



UNIVERSITY OF CALCUTTA

No. C.E./A.P.(Major)/25/76

Dated : 16/06/2025

From:

The Controller of Examinations

University of Calcutta

(www.cuexam.net)

Phone No.& email of A.P.(Major) Section : 033-2219-0176 /email :apmajorcu@gmail.com

Subject:- Instructions relating to holding of B.A/B.Sc./B.Com (Honours /General/Major) Examinations, 2025 (Under CBCS & 1+1+1 System)

To

The Principals of Affiliated Colleges/Teachers-In-Charge/

Officers-In-Charge of Examination Centres for

B.A/B.Sc./B.Com Honours, General & Major Examinations.

Sir / Madam,

Keeping in mind the ensuing BA/B.Sc./B.Com (Honours, General & Major) Semester & Part Examinations, 2025 , I am forwarding the instructions relating to holding of University examinations under relevant systems, with a request to kindly go through these instructions and apprise your teachers and non-teaching staff members of your college, who are well acquainted with the University examination system, on the matter.

THE EXAMINATION SCHEDULE OF THE YEAR 2025

The B.A./B.Sc./B.Com (Hons./Gen/Major) Semester Examinations, 2025 under CBCS and B.A./B.Sc./B.Com Three year Part examinations, 2025 under 1+1+1 system shall be held following relevant Examination regulations as laid down under respective CSRs. Examinations will be held as per the programme schedule published on the University websites (www.caluniv.ac.in) and (www.cuexam.net) and printed in the admit card.-

Salient features to respective CSRs be remembered with regard to B.A/B.Sc./B.Com.(Honours/General/Major) Examinations, 2025.

1. The Generic Elective (GE) course for BA/B.Sc. Honours candidates and the Core Course (CC/GE) for the BA/B.Sc. General candidates shall be the same.
2. Generic Elective courses for BA/B.Sc. Honours candidates and Core Courses for BA/B.Sc. General candidates shall be conducted in single set of question paper(s) for this examination.
3. In case of SEC-A/ SEC-B/ DSE-A/ DSE-B courses, for both Honours and General subjects candidates are to write the option that they opted for on the cover page of the answer script. Candidates should adhere to the options mentioned in there admit cards.
4. 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.
5. Invigilators are to check carefully that candidates who appear for the said examination follow the scheduled dates and time for their respective subjects/courses and papers.

6. No Candidates should be allowed inside the Examination hall without admit card.
7. Entry of any candidates to the examination hall after fifteen minutes from the time of commencement of examination should not be entertained.
8. Candidates should not be allowed to leave the examination hall before one hour from the time of distribution of question papers.
9. Centres should be very careful while opening sealed packets of question papers for examinations held on different halves of the same day.
10. The duration of examination for Practical/Project/Tutorial/ based subjects/courses are different in case of Honours/General/Major Examinations. Centres should strictly take care of the same.
11. Separate answer-books are to be used as per instruction printed on respective question papers / admit card.
12. 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. In case of B.Com candidates, additionally, separate answer books are to be used for each course as indicated in the Admit card and Question paper for Non- MCQ based courses. The allotted examination time of B.Com MCQ and non-MCQ related examinations must be followed as per relevant theoretical programme notified by the university.
13. In case of AECC (having 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 DR-AR.

For Examinees under 1+1+1 system, points 4 to 10 and point 12 are common.

GENERAL GUIDELINES:

I. a) Use of calculator

“Examinees are allowed to use simple scientific non-programmable calculator in the Examination Hall for all examinations of the University including the subject Statistics at the B.A./B.Sc. (Honours/General/Major) Examinations”.

