

**Instructions for BOTA & BOTG SEM II students
for Even Semester Theory & Practical Examination,
August 2021.**

Where to get the Question Paper?

The Internal Assessment question papers will be available in the *Gurudas College Courseware* website <https://moocs.gurudacollege.in/> prior to the examinations viz. 15 mins before the starting time of the examination.

For theory paper answer submissions you will get the information where to submit answer scripts very soon.

Answer script preparation

1. The college will accept only one answer script from each candidate for each exam.
2. Answer scripts must be handwritten. It should be written in blue/black pen. In case of printed/typed/written by others, the answer script is liable to be cancelled.
3. Students must use A4 size white paper and they must write their answer **ONLY ON ONE** side of the paper.
4. Try to use black ball point pen while answering.

5. Care must be taken so that handwriting is legible.

Instructions for Preparing the Top Sheet of the answer script

Students must write the following on the Front Sheet/Top sheet of the answer script viz. You may make this Top Sheet prior to the examination.

Write the following neatly

- i. Name of exam :
- ii. Semester:
- iii. CU Roll number
- iv. CU Registration Number
- v. Subject: Botany (Hons.)/General
- vi. Subject Code: BOTA/BOTG
- vii. Paper:_____
- viii. Date of Examination:_____
- ix. Total number of pages (excluding top sheet).

Students must their Roll number, Registration number, date of examination and page number in every page. Please keep left, right and top margins,

Additional attachments with answer scripts of Theory & Practical examination

You have to attach the following with your answer script (after the answer script).

- i. Admit Card of this examination

Instructions for preparing the PDF file of the answer scripts

- a. While scanning the answer scripts use a standard scanner.
- b. After scanning crop the picture so that only your answer script is selected and not the surrounding table, books etc.
- c. Make a PDF file with answer script plus the above documents
- d. Rename the PDF file by writing CU Roll Number_Full name_Paper Code & Number_date of exam.

Example: SAYAN DINDA

will rename PDF as

183313-21-0006_Sayan_Dinda_CC_14_1_August

OR

183313-21-0006_SAYAN_DINDA_CC_14_01_08

What to do after submitting answer scripts

1. After submitting your answer scripts check in the sent mail folder whether you typed the email correctly.
2. Check if have attached your answer script PDF. If not immediately resend.
3. Answers must be submitted within the stipulated time. Submissions after that will not be entertained.
4. Do not make multiple submissions. In case you do your first submission will be accepted.

5. Please note you will get additional 30 mins for theory and practical papers to scan and upload your answer scripts.
6. You **may or may not** get an acknowledgement upon submitting the answer scripts.
7. Take a screenshot of your sent mail folder where the email id to which you sent is visible and share in WhatsApp group with HOD, Botany.

Answer script submission

- a. Send a single email with the PDF of answer script attached **to all the email address written in your Practical question paper. The email ids for submission of your theory papers will be shared with you soon.** Please note that the email address may be different for each paper.