



## B.A./B.Sc./B.Com./BBA (Hons. & Gen.) Examination, 2021

### Semesters II, IV and VI and PART III Examinations

#### Instructions to Candidates

1. All examinees are asked to join the *Departmental WhatsApp groups* of the relevant subjects. They are asked to contact their respective HODs (details available in the college website and the exam portal) immediately, if they are not already a member of the Departmental WhatsApp groups.
2. On days of Examinations, Question Papers will be available at CU websites and the College Exam Portal [www.dbcgexam.in](http://www.dbcgexam.in) and also put in the Departmental WhatsApp groups.
3. Students must use *A4 size white sheets* to answer the questions. They must write on *one side* of the sheet only, using *blue/black ink*.
4. Students must write the following on the *top sheet* of their answer scripts:
  - a. Name of the Examination
  - b. University Roll number
  - c. University Registration number
  - d. Semester/Year
  - e. Subject
  - f. Paper Code
  - g. Date of Examination
  - h. Total number of pages in the answer script

*Students must also mention their Roll Number, Registration Number and Page number on top margin on each page of the answer script.*

5. Students are advised to install any *document scanner app* (example camscanner, adobe scan, etc.) from Google Play store, beforehand to scan their answer scripts and convert them to pdf.

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24/07/2021



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6. The scanning should be done properly so as to make the answer script files *readable*.
7. All students will have to scan and email the *pdf version* of their answer scripts to the *Departmental email ID*. Each student is permitted to email only a *single* pdf file.
8. *Departmental email IDs* will be available on [www.dbcgexam.in](http://www.dbcgexam.in) and also shared in the Departmental WhatsApp groups.
9. The pdf file must be named in the format *Date\_Paper Code\_Roll No.pdf*.  
*Example: Examination of Paper CC-6 on 1<sup>st</sup> August, 2021, roll No. 182042-11-0001;*  
*File name: 01\_CC6\_182042-11-0001.pdf*
10. Students must email the pdf file to the specific email id provided by the Departments, within the *stipulated time* as given in the schedule.
11. The mail must contain *the file name* as the Subject line (*01\_CC6\_182042-11-0001 in the above example*).
12. In case of any difficulty, students are requested to contact their *Departmental Teachers*.
13. *For details regarding examination, follow all the guidelines and notices available on the exam portal of the College ([www.dbcgexam.in](http://www.dbcgexam.in))*

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24/07/2021