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 ‘Reported Against’ (R.A) remark by the Officer-in-Charge of the examination centre concerned. The Officer-in-Charge of the examination centre 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

Examinees should ensure that the invigilator on duty in the examination hall makes an endorsement against the space earmarked in his /her admit card at the time of submission of written answer-script. This endorsement would ascertain that examinees have handed over their answer scripts 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 centre 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 A.P.(Major) Section, Controller’s Department,

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) Candidates suffering from infectious diseases

i) Any candidate suffering from an infectious disease is 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, 2nd floor, Darbhanga Building, College Street, should be contacted along 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.

ii) Examination centre may allow the candidate suffering from an infectious disease for arranging an isolated sick room for the benefit of the students for the cases where students are not in position to get admitted in the above mentioned Hospital in Kolkata.

e) R.A. 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 on the first day of the examination 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 subjects/papers/courses of the examination and the answer-scripts of the candidate should be packed along with those of other candidates. For example, if candidates of college X ranging in Roll Numbers from 182011-21-0001 to 0250 have been allotted to Centre Y and center Y finds that a candidate has turned up bearing Roll Number 182011--21-0030 which is not shown in the AR-DR,

then the Centre Y should allow the candidate to appear and said candidate should not be shown as 'Not Allotted'. His/ Her attendance should also be recorded in the DR-AR., and in case of general course of studies, the answer script has to be evaluated if it is found that the subject is taught in the centre 'Y' and evaluated answer-script(s) to be sent to the concerned Head Examiner.

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 three 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 upto 50 : 12 pages (Red top sheet)
3. For all Practical papers/Tutorial courses(if applicable) : 08 pages (Black 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 subject /course/ paper.

j) A.P Form (No3) , Question Paper and Printed award slips

Centres should note that every sealed packet of written answer- scripts that are to be sent to the University must contain an A.P Form (No.3),and relevant Question Paper and printed award slips in separate packets for such courses and papers where evaluation of scripts are to be done centrally.

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.

D) Packing of answer-scripts

Written answer-scripts should always be packed with brown paper. Centres should enter absent/R.A. against respective roll numbers on the top-sheets available on the college portal after the completion of every examination. Answer-scripts should be packet separately course-wise/subject-wise and category-wise with top-sheets after absent entry pasted on top. **Centre should note that for Physics Honours candidates appearing under different CSRs, packing of answer scripts should be done separately as per relevant syllabus/CSR.** For MCQ questions, only OMR sheets are to be packed.

1) A maximum of 50 OMR sheets should be packed and then sealed in each packet as per Top Sheets provided by the University in college portal and should be sent to the A.P.(Major) section on the day of examination.

2) The OMR sheet should not be folded as it will be evaluated by the OMR machine.

II. SPECIFIC INSTRUCTION FOR THE B.A/B.Sc./B.Com (Honours/General & Major) SEMESTER EXAMINATION , 2025 (UNDER CBCS).

a) Roll & Number pattern under the semester system of the Examinations are as follows:

1. The Roll & Number under the said semester- wise examination consist of 3 (three) parts and 12 (twelve) digits.
2. The first two parts consisting of 6 (six) digits and (2) two digits respectively together constitute the Roll (6 digits) while the third part consisting of 4 (four) digits indicate the number, each part being separated by hyphens, e.g. 182011-11-0001, where 182011-11 indicates the Roll and 0001 indicates the number.
3. The first two digits of the first part indicate the year code i.e. admission year for the first time in Semester-wise examination system.
4. The third digit of the first part indicates the Stream Code (1-B.Com.; 2-B.A; 3-B.Sc.).
5. The last three digits of the first part indicates the College Code.
6. The first digit of the second part indicates the Gender Code (1-Female, 2-Male, 3-Transgender)
7. The second digit of the second part indicates the 'Course Category' (1-Honours Course, 2-General Course, 3-Major Course)
8. The last four digits of the third part indicates the Serial Number.

N.B. 1) Specimen Roll No.- 182011-11-0001 (For Female candidates with B.A Honours Course)

2) Roll No.- 183011-22-0001 (For Male candidates with B.Sc. General Course)

3) 201011-11-0001 (For Female candidates with B.Com Honours Course)

b) Issuance of Candidates' Admit Card

A. For Internal and Practical/Tutorial Components of Examinations.

1. Since the Roll No. and Registration Number are the same throughout the semester examination, examinees should appear for the said examination with respective Roll nos and registration nos. Every Candidate should appear for practical and theoretical examinations with their admit cards.

B. For Theoretical Examinations

Prior to the commencement of theoretical examinations, a QR coded admit card will be generated online 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 have 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 provided to your college.
4. Search for the link 'admit card'
5. Download the same and take out the print.

