



UNIVERSITY OF CALCUTTA

No. C.E./A.P.(MAJOR)/25/77

Dated : 11/08/2025

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 Semester wise B.A./B.Sc./B.Com. Examinations,2025 (Under CCF,2022)

To
The Principal /Teacher-In –Charge/ Officer-in-Charge
Of the Examination Centre for
B.A./ B.Sc. /B.Com. Examinations-2025 (Under CCF,2022)

Sir/ Madam,

Keeping in mind the ensuing, Semester- IV & II Examinations,2025, I am forwarding the instructions relating to holding of University examinations under relevant CCF 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.

- 4 Year B.A./B.Sc. Semester- IV & Semester-II Examinations-2025(Under CCF, 2022),
- 3 Year B.A./B.Sc. Semester- IV & Semester-II Examinations-2025(Under CCF, 2022),
- 4 Year B.Com. Semester- IV & Semester-II Examinations-2025(Under CCF, 2022),
- 3 Year B.Com. Semester- IV & Semester-II Examinations-2025(Under CCF, 2022),
- 4 Year B.A./B.Sc./B.Com. Semester-IV & Semester-II (Voc.) Examinations-2025 (Under CCF,2022),

THE EXAMINATION SCHEDULE OF THE YEAR 2025

The B.A./B.Sc./B.Com. Semester-IV & II Examinations, 2025 (under CCF, 2022) shall be held according to the following relevant Examination regulations as laid down under respective CSRs [Notification No. CSR/04/2023, CSR/05/2023, CSR/06/2023 dated 23.06.2023 & CSR/012/2023 dated 10-07-2023 (All are Admission Regulations) CSR/43/2023, CSR/44/2023, CSR/45/2023 & CSR/46/2023 dated 18-12-2023 (All are Examination Regulations)] which have been uploaded on the University website www.caluniv.ac.in Examinations will be held as per the programme schedule published on the University websites (www.caluniv.ac.in) and (www.cuexam.net) /Respective college portal (CCF) and printed on the admit card of the candidates.

Salient features to respective CSRs be remembered with regard to B.A./B.Sc./B.Com. Semester-IV & II Examinations, 2025 (Under CCF,2022).

- Syllabus of Minor (MN) course of 4 Year B.A./B.Sc./B.Com. Semester-IV & II candidates and Core course(CC) of 3Year B.A./B.Sc./B.Com. Semester-II & IV candidates shall be the same but examination schedules are different and examination centres/colleges are requested to follow the Theoretical programme scheduled notified by the University. Examinees should appear the examination on scheduled dates and time printed on their Admit Card.**
- A) Syllabus of Minor course of 4 Year B.A./B.Sc./B.Com. Semester-IV & II candidates and core course of 3 Year B.A./B.Sc./B.Com. Semester-II & IV candidates shall be conducted in different set of question papers for this examination.**
B) Syllabus of Minor course of 3 Year B.A./B.Sc./B.Com. Semester-IV & II candidates and core course of 3 Year B.A./B.Sc./B.Com. Semester-IV & II candidates shall be conducted in different set of question papers for this examination.
- In case of SEC Course, for both 4 Year B.A./B.Sc./B.Com. Semester-IV & II candidates & 3 Year / B.Com. Semester-IV & II candidates are to write the option (if any) they have opted for on the cover page of the answer script as per options mentioned on the Admit cards after chosen during online submission of forms.**
- Colleges should conduct IDC/MDC (for 4 & 3 Year) B.A./B.Sc./B.Com. Examinations & SEC (only for 3 Year B.A./B.Sc.) as per date schedule notified by the University. Question papers will be set by the college teacher and evaluation and uploading of marks will be done by the college examiners & scrutineers.**
- In case of AEC/CVAC Courses, for B.A./B.Sc./B.Com. Examinations, College should strictly follow date and time and Half as mentioned in the Theoretical programme schedule notified on the University website/College portal. Question paper for AEC/CVAC Courses for B.A./B.Sc./B.Com. Examinations will be provided by the University. Evaluation and uploading of marks will be done by the college examiners & scrutineers.**
- 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.
- Invigilators are to check carefully that candidates appearing for the said examination follow the scheduled date and time for their respective subjects/courses and papers.
- No Candidates should be allowed inside the Examination hall without admit card.
- Entry of any candidates to the examination hall after fifteen minutes from the time of commencement of examination should not be entertained.
- Candidates should not be allowed to leave the examination hall before one hour from the time of distribution of question papers.
- Examination Centre(s) should be very careful while opening sealed packets of question papers for examinations held on different halves of the same day.**
- The duration of examination for Practical/Project/Tutorial/ based subjects/courses are different in case of Honours Examinations. Centres should strictly take care of the same.
- As prescribed in the relevant CSRs the duration of theoretical examinations is shown below:

Full Marks		Duration
Non MCQ	MCQ	
>_ 25	<_50	1 hour
>25 but <50	>50 but <100	2 hours
>50 but < 75	-----	3 hours
>_75 but <_ 100	-----	4 hours

Note :- Duration of the Practical examinations shall be determined by the concerned U.G. Board of Studies duly approved by the appropriate authority of this University.

- Separate answer-books are to be used as per instruction printed on respective question papers / admit card.
- Invigilators should ensure that candidates write only their Roll Numbers, Registration Numbers, Question Booklet series/ code number (in case of OMR /MCQ Sets), 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.

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 .

Calculators/smart devices with any of the general features like Data Bank/ Dictionaries/ Language Translator/Text-retrieval/Capacity of remote communication, Blue tooth head set, smart watches are strictly 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 should not be allowed to take his/her examination in the examination centre but rather 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, 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 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 DR-AR, then the Centre Y should allow the candidate to appear the said candidate on the basis of admit card produced by the candidate should not be shown as 'Not Allotted'. His/ Her attendance should also be recorded in the blank DR-AR will be available on the college portal. In no circumstances candidates without Admit Card will be entertained inside the examination hall. Examination centre may also check to generate revised DR-AR for such candidates.

g) Amanuensis & Extra Time

A physically /visually 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

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 and marks be awarded.

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 / e-mail: apmajorcu@gmail.com) may be contacted.**

I) 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 through college portal with the newly introduced menu **"ANSWER SCRIPT TRACKING SYSTEM"** 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.**

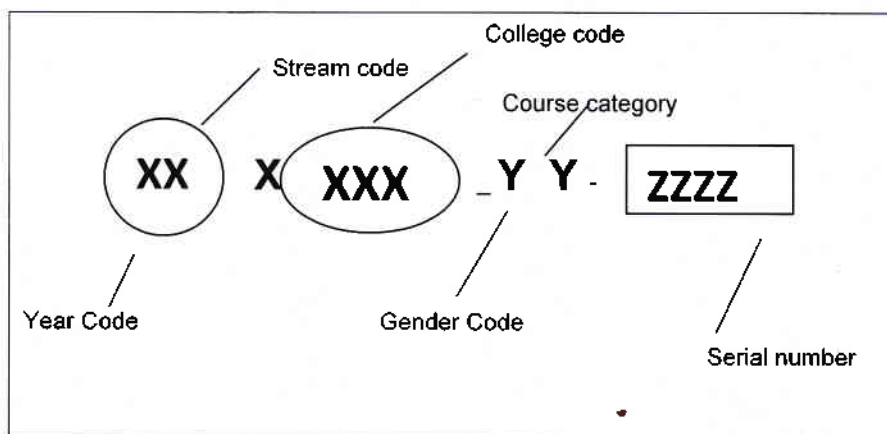
Absent entry top sheet should be pasted on top of packet. If a candidate is mistakenly marked as absent , it should be rectified immediately with the option **"Absent Entry Top Sheet Number wise"**. Centres should enter absent/R.A. against respective roll numbers on the top-sheets available on the college 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.

- 1) The OMR sheet (if applicable for examinations under CCF) should not be folded as it will be evaluated by the OMR machine.

