



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA
RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

FAQ FOR SEMESTER I B.COM./ B.A./ B.SC./ BBA CALCUTTA UNIVERSITY EXAMINATION 2021

	Query	Answer
1	I need Semester I Calcutta University Examination 2021 Schedule	Click the link given below to access the schedule for the Calcutta University Examination for Semester I. Click here for Semester I Calcutta University Examination, 2021 Schedule
2	Who are eligible for the Semester I Calcutta University Examination?	Regular Students of Semester I who have filled up their Calcutta University Examination 2021 form are eligible to appear for Calcutta University Examination. Also, the students who have failed paper/s in Semester I and have filled up Calcutta University Examination 2021 form are eligible to appear only in their failed subjects of the Semester I.
3	Will I get an Admit card?	Admit cards shall be distributed online. The process shall be informed once Calcutta University issues the Admit card. Although Admit card is not required for the Online Examination but it is advisable to download it, refer to it for your exam schedule and preserve for future reference. Presence in College campus for appearing in the said Examination is not allowed. Students will have to appear in the Examination from their place of residence only.
4	Where will I get question paper for my exam?	Question paper for your exam shall be available on College website 15 minutes before the schedule exam timing on your examination day. The web link for the same is as below. https://www.thebges.edu.in/cu-examinations/
5	Do we have to write on any specific paper for Non-MCQ based exam?	Please ensure that. a) The answers must be written on blank white A4 sheets. b) The answers must be written only on one side of the A4 Sheet. c) There should be clear margin of 1 inch all 4 sides of every page. d) The answers must be handwritten only. (Not applicable for MCQ)
6	Which details of mine should I write on Answer Script?	NAME OF THE STUDENT SHOULD NOT APPEAR ANYWHERE IN THE ANSWER SCRIPTS. On First page you must correctly write the following. <ul style="list-style-type: none">• Calcutta University Registration Number. (in XXX-XXXX-XXXX-XX format)• Calcutta University Roll number. (in XXXXXX-XX-XXXX format)• Page number (on each page)• Examination Date



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7	How will MCQ exam be conducted?	<p>The question paper for MCQ examination will be given as per Sr. No. 4 above.</p> <p>The Google form link for MCQ Answer shall be uploaded on college website 20 minutes after the schedule start time of the examination for selecting your option against each question number. There is no need to upload any answer script in the MCQ google form. Students just need to select correct option from the multiple choices given against each question number and submit the form online.</p> <p>Please thoroughly read the instructions given on top of google form before answering.</p>
8	I do not have my Calcutta University Registration Number or Roll Number with me.	<p>You can get your Calcutta University Registration Number/ Roll Number in your Calcutta University Admit card, click the link given below to download the same.</p> <p>Click here to download your Calcutta University Examination 2021 Admit Card</p> <p>Please note: The details regarding downloading of admit card shall be updated on 25/02/2022 by 04:00 PM.</p>
9	When will I receive Google link for uploading of Answer Script & How much time I will get for uploading of Answer script?	<p>The google link for uploading of Answer script shall be uploaded on the College website. Link for the same is as below</p> <p>https://www.thebges.edu.in/cu-examinations/</p> <p>The link shall also be sent to the Institutional Email ID 30 minutes before the schedule completion time of the Examination and student will get 30 minutes of time post examination time for uploading of the answer script.</p> <p>For Example, if the exam completion time is 1 pm, google form shall be sent to Institutional Email ID (Personal Email ID registered with college in case of annual based students) by 12:30 pm and by 1.30 pm student needs to upload the answer script.</p> <p>For MCQ based examination, The Google form link for Answer shall be sent in Institutional Email ID (Registered Email ID with college in case of Part I/II Students) 20 minutes after the schedule start time of the examination. For details, please refer to Sr. No. 7 above.</p> <p>A sperate Google Link will be sent for each examination.</p>



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10	How to scan?	You need to scan your answer script in Portrait orientation using your smart phone with any document scanner application. Some of them are as follows. <ol style="list-style-type: none">1. Adobe Scan (Max pages - 25)2. Microsoft Lens (Max pages - 30)3. Document Scanner (Made in India) (No page limitations).
11	What should be the file name & suggested file size?	✓ For faster upload, try to limit the file size below 25 MB although it will accept file size up to 50 MB. ✓ The file name should be in the format mentioned – CU Registration number - Paper Code. Example of file name- XXX-XXXX-XXXX-XX–(PaperCode).pdf Student must ensure that the correct file is uploaded.
12	Access Denied / You Need permission Issue? (Applicable to Semester Based students only)	This issue mainly arises while accessing the google form through mobile phones. It is recommended that student should give this exam on a Laptop or PC if available. Students need to make their institutional ID as default ID in the browser. copy the google form link and paste it in the browser such as Google Chrome, Jio Browser etc. The Answer script collection google form will only be accessible using your Institutional Email ID.
13	File Size Exceeding the Limit?	It is advisable to keep the file size below 25mb to minimize upload timings. In case of higher file size, you can take help of online utilities available with sites such as smallpdf.com , ilovepdf.com etc to compress the pdf and then upload the file. Please ensure that the quality of pdf does not deteriorate while compressing the same.
14	File format not supported.	In the google form link only pdf format is supported, so if your file is scanned in some other format, you need to convert the file format to pdf through online sites such as ilovepdf.com , smallpdf.com etc
15	Google Link Form for submission not received?	If you have not received Google link for submission of your Answer script, the same can be accessed from the College website. The link for the same is given below. https://www.thebges.edu.in/cu-examinations/



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	Query	Answer
16	What if I could not upload my Answer script on Google form link?	<p>In Case of persistent problems in Downloading, Scanning, uploading, or attaching Answer Script file, contact the teacher whose name is in the attached list.</p> <p style="text-align: center;">(Click for Teachers List)</p>
17	Login Problem/Password Problem.	<p>If you have login issues with your Institutional ID because of password, you can try the following:</p> <ol style="list-style-type: none">1) Try recovering your password using your recovery mobile number / Personal Email ID already registered in your Institutional email ID. You can read this document for the process. https://support.google.com/accounts/answer/7682439?hl=en2) If it does not work, immediately fill-up the google form given in the link below. <p style="text-align: center;">Click here for reporting Institutional Email ID Issue</p> <p>It is mandatory for students to add their mobile number as a password recovery option to their Institutional Email ID account. Click the link given below for the process of same.</p> <p style="text-align: center;">Process for adding Mobile as Password Recovery Option.</p>
18	How do I ensure that my answer script is uploaded correctly?	<p>After successful submission of Google form with answer script, a confirmation email is sent to your institutional Email ID. Incase if you have not received the confirmation email, please try the following.</p> <ol style="list-style-type: none">1) Try to upload the answer script again using the same Google Form link if it gets uploaded, you will receive confirmation email.2) Incase if you get error "Form already submitted" Please immediately contact your departmental teacher. (Click for Teachers List)