(All admit cards will have digital signature of the Controller of Examinations/and photo of the candidate.)

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 online following the procedure mentioned hereunder:

1. Open the Web portal **www.cuexam.net**
2. Click on the College portal
3. Log into with the user id and valid password provided to your college.
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 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', 'R.A' or 'N.S' (as the case maybe) 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 Result Major & Computer Cell- I section (Office of the Controller of Examinations) within three(3) working 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 previous examinations under 1+1+1 system.

- 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 provided for signature of the concerned candidates and put his/her signature against each such 'Ab' mark every day. Invigilator(s) must ensure that the signature of a candidate is put on allotted space of DR-AR.

- ii) Additional information like 'R.A', '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 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 within seven days from the date of completion of the said examination.
- v) The particulars of Not-Allotted candidates (their Name, Roll & No & Subjects/ Papers) are to be provided by the centre of Examination in the last blank page of the DR-AR and the remark "Not Allotted" should be inserted 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, as the case maybe.

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

ii) For Practical Examinations only

Subject/course wise printed award list and attendance sheet will be provided online through 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.

Every Examination centre for Practical Examination in Honours, General & Major Subject shall have to collect question papers for Practical Examination from Press Confidential Section of the University.

d) Award list and marks submission.

1. Internal Assessment/Tutorial (Home Centre)

- Subject/course wise printed award list cum attendance sheet will be provided through the college portal keeping the marks column Blank.
- Colleges are to download the award lists and hard copies of the same are to be handed over to the concerned internal examiner for awarding marks.
- After the completion of entire examination the marks are to be uploaded using the online marks entry portal.
- The soft copy of the marks statement must be preserved by college for future reference and submission to the University, as and when required.

2) Honours/General & Major Course Practical Examinations(Examination Centres as decided by the University)

- Head Examiners of respective subject/course are to submit online verified marks.

- Subject/course wise printed award list cum attendance sheet will be provided through the college portal keeping the marks column Blank.
- Centres will download the award lists and hard copies of the same and hand them over to the internal/external examiner for awarding marks.
- After the completion of entire examination the practical award lists, duly signed by the internal and external examiners must be submitted to the concerned Head-Examiners for online scrutiny and verification of marks.
- Marks are to be uploaded by the Internal Examiner through college marks entry portal , Concerned examiners should be very careful while uploading marks and the duly signed copy of the same are to be sent to the Head-Examiner.

Concerned persons are requested to preserve soft copy of on-line submitted marks/statement verified by them in PDF format in their custody as per the University norms along with 'summary status of marks entry'

- Head Examiners/Examiners should note that no marks will be entertained offline/ through mail or after online submission at the H.E. verification level.
- In case of subjects without Head-Examiners, examiners are to upload marks through college portal and scrutineers will scrutinize examiner uploaded marks.

3) General papers (Core Course/Generic Elective/SEC Course/DSE Course/LCC Course/Project of AECC in Theoretical Examinations:(non MCQ question application only for B.A./B.Sc. Courses)

- All Examination centres will be evaluation centres.
- Centres should pack in sealed covers all answer scripts of Generic elective /Major courses subject wise/ course wise along with respective award lists, A.P.Forms and question papers .
- Award lists and A.P. Forms of each course of General Papers are to be downloaded by Principal/TIC/OIC of college centres.
- The subject wise sealed packets along with respective Top-sheets and award lists should be handed over by the Principal/TIC/OIC to the Head of the Department of concerned subject.
- The award list is to be filled up by respective Examiner(s) of each subject/course against each Roll Number and Registration Number and marks should be uploaded online through college portal. The said Hard copy will be handed over to the Head of the Department who will arrange for scrutiny of the answer scripts and upload marks online, accordingly. Scrutineers should note that only edited marks against respective roll number should be incorporated and uploaded in a foil, the other marks, if at per with the examiners should simply be confirmed and verified.
- The hard copy of incorporated marks by the examiners and scrutineer has to be submitted to the Principal of the College centre by HOD in sealed envelopes for ongoing transmission of the same to the concerned Head –Examiner.
- The hard copy of the award list must be signed by the concerned Examiners and scrutineers before submitting the same to the Principal of the Examination centre.
- The examiners and scrutineers should generate a print out of the uploaded marks and one copy of the same should be preserved by respective examiners & scrutineers.
- The hard copy of the awarded marks will be sent to the Head Examiner by Principal of the college.