II. SPECIFIC INSTRUCTION FOR THE B.A/B.Sc./B.Com. SEMESTER EXAMINATION, 2025. (Under CCF,2022)

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 indicate the number.
3. The first two digits of the first part indicate the year code i.e. admission/registration year for the first time in Semester-wise examination system under CCF/CBCS.
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' (1-4 year course, 2-3 year Course, 3-4 year Vocational Course)
8. The last four digits of the third part indicates & the Serial Number.



- N.B. 1) Specimen Roll No.- 232011-11-0001 (For Female candidates with 4 Year B.A Course)
2) Roll No.- 233011-22-0001 (For Male candidates with B.Sc. 3 Year MDC Course)
3) Roll No.- 231011-11-0001(For Femele candidates with 4 Year B.Com. 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 numbers and registration numbers. Every Candidate should appear for practical and theoretical examinations with issued admit cards after enrolment. College can conduct examination on the basis of check list and attendance sheet available on the college portal for home centre examinations (where applicable).

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: Colleges can allow candidates to appear Home centre examinations on the basis of attendance sheet/check list if admit card is not issued.

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/www.cuexamwindow.in
2. Click on the College portal
3. Log in college portal with the user id and valid password provided to the college inserting captcha and OTP sent to the registered mobile number/email or OTP via call.
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/Signature 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/www.cuexamwindow.in
2. Click on the College portal
3. Log in college portal with the user id and valid password provided to the college inserting captcha and OTP sent to the registered mobile number/email or OTP via call.
4. Search for the link 'DR-AR'
5. Download the same and take out the print out from the 'Print' option providing ranges.

N.B.

For Home centres examinations, attendance will be recorded on Attendance Sheet available on college portal.

Selecting ranges 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 or CBCS 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 Result (Major) and Computer Cell-I Section (Darbhanga Building, 2nd floor) within (3) working 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 Core Courses & Core Vocational Subjects/Courses shall have to contact the General Section, 2nd Floor, Dargbanga Building, University of Calcutta, College Street (Ph # 2257-0030), in matters relating to the examiners' appointment letter for Practical Examination.

Every Examination centre for Practical Examination in Honours Course (DSCC/SEC) & Core Vocational Subject/course shall have to collect question papers for Practical Examination from Press Confidential Section 3rd floor, Dargbanga Building, University of Calcutta, College Street(Ph# 033-2219-6631).

d) Award list and marks submission.

1. Tutorial (Home Centre)

- Subject/course wise printed award list cum attendance sheet will be generated 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 option through college /Teachers' 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 Course Practical Examinations(Examination Centres as decided by the University)

- Head Examiners assigned to respective subject/course are to submit online verified marks or scrutineer verified marks will be accepted for the subject without examiners.
- 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(or as per assignment) 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/Teachers' Portal within three working days from the completion of practical. 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 for future reference. Subjects having Head-Examiners, Scrutiny of marks will be done through scrutineers via H.E. portal and verification of marks will be done by the H.E.s strictly within stipulated time period notified by the University.

Concerned persons are requested to preserve soft copy of on-line submitted marks/statement verified/Scrutinized 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 marks will not be entertained offline or via e-mail.
- In case of subjects without Head-Examiners, examiners are to upload marks through college/Teachers' portal and respective scrutineer will scrutinize examiner uploaded marks strictly within stipulated time period notified by the University.

3) All Theoretical Examinations:(non MCQ question application only for B.A./B.Sc./B.Com. Courses)

a. For Three-year B.A./B.Sc. Multidisciplinary Courses of Studies

- The Examinations in SEC(only 3 year B.A./B.Sc.), IDC/MDC, shall be held at home centres before the commencement of Semester End examination as per University Notification.
- The Examinations in AEC & CVAC shall also be held in home centres as per Theoretical Programme schedule.
- In respect of AEC & the compulsory CVAC, the examinations shall be held at the home centres as per the University Theoretical Programme schedule and the setting of question papers & scheduling of examination shall be done by the University and the answer scripts will be evaluated by the teachers of the respective colleges.
- In respect of SEC, IDC & the optional CVAC (4TH CVAC to be offered at the 2nd Semester), the examinations shall be held at the home centres & the colleges will arrange for setting of question papers, scheduling of examinations and the answer scripts shall be evaluated by the teachers of the concerned colleges.

