



UNIVERSITY OF CALCUTTA

From:
 The Controller of Examinations
 University of Calcutta
 (www.cuexam.net)
 Phone No.-033-22190176 of A.P. (Major) Section

**Subject:- Instructions relating to holding of B.Com (Honours/General)
 Semester Examinations, 2018 under CBCS**

Dear Sir/Madam,

As you are aware, this is the second year that the University will be conducting the B.Com Semester I (Honours & General) Examination under the CBCS curriculum, while the B.Com Semester III (Honours & General) Examination will be held for the first time in the month of January, 2019 as per the programme schedule notified by the University. The Examination year under these two Semesters will be read as '**Examination for the year 2018.**' Keeping in mind the said examinations under the newly introduced Semester system, I am forwarding the instructions relating to holding of University examinations under this system, with a request to kindly go through these instructions and apprise your teachers and non-teaching staff members of your college on the matter.

1. **EXAMINATION SCHEDULE OF THE YEAR – 2018 :**

The Examination schedule for the three year B.Com Semester I (Honours /General) Examination, 2018 under CBCS will start in the month of December, 2018 according to the programme schedule notified under Notification No. vide CSR/64/17 Dated 14.09.2017 & CSR/10/18 Dated 30.05.2018 while the Examination schedule for B.Com Semester III (Honours & General) Examination, 2018 will be held in the month of January, 2019 as notified under Notification No. vide CSR/64/17 Dated 14.09.2017.

2. **Salient features to be remembered with regard to B.Com Semester I (Honours, Major & General) Examination, 2018 & B.Com Semester III Examination, 2018 under CBCS curriculum:**

- i. The B.Com. Semester I & III (Honours/General) Examinations, 2018 under semester-wise CBCS Examination curriculum, shall be held according to the

relevant Examination Regulations as laid down in CSR/64/17 dated 14.09.2017, CSR/10/18 dated 30.05.2018 (Semester I) and CSR/64/17 dated 14.09.2017.

- ii. Examinees are to strictly adhere to the scheduled dates and time as printed in their respective Admit cards for appearing at the examination in their respective subjects/courses/papers.
- iii. Invigilators are to check carefully that candidates who appear for the said examination follow the scheduled dates and time for their respective courses and papers.
- iv. Entry of any candidates to the examination hall after fifteen minutes from the time of commencement of examination should not be entertained.
- v. Candidates should not be allowed to leave the examination hall before one hour from the time of distribution of question papers.
- vi. Examination Centres should be very careful while opening sealed packets of question papers for examinations held on different halves of the same day.
- vii. Separate answer-books are to be used for each course as indicated in the Admit card and Question paper for non-MCQ based courses.
- viii. Invigilators should ensure that candidates write only their Roll Numbers, Registration Numbers, Question Booklet series/ code number (in case of OMR sheets), name of courses and subjects in appropriate columns on the cover of their answer-books.
- ix. In case of AECC-1 and papers/courses having MCQ type of question pattern i.e. courses dependant on OMR sheets, the Question Booklet series code must be mentioned on the OMR sheet as well as on the space allotted for the same in AR-DR.

3. GENERAL GUIDELINES:

a) Use of calculator

Examinees are allowed to use simple scientific non-programmable calculator in the Examination Hall. However, calculators/smart devices with any of the general features like Data Bank/ Dictionaries/ Language Translator/Text-retrieval/Capacity of remote communication are prohibited in the Examination Hall.

b) Use of Mobile Phone or any other Communication Devices.

Use of cell phones or any other communication devices/Digital devices into the examination hall are strictly prohibited. A candidate found in possession of such devices in the examination hall shall be subjected to be 'Reported Against' (R.A' remark) by the Officer-in-Charge of the examination center concerned. The Officer-in-Charge of the examination center concerned shall in such a case send a report to the Controller of Examinations following usual procedure in this regard together with the answer-script concerned and the seized devices in separate cover.

c) Submission of Answer-Scripts by the examinees to the invigilator

It shall be the duty of every examinee to obtain an endorsement of the invigilator on duty in the examination hall / room on the space earmarked in his/her admit card as a token of receipt of the written answer-script which he/she will get only after submission of written answer-script to the invigilator before leaving the examination hall on each day and half of the examination. Similarly the invigilator(s) must ensure that admit card of a candidate is signed by him/her.

