



Instructions relating to holding B.Com Semester(CBCS)Examinations ,2017 (specially subjects/papers for MCQ with OMR)

This is to bring to your kind attention that for smooth running of the B.Com. Semester –I Examination 2017, the following instructions should be circulated to the concerned Examination centres through University Website as per kind approval of Pro-VC(for Academic affairs) in addition to previous Centre instructions relating to holding UG Examinations (11 Pages) and Important instructions printed in OMR Answersheet for B.Com. Semesterised CBCS Examination :-

Instructions for students:

- 1.Candidates must fill subject code, Question Booklet code, Registration No, Roll No. in OMR Answersheet for B.Com. MCQ –Examinations .
- 2.Candidates must write Roll No., Registration No. and OMR –Serial Number in Question Booklet.
3. Candidates must submit OMR –Answersheet alongwith question Booklet at the end of examination to the invigilators.
4. Duration of time for MCQ Examinations of the B.Com. Semester –I Examination 2017 is two(02) hours for full marks 80 and one (01) hour for full marks 40.

Instructions for Examination centres:

- 1.Duration of time for MCQ Examinations of the B.Com. Semester –I Examination 2017 is two(02) hours for full marks 80 and one (01) hour for full marks 40.
- 2.Series of Question Booklet (viz-A,B,C,D) should be arranged and distributed properly among students.
- 3 Question Booklet and OMR among students to be distributed as per proper sitting arrangement.
4. Used Question Booklet should be collected with OMR Answersheet from the students at the end of examination.
- 5.OMR Answersheet should be packed with Top Sheet and submitted to the A.P.(Major) Section immediately after examination is over (as per rule) .
- 6 Those used question booklet to be preserved in custody of the college examination centre for a period of six months after publication of results.
6. After six months used question booklet to be submitted to the Godown Section , filling up lifting form.
7. Unused question booklet to be packed separately and to be submitted to the Godown Section immediately after end of day's examination is over with a forwarding letter.
8. After all Examinations relating to MCQ are over , unused OMR Sheets should be submitted to the Godown Section, University of Calcutta with a forwarding letter with specific account of used, unused and wastage OMR Sheet.
- 9.Centre Code stamp to be put at the left top in Side one under "DO NOT FOLD WRITING".
10. The invigilator must ensure to put his/her signature and signature of the candidates in the appropriate boxes.
- 11.For any further query, please contact to the office of the Controller of Examinations in Advance.

(Contact-033-2219-0200, Email- coecalcuniv@gmail.com)

Jayanta Sinha
(Dr. Jayanta Sinha)
Controller of Examinations
University of Calcutta

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