

SEM 3 and SEM 5 – Examination 2021

Guidelines to students for collection and submission of answer script



For offline mode: Date and time for the distribution of blank answer script for different subjects has been specified in the college website <https://www.sjcdarjeeling.edu.in>. Students can collect it only on the specified dates. Students can collect the answer script from any one of the College designated by the University. Students can collect a set of answer script from only one centre. If the student requires extra sheet, A4 sized paper may be used. During collection of the answer script original registration/admit card has to be produced without which answer script will not be provided. Students will have to collect as many answer scripts as mentioned in the admit card (Honours, GE, SEC, DSE, etc.).

For Online mode: Students can download the first page of the answer-sheet from the University website - nbuexams.net and use A4 size paper to write the answers. Once the exam is completed, students have to send the PDF of the answer-script (guideline for creating pdf is provided in the next page) in the respective Department email provided in the college website: <https://www.sjcdarjeeling.edu.in/examination>.

Downloading of the Question papers: Students writing the exam have to download the question paper from the university website (nbuexam.net). Question paper for a subject will be available for downloading **on the day** of examination from **9:00 AM** onwards as per the dates mentioned in **Schedule I**. Registration number is required to access the question paper.

Submission of answer script: Students have the option to submit the answers script both online and offline. In both the modes, students will have to submit the answer scripts on or within the date mentioned in the **Schedule I**. For offline submission, concerned teachers who teaches the paper will be deputed for collection of the answer script in the exam office on the day of the exam.

For online submission, Name of the paper has to be mentioned in the subject space after writing the email address (e.g. Paper CC -V, if you submitting paper CC -V). All the honours papers have to be submitted in the departmental email ID created for the purpose. The SEC papers for both honours and program have to be submitted to the respective departmental ID (e.g. NEPSEC is to be sent to Nepali departmental ID)

General students will send the answer script of subject paper to the respective departmental email ID, unless specified. Some Departments has created separate email ID for general (*Please see the list of email ID in the college website*) Students will receive an acknowledgement of the receipt of answer scripts in both the modes.

While sending the answer script online please go through the guideline for instruction for scanning the document and submission. Also refer to **Schedule I** for information related to downloading the question papers and submission of answer scripts.

s/d-
Fr. Dr. Donatus Kujur
Principal
St. Joseph's College, Darjeeling

Instruction for scanning answer script and submission

For mobile users: install the scanner that can convert to pdf file from the google app store.

1. Adobe scan
2. Cam Scanner India

Before scanning students are advised to check the answer script thoroughly. Number the page on the top corner. Once it is complete scanned upload the answer script to respective email ID.

Students must ensure followings while scanning the answer script for submission.

1. Scan the document straight from the top. Avoid shooting from inclined position.
2. Ensure there is optimum light in the room where you are taking photo. Avoid any shadows that falls on the document by light bulb.
3. Area outside paper size of the script should be cropped. Side corners can be cropped by squeezing the corner points to desired paper outline
4. Scan continuously in the sequence of page order starting from the top page. Students are advised to mark page number in the top corner of the answer script before scanning
5. The scanned document should be clear and legible. To ensure this your hand should be stable or use any stable platform for taking photo. Blurring of photo should be rectified immediately and any illegible scans should be deleted from the file.
6. All the scanned answer script should be selected in sequence of page number so that a single pdf file is created. Multiple pdf file for a given paper is to be avoided.
7. Save the answer script in pdf format. Name the file with subject and paper of a given day.
8. Send your submission in the respective departmental email address only.

s/d-

Fr. Dr. Donatus Kujur
Principal
St. Joseph's College, Darjeeling