The Officer-in- Charge of an examination center shall have to lodge an FIR with the local Police Station against an examinee who leaves the Examination Hall without submitting his/her answer-script and send a copy of the FIR to the Department of A.P (Major) section, Department of The Controller of Examinations, College Street Campus along with a separate forwarding letter to the Controller of Examinations. The fact of non-submission of an answer-script shall have to be recorded in the Descriptive Roll Cum Attendance Register (DR-AR) on the day of occurrence of the incident.

d) Candidate suffering from an infectious disease

Any candidate suffering from an infectious disease ought not be allowed to take his/her examination in the college center but should be advised to get himself/herself admitted to the Govt. I.D. Hospital at Beliaghata, Kolkata. The University will arrange for holding examination for that candidate in the said Hospital. Administration Section in the office of the Controller of Examinations should be contacted for which together with a copy of the admit card of the candidate concerned and the I. D Hospital Admission Ticket as a documentary proof of his/her hospitalization.

e) RA Answer-Scripts

In case of any 'R.A.' (Reported Against) candidate, committing breach of discipline, the nature of his/her offence shall have to be recorded on his/her answer-script and the seized incriminating document, if any, shall have to be attached to it. The seized incriminating document should be duly signed by the concerned candidate as well as the invigilator and countersigned by the Officer-in-Charge. Such an answer-script must be packed separately and the same must reach the A.P. (Major) section along with a separate forwarding letter from the Officer-in- Charge of the Centre.

In no circumstances should a forwarding letter be kept inside the packet of the R.A. answer-script. The "R.A" remark should positively be recorded in the DR-AR on the day of occurrence of the incident.

N.B.

- 1. No candidate should be expelled/ suspended from the examination hall until and unless he/she commits such serious offences as creating disturbances/rioting in the centre, physical assault and or intimidation of the invigilator(s).**
- 2. Invigilators shall not strike off any answer / part of answer in any answer script or direct any candidate found copying, to do so.**

f) Not-Allotted candidates

If any candidate under compelling circumstances, reports to an examination centre where he/she is not allotted, the Officer-in-Charge of the said examination center may allow him/her to appear at the examination for that day only provided, of course, the examination center has in its possession relevant question paper required for such candidate. The answer-script of such a candidate shall have to be packed separately and the packet must be marked as "Not Allotted" and despatched to the University along with a separate forwarding letter from the Officer-in- Charge of the centre. For such a candidate a blank DR-AR may be used to record the candidate's attendance.

Again, if any candidate is not shown in the scheduled DR-AR but his/her Roll & No. falls within the range allotted to the Centre, the candidate should be allowed to appear from that Centre for all the courses/papers of the examination and the answer-scripts of the candidate need not be packed separately but should be packed along with those of other candidates. For example, if candidates of college X ranging in Roll Numbers from 181011-21-0001 to 0250 have been allotted to Centre Y and center Y finds that a candidate has turned up bearing Roll Number 181011--21-0030 which is not shown in the AR-DR, then the Centre Y should allow the candidate to appear but the said candidate should not be shown as 'Not Allotted'. His/her attendance should also be recorded in the AR-DR.

g) Amanuensis & Extra Time

A physically challenged candidate appearing at an examination may be allowed by the University to take the help of an amanuensis of his/her choice on the basis of an application in plain paper to be submitted to the office of the Controller of Examinations (Administration Section) for the purpose and duly forwarded by the Principal/Teacher-in-Charge of the college concerned together with necessary physically challenged certificate in respect of the examinee and three copies of passport size photograph and a declaration in the prescribed form of one who is willing to act as an amanuensis along with a document showing his/her academic qualification one stage below that of the examinee. Such candidates (with/or without amanuensis) are entitled to an extra time of 20 (twenty) minutes per hour on pro-rata basis depending on the full marks in the subject/ paper of the examination he/she is appearing at.

h) Use of Answer Book(s)

Examination Centres will have to handle two types of answer books keeping in mind the full marks for each theoretical courses/papers. The type of answer books to be distributed to candidates will be as follows:

1. For Theoretical papers of full marks above 50 : 24 pages (Blue top sheet)
2. For Theoretical papers of full marks up to 50: 12 pages (Red top sheet)

i) Distribution of Blank Answer Book to Candidates

The number of answer book(s) to be issued to the candidates in an Examination Hall, for non-MCQ pattern questions shall conform to the instructions given in the Admit card and concerned Question Paper(s) of the particular course/ paper.

j) A.P Form (No.3) & Question Paper

Centres should note that every sealed packet of written answer–scripts must contain an A.P Form (No.3) and a relevant Question Paper for such courses and papers where evaluation of scripts will be done centrally and scripts in question are to be sent to the University in sealed packed cover.

k) Centre Code Number:

Centre Code Number of a college will remain the same as in previous years.