b. For Four-year B.A./B.Sc. (Honours & Honours with Research) Courses of Studies

- The examinations in IDC & 4th CVAC (At 2nd Semester) shall be held at Home Centres before the commencement of Theoretical Examination as per the University Notification.
- The Examinations in AEC & CVAC shall also be held in home centres as per Theoretical Programme schedule.
- In respect of AEC & the compulsory CVAC, the examinations shall be held at the home centres and the setting of question papers & scheduling of examination shall be done by the University and the answer scripts will be evaluated by the teachers of the respective colleges.
- In respect of IDC & the optional CVAC (4TH CVAC to be offered at the 2nd Semester), the examinations shall be held at the home centres & the colleges will arrange for setting of question papers, scheduling of examinations and the answer scripts shall be evaluated by the teachers of the concerned colleges.

c. For Four-year B.A./B.Sc./B.Com. (Honours with Core Vocational subjects) Courses of Studies

- The examinations in IDC & 4th CVAC (At 2nd Semester) shall be held at Home Centres before the commencement of Theoretical Examination as per the University Notification.
- The Examinations in AEC & CVAC shall also be held in home centres as per Theoretical Programme schedule.
- In respect of AEC & the compulsory CVAC, the examinations shall be held at the home centres and the setting of question papers & scheduling of examination shall be done by the University and the answer scripts will be evaluated by the teachers of the respective colleges.
- In respect of IDC & the optional CVAC (4TH CVAC to be offered at the 2nd Semester), the examinations shall be held at the home centres & the colleges will arrange for setting of question papers, scheduling of examinations and the answer scripts shall be evaluated by the teachers of the concerned colleges.

d. For Four/Three –year B.Com. Courses of Studies

- The examinations in IDC & 4th CVAC (At 2nd Semester) shall be held at Home Centres before the commencement of Theoretical Examination as per the University Notification.
- The Examinations in AEC & CVAC shall also be held in home centres as per Theoretical Programme schedule.
- In respect of AEC & the compulsory CVAC/VAC, the setting of question papers & scheduling of examinations shall be done by the University and the answer scripts will be evaluated by the teachers of the respective colleges.
- In respect of IDC/MDC & the optional CVAC/VAC (4th CVAC/VAC to be offered at the 2nd Semester), the examinations shall be held at the home centres & the colleges will arrange for setting of question papers, scheduling of examinations and evaluating of answer scripts internally by the teachers of the concerned colleges.
- **Centres should pack in sealed covers all answer scripts of Core(3 year B.A./B.Sc.) /Minor(4/3 year B.A./B.Sc.) courses subject wise/ course wise along with respective award lists, A.P.Forms and question papers .**
- Award lists of each course and A.P. Forms 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.E.s should generate a statement of marks upon completed of their task.
- All scripts of the candidates should be preserved by respective Examination Centres for evaluation by the college teachers.
- In case of all B.Com. courses held in Away Centre, answer scripts/Blank pre-printed Award list /A.P. Forms etc. are to be submitted in sealed covers to the A.P.(Major) section.

4) DSCC/SEC papers in 4 Year Theoretical Examination:

- Examination centres will have to send all answer-scripts subject-wise/course-wise along with respective Question papers, award lists 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 along with sealed and packet answer paper to A.P.(Major) Section (day wise) with despatch challan ,downloading through Answer-script Tracking menu from College Portal.
- 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.(PhNo:033-2219-3796) If applicable for examinations under CCF.

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 (Despatch 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 submitted.