- The uploaded file from the examination cum evaluation centre will then be verified by the Head Examiner concerned through their H.E. portal. The H.Es should generate a statement of marks upon completed of their task.
- **All scripts of LCC should be preserved by respective Examination Centres for evaluation by the college teachers.**
- In case of B.Com courses, however, answer scripts are to be submitted in sealed covers to the A.P.(Major) section.

4) Honours papers in Theoretical Examination:

- Examination centres will have to send all answer-scripts subject-wise/course-wise along with respective Question papers and AP forms, as in previous years.
- Examination centres will be able to download day-wise/subject-wise/course-wise/paper-wise two copies of Top-sheets after absent entry through online (also in consolidated form) and Award Lists through online mode and will have to send them in a separate packet to A.P.(Major) Section (day wise).
- Absenteeism/R.A/Not allotted candidates are to be entered and submitted online in consolidated form.
- OMR answer sheets of all theoretical papers will be issued from the Godown section, ground floor, Darbhanga Building, College street.(Ph No:033-2219-3796)

e) Top-Sheets

- Examination centres will be able to download date-wise/subject-wise/course-wise/paper-wise pre-printed Top-sheets (also in consolidated form) from college portal.
- Absenteeism/ R.A. / Not Allotted/Non-Submission candidates are to be entered and submitted online in consolidated form and a token of receipt (challan copy) will be generated on submission of the same.
- The said receipt (challan copy) obtained online should be submitted separately along with sealed and packed answer-scripts to the A.P (Major) Section.
- The downloaded Top sheet after absent entry should be pasted on the sealed envelopes containing answer-scripts packed according to the entries of the pre-printed top sheets.
- Date-wise/subject-wise/course-wise/paper-wise consolidated Top-sheet to be duly filled up by college online against all relevant information viz. R.A./Absent/Not allotted cases/Non-Submission (where applicable) and uploaded through the college portal. A hard copy signed by authorized signatories to be sent to A.P (Major) Section along with challan in stipulated time on the same day of Examination.

III. SPECIFIC INSTRUCTION FOR THE B.A/B.Sc./B.Com (Honours/General & Major) EXAMINATION , 2025 (UNDER 1+1+1 SYSTEM.)

a) Roll & Number Pattern of the B.A/B.Sc./B.Com. (Honours/General & Major) Examinations (1+1+1 system) are as follows:

1. The Roll & Number under the said examinations (under 1+1+1 system) consist of 3 parts and 10 digits.
2. The first two parts consisting of 4(four) digits and Two (2) digits respectively together constitute the Roll (6 digits) while the third part consisting of 4(four) digits indicate the number, each part being separated by hyphens e.g. 2011-11-0001, where 2011-11 indicates the Roll and 0001 indicate the number.
3. The first digits of the part indicates the 'Stream Code' of the candidate (1-B.Com Honours & General;2-B.A Honours & General ; 3-B.Sc Honours & General, 4-B.Com Major,5-B.A Major,6-B.sc Major).
4. The first-digit of the second part indicates the 'Gender & Examinations part' Code, while the second digit of the second part indicates category of the candidate as follow:

First Digits	Gender & Part	Second Digits	Category
1	Female Part I	1	Honours/Major Candidates
2	Male Part I	2	Special Honours Candidates
3	Female Part II	3	Honours Improvement Candidates
4	Male Part II	4	Honours/Major Candidates appearing partly
5	Female Part III	5	General Candidates
6	Male Part III	6	General Candidates appearing partly
7	Transgender Part I	7	
8	Transgender Part II	8	
9	Transgender Part III	9	

5. The last four digits of the third part indicate the Serial Number.

b) Issuance of Candidates Admit Card.