- **In no circumstances should the name of the college Centre be mentioned on the Answer-Script/ Additional Sheet or on Top-sheet. Instead, Centre Code number should be mentioned.**
- ‘Rubber Stamp’ bearing the Centre Code number should be used on the Answer-Script/ Additional Sheet / Top-sheet etc.
- A “**Metal Seal**” bearing the Centre Code number only should be used for sealing the packets containing written answer-scripts with sealing wax.
- On the top-sheet and in the space provided for the signature of the Officer-in- Charge, the Officer-in- Charge shall have to put his/her signature and the rubber stamp to be used should bear the code number of the centre.

N.B. For further query, Answer- Paper (Major) Section at Darbhanga Building(Ground Floor) (Ph. # 033- 2219-0176) may be contacted.

l) Packing of answer-scripts

Written answer-scripts should always be packed with brown paper. Answer-scripts should be packet separately course-wise/subject-wise with pre-printed top-sheets pasted on top. This is applicable for non-MCQ pattern of questions, where the papers are to be submitted to the A.P. (Major) Section as in previous years. However, this is applicable in case of both Core Courses and Generic Courses for Honours/General candidates appearing in Theoretical components of papers.

4. SPECIFIC INSTRUCTION

a) Roll & Number pattern under the new semester system of the B.Com. (Honours and General) Examinations (3-year, 6-semester) for the academic session 2018-2019 and onwards as follows:

1. YY- Two digit year code (Registration Year)
2. A-Semester Stream Code (1-B.Com.)
3. CCC-College Code (3 Digits)
4. L-Sex Code (1-Female, 2-Male, 3-Transgender)
5. T-Course Category Type Code (1-Honours Course, 2-General Course)
6. Last 4 Digit is Serial No.
7. Specimen Roll No.- 181011-11-0001 (For Honours Course)
8. Specimen Roll No.- 181011-12-0001 (For General Course)

N.B.

1. Specimen Roll No. - 181011-11-0001 for example shows 18 as 'admission year', 1 as 'semester stream'; 011 as the 'college code' in the first part of the Roll; (For Female candidates with B.Com Honours Course).

- 1. Specimen Roll No.- 181011-22-0001 (For Male candidates with B.Com. General Course).**

b) Issuance of Candidates' Admit Card

Prior to the commencement of theoretical examinations, a QR coded admit card will be available in the college portal for each candidate of respective college(s) with the following information printed on it:

1. Name of the candidate with Roll Number & Registration Number
2. Candidate's scanned photo with signature.
3. Guardian/Father's name.
4. Name and address of the Examination centre.
5. Detailed schedule of examination mentioning date and time of examination(s) for respective subjects/courses.
6. Number of answer books to be used for each course, and any such relevant information related to non-MCQ based question papers.
7. A separate space has been provided in the admit card for signature of the invigilator.
The invigilator must sign in this space of admit card on receipt of the answer-script from the candidate on each day/ half of the examination.

Colleges will have to download the admit cards for candidates appearing in theoretical courses from the following site and link:

1. Open the Web portal **www.cuexam.net**
2. Click on the College portal
3. Log in with the user id and valid password
4. Search for the link 'admit card'
5. Download the same and take out the print on AA paper.

(All admit cards will have the facsimile of the Controller of Examinations).

c) Candidates' Attendance Record (DR-AR)

The following points are to be borne in mind for keeping the attendance records of the examinees:

i. For Theoretical Examinations only:

Examination centres will receive DR-AR through online following the procedure mentioned hereunder:

1. Open the Web portal **www.cuexam.net**
2. Click on the College portal

3. Log in with the user id and valid password
4. Search for the link 'DR-AR'
5. Download the same and take out the print out from the 'Print' option.

Colleges are to download the DR-AR containing Names, Registration Number, Roll Numbers, subjects/courses, photo and specimen signature of candidates (enrolled for appearing in the examination) for proper identification with specified space for the signature of the candidates in printed form. Attendance of the examinees is to be recorded in the DR-AR each day and on each half (wherever applicable). Absenteeism/R.A/non-submission of scripts should be marked by invigilators as 'AB', 'RA' or 'NS' (as the case may be) accordingly and the attendance sheet of the examinees should be submitted online by the college Principal, based on the hard copy. The hard copy of the DR-AR should be retained by the college for onward transmission of the same to the Computer Cell- I (Office of the Controller of Examinations) within seven (7) days from the date of completion of Examination. The College Centre should make a photocopy of the DR-AR and retain/preserve the same for their record.

The mode of filling up of DR-AR is exactly the same as followed in the previous examination year of B.Com Semester 1 (Honours/General) Examinations 2017 under semesterized CBCS curriculum.