Please note that for any query related to Semester-wise examination system under CCF, 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



Annexure(s)**4 Year B.Com (Hons & Hons. With Research)Examinations: Away centre Examinations**

SL No.	Name of the Paper	Paper Component			Remarks
		THEORY	PRACTICAL (As applicable) *	TUTORIAL	
1.	DSC (Major/Core)	Away Centre	Home	Home	Answer scripts of Theory Component will be submitted to A.P.(Major) Section by examination centre.
2.	Minor(MN-1)	Away Centre	Home	Home	Answer scripts of Theory Component will be submitted to A.P.(Major) Section by examination centre.
3.	SEC	Away Centre	Home	Home	Answer scripts of Theory Component will be submitted to A.P.(Major) Section by examination centre.

3 Year B.Com. Examination: Away Centre Examinations

SL No.	Name of the Paper	Paper Component			Remarks
		THEORY	PRACTICAL (As applicable)	TUTORIAL	
1.	MDC (Major/Core)	Away Centre	Home	Home	Answer scripts of Theory Component will be submitted to A.P.(Major) Section by examination centre.
2.	Minor(MN-1)	Away Centre	Home	Home	Answer scripts of Theory Component will be submitted to A.P.(Major) Section by examination centre.
3.	SEC	Away Centre	Home	Home	Answer scripts of Theory Component will be submitted to A.P.(Major) Section by examination centre.

4/3 Year B.Com. Examination:Home Centre Examinations

SL No.	Name of the Paper	Paper Component			Remarks
		THEORY	PRACTICAL (As applicable)	TUTORIAL	
1.	IDC/MDC	HOME	HOME	HOME	College Teachers will evaluate all the scripts
2.	AEC	HOME	HOME	HOME	College Teachers will evaluate all the scripts
3.	CVAC/VAC	HOME	HOME	HOME	College Teachers will evaluate all the scripts

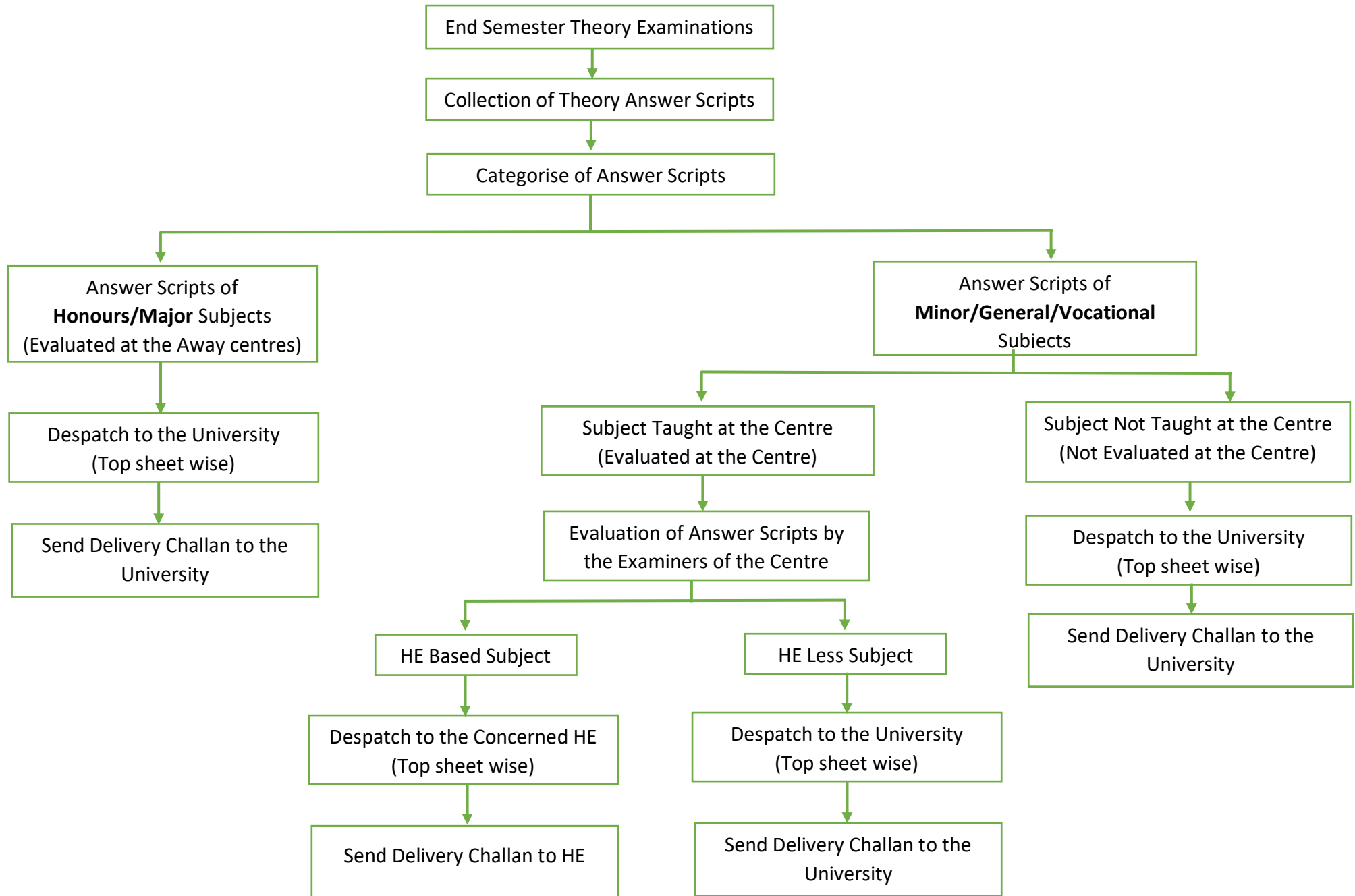
3 Year B.A./B.Sc Examinations: Semester end examination

