailto:commerce.dept.vjrc@gmail.com)
- Department of Environmental Science (For ENVS):  
[envscvjrc@gmail.com](mailto:envscvjrc@gmail.com)

### Note:

- In the present Pandemic situation students are encouraged to submit scripts online.
- Under special circumstances, students will have to contact college authority for offline submission within stipulated time.

### Helpline numbers only on examination days between 11 am to 3 pm.:

Department of Economics: **9433449642**; Department of Microbiology: **9433285855**; Department of Botany: **9830759058**; Department of Zoology: **9433714006**; Department of Physiology: **6289871148**; Department of Mathematics: **9434492328**; Department of Physics: **9051873647**; Department of Chemistry: **9073040521/9123097597**; Department of Bengali: **9874540473**; Department of English: **9051706856/8348797013**; Department of Education: **9433046744**; Department of History: **8100375582**; Department of Journalism & Mass Communication: **6289093179**; Department of Philosophy: **9432525778**, Department of Political Science: **890231241**; Department of Commerce: **9433245779/ 8961916595**; Department of Environmental Science (**For ENVS**): **8100631196**

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