- i) The candidates will have to put their signatures in the allotted space of the DR-AR on all the days/halves of the Examination in presence of the invigilator. After getting the signature of the candidates present the invigilator shall mark 'AB' against the absent candidates in the space for signature of the concerned candidates and put his/her signature against each such 'A' mark every day. Invigilator(s) must ensure that the signature of a candidate is put on allotted space of AR-DR.
- ii) Additional information like 'RA', 'Non-submission of answer-scripts,' etc if any, should be furnished in the Remarks Column under the signature of the invigilator and counter- signature of the Officer- in- Charge.
- iii) Invigilator's signature /and all remarks should be put in red ink.
- iv) The Centre-in-Charge shall sign on all pages of the filled-in DR-AR before sending the same to the University.
- v) The particulars of Not-Allotted (NA) candidates (their Name, Roll & No. & Subjects/ Papers) are to be put by the centre of Examination in the last blank page of the DR-AR and the remark "Not Allotted" should be put in the remark column.
- vi) Candidates are to write the Question Booklet series code in the DR-AR provided for AECC course and other MCQ pattern question based courses.

N.B. Absent candidate should be marked 'A' in the DR-AR positively on the day of absence to avoid future litigation.

ii. For Practical Examinations (applicable for Information Technology & Its Application in Business in Semester III)

Subject/course wise printed award list cum attendance sheet will be provided through on line in the college portal. This should be handed over to the concerned Head-Examiner after completion of the Practical Examination.

N.B. Every Examination Centre for Practical Examination in Honours, General & Major Subjects shall have to contact the General Section, 2nd Floor, Dargbanga Building, (Ph # 2257-0030), in matters relating to the examiners' appointment letter for Practical Examination.

d) Instruction to be followed by the Invigilator, Co-ordinator of the Examination Centre and the candidate for courses/papers having MCQ based question pattern

- i. OMR sheet and Question Booklet should be distributed at the time of examination and after the examination both OMR and Question Booklet should be collected from each candidate.
- ii. Only OMR sheets are to be packed. A maximum of 200 OMR sheets should be packed and then sealed in each packet as per Top Sheets provided by the University in online portal and should be sent to the AP (Major) section on the day of examination.
- iii. All Question Booklets should be preserved by the Examination Centre for till six months after publication of results. After six months Examination centres are to collect and submit the required application form for lifting the used Question Booklets to the Go down Section of the University.
- iv. The Instruction printed in the OMR sheets must be followed strictly under observation of an Invigilator.
- v. The OMR sheet should not be folded as it will be evaluated by the OMR machine.
- vi. All relevant information including Question Booklet series/Number, Registration Number, Roll Num,ber, Subject Code and Module of the Examinastion should be filled up in the space provided on OMR sheet.
- vii. In the Question Booklet candidate must fill up Registration Number, Roll Number and OMR Serial Number.
- viii. The allotted examination time of B.Com. MCQ and non-MCQ related semester system examinations must be followed as per Theoretical Programme notified by the University.
- ix. The answer-sheets of each module/course should be packed separately and sent to the A.P. (Major) Section.

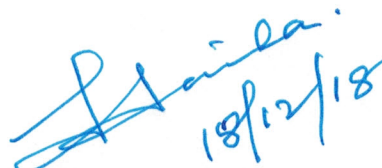
OMR sheets of AECC-1 and of all other theoretical papers of B.Com Semesters I & III Examinations, 2018 will be issued from the Godown Section, Ground Floor, Darbhanga Building.

e) Top-Sheets (for Non-MCQ pattern Examination papers/courses)

- Examination centres will be able to download day-wise/module-wise/course-wise/paper-wise pre-printed Top-sheets (also in consolidated form) through the college portal.
- Absenteeism/ R.A./Not Allotted/Non-Submission candidates are to be entered and submitted online in consolidated form.
- Downloaded pre-printed Top sheet to be pasted on the sealed packets containing answer-scripts (maximum of 50 in number per packet) packed according to the entries of the pre-printed top sheets in case of.
- Day-wise/subject-wise/course-wise/paper-wise consolidated Top-sheet to be duly filled up by college incorporating all relevant information viz. R.A./Absent/Not Allotted cases/ Non-Submission (where applicable) and uploaded/submitted through the college portal. A hard copy signed by authorized signatories to be sent to A.P (Major) Section along with challan / covering letter in stipulated time on the same day of Examination.

Please note that for any query related to the newly introduced examination system under system the Office of the Controller of Examinations is free to render their full assistance.

We look forward to your full cooperation to make our mission successful, as always.


18/12/18

**Controller of Examinations
University of Calcutta**