- The procedure for issuance of admit card will be the same as exercised in semester-wise examination system under CBCS.
- The invigilator must sign in the space of admit card on receipt of the answer-script from the candidate on each day/half of the examinations.

c) Candidates AR-DR

- The centre will receive AR-DR through online in the same manner as obtained in semester examination system under CBCS.
- Centres should follow the same guidelines as done in semester system.

d) ENVS:

The procedure to be followed for OMR sheets and Question Booklets will be in exactly the same manner as given in the 'general guidelines' pt. L(I).

OMR sheets for ENVS examinations will be available from Result Major & Computer Cell-1, Darbanga Building, College Street.

e) Packing of answer-scripts

All written answer-scripts should be packed with brown paper separately paper-wise/subject-wise and category-wise with pre-printed top-sheets, downloaded by the examination centre after online **absentee** entry pasted on top. The said receipt (challan copy) obtained online should be submitted separately along with sealed and packed answer-scripts to the A.P(Major) Section on the same day of examination. **Award lists are to be downloaded through college portal and packed separately for onward submission of the same to the A.P(Major) Section along with answer-scripts on the day of examination or the next day, on prior approval from the University authority. For some subjects annexure-I should be followed.**

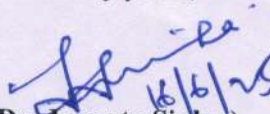
Please note that for any query related to Semester-wise examination system under CBCS, the Office of the Controller of Examinations is free to render their full assistance.

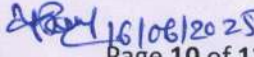
We look forward to your full co-operation to make our mission successful, as always.

Thanking you,

Senate House,
University of Calcutta.
Kolkata.

Sincerely yours,


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


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Annexure-I

Details of distribution of answer-books & packing

Following are the respective subject under different subjects under different examination systems at Part-I,II &III levels where separate answer books are to be supplied to the candidate and packing made separately:

i) Honours subjects of B.A./B.Sc. Part-III Examinations under (1+1+1 system)

Subject	Paper	Group/Half/Unit	No. Of answer scripts
Anthropology	V	Mod-18,19 & 20	3
Anthropology	VI	Mod-21,22 & 23	3
Geology	V/VII/VIII	Unit- I (A & B)	2
Geology	VI	Unit- I (A & B together and C)	2

ii) General subject of B.A./B.Sc. Part-III (Under 1+1+1 system)

Subject	Paper	Group/Half/Unit	No. Of answer scripts
Microbiology	IV	A & B	2
Molecular Biology	IV	A & B	2
Geology	IV	A & B	2
Bio-chemistry	IV-A	(Unit-I & II together) & (Unit-III& IV together)	2