Sl. No.	Name of the Paper	Paper Component			Remarks
		THEORY	PRACTICAL	TUTORIAL	
		Nature of Exam. Centre			
1.	Core Paper (CC)	Away	Home	Home	Examination centre will be evaluation centre. Answer scripts/ award lists/statement of marks etc will be submitted to the Head-Examiners by the examination cum evaluation centre after evaluation and scrutiny of marks. Answer scripts of non-taught subjects(if any) will be submitted to the A.P.(Major) Section by the examination centre.
2.	Minor Paper (MN) As applicable in different semester	AWAY	Home	Home	Examination centre will be evaluation centre. Answer scripts/ award lists/statement of marks etc will be submitted to the Head-Examiners by the examination cum evaluation centre after evaluation and scrutiny of marks. Answer scripts of non-taught subjects(if any) will be submitted to the A.P.(Major) Section by the examination centre.
		Home Centre examination			
3.	SEC Paper	Home Centre			Evaluated by the College Teachers
4.	IDC Paper	Home Centre			Evaluated by the College Teachers
5.	AEC Paper	Home Centre			Evaluated by the College Teachers
6.	CVAC Paper	Home Centre			Evaluated by the College Teachers
Papers mentioned in sl.no. 3,4,5 & 6 will be held before the commencement of semester end examinations.					

4 Year B.A./B.Sc (Honours & Honours with Research): Semester end examination

Sl. No.	Name of the Paper	Paper Component			Remarks
		THEORY	PRACTICAL	TUTORIAL	
		Nature of Exam. Centre			
1.	Core Paper DSCC	AWAY	AWAY	HOME	Answer scripts of Theory component will come to A.P.(Major) Section
2.	Minor Paper	AWAY	HOME	HOME	Examination centre will be evaluation centre (similar as CBCS)
3.	SEC Paper	AWAY	AWAY	HOME	Answer scripts of Theory component will come to A.P.(Major) Section
		Home centre examination			
4.	IDC Paper	Home Centre	Home Centre	Home Centre	Evaluated by the College Teachers
5.	AEC Paper	Home Centre	Home Centre	Home Centre	Evaluated by the College Teachers
6.	CVAC Paper	Home Centre	Home Centre	Home Centre	Evaluated by the College Teachers
7.		Home Centre	Home Centre	Home Centre	Evaluated by the College Teachers

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



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

