



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

### SEMESTER-I

#### Examination 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 posted in the Departmental WhatsApp groups.
3. Students are to 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 are to 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 a document scanner app (example camscanner, adobe scan, etc.) from Google Play store, beforehand to scan their answer scripts and convert them to pdf.
6. The scanning should be done appropriately so as to make the answer script files readable.



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# Deshbandhu College for Girls

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7. All students are to scan and email the pdf version of their Answer Scripts within stipulated time to the Departmental email ID created for this purpose. Each student is permitted to email only a single answer script pdf.
8. Departmental e mail IDs will be available on [www.dbcgexam.in](http://www.dbcgexam.in) and also shared in the Departmental WhatsApp groups.
9. The answer script pdf must be named in the format **Date\_Paper Code\_Roll No.pdf**.  
*Example: Examination of Paper CC-1 on 28.02.2022, roll No. 212042-11-0001: File name: 28\_CC1\_212042-11-0001.pdf*
10. Students must email the answer script pdf 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 *28\_CC1\_212042-11-0001.pdf* (as in the above example).
12. In case of difficulties, students are requested to contact their Departmental Teachers.
13. For details regarding examinations, follow all the guidelines and notices available on the exam portal of the College ([www.dbcgexam.in](http://www.dbcgexam.in))

Date: 27.02.2022

  
Principal

Deshbandhu College for Girls