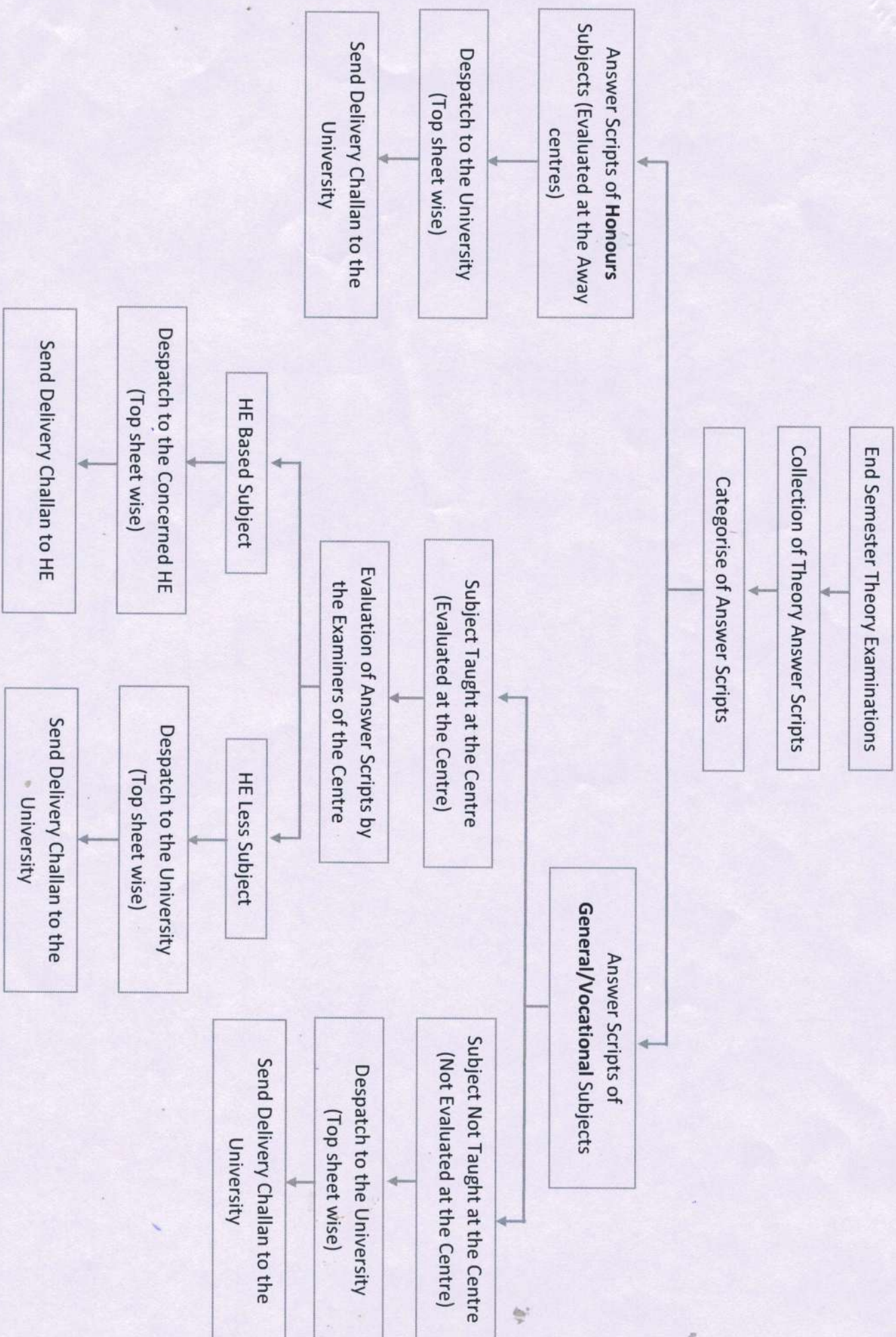


Annexure-II

In certain subject of B.A./B.Sc./B.Com. Part I/II/III, there are special papers and candidates are to answer any one and the answer-scripts are to be packed separately according to special papers. All candidates are to write the special papers that they opted for on the cover page of the answer-book.

Subject & Paper	Special Papers
English Honours (ENGA) Paper VIII.	i).Group A (Indian Writings in English) ii).Group B(American Literature) iii).Group C(Post Colonial Literature in English) <u>INSTRUCTION MUST BE FOLLOWED</u> Answer scripts should be packed Group wise separately (i.e. the process as 1st packet-GROUP A, 2nd packet-Group B and 3rd Packet Group- C)
Philosophy Honours (PHIA) Paper VIII.	Candidates have to answer any one of the following group; i).Vedantasara, ii). An Enquiry Concerning Human Understanding iii.)Problems of Philosophy, iv) Western Logic, v.)Ethics, vi) Contemporary Indian Philosophy. <u>INSTRUCTION MUST BE FOLLOWED</u> Answer scripts should be packed Group wise separately (i.e. the process as 1st packet-Vedantasara, 2nd packet-). An Enquiry Concerning Human Understanding
Economics Honours (EOA) Paper VIIB. Applied Economics.	Candidates have option to answer either: Group A- Application of Economics to Managerial Issue. Group B- Mathematical Economics. <u>INSTRUCTION MUST BE FOLLOWED</u> Answer scripts should be packed Group wise separately (i.e. the process as 1st packet- Application of Economics to Managerial Issue, 2nd packet-Group B and 3rd Packet Mathematical Economics)

ANSWER SCRIPT TRACKING SYSTEM: EXAM CENTRE/EVALUATION CENTRE RESPONSIBILITY (B.A./B.Sc.)



ANSWER SCRIPT TRACKING SYSTEM: EXAM CENTRE/EVALUATION CENTRE RESPONSIBILITY (B.Com)

