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## **Guidelines to students for submission of answer script for Examination**

### **2021, Even Semester & Annual System (1+1+1)**

There is no offline (physical) mode available for distribution and submission of answer scripts for upcoming NBU Semester End and Annual Exams (1+1+1), July 2021.

**Downloading of Answer sheet:** No answer scripts will be distributed from the College. Students can download the first page of the answer-sheet from the University website - [nbuexams.net](http://nbuexams.net) and use A4 size paper to write the answers.

**Downloading of the Question papers:** Students, who are appearing for the exams, have to download the question paper. Question paper will be available for downloading from the university website ([www.nbuexams.net](http://www.nbuexams.net)) from 12:00 noon 22 July 2021 onward for CBCS students and 24<sup>th</sup> July for annual system. Registration number is required to access the question paper.

**Submission of answer script:** Offline submission is not allowed. Answer scripts have to be submitted only through email(s) provided for the purpose (please see the email address department wise in the college website). The dates for submitting/uploading the answer scripts online are as follows – **6<sup>th</sup> Sem – 26 July, 2021; 4<sup>th</sup> Sem – 27 July, 2021; 2<sup>nd</sup> Sem – 28 July; and for Annual (1+1+1) System – 30 July, 2021.**

Answer scripts have to be submitted in **pdf format only** (Please do not send in jpeg format/photo format). The answer script has to be properly scanned (portrait mode). Go through the guideline for instruction for scanning the document in the next page.

**Specify the paper** in the subject space of the email (e.g. CC2, DSC 2, DSE4, GE2, LCC 1 etc. paper VIII etc.) in order to help/enable proper tracking. All the honours papers have to be submitted in the departmental email ID created for the purpose (see the email address in the email section in the exam hyperlink). Student writing Major Indian Language (MIL) will submit the answer script to the respective subject's departmental email ID (Nepali will send it to Nepali Dept. and so on). For Alternative English, students have to send in their papers in the email ID meant for the program students.

General students will send the answer script of subject paper to the respective departmental email ID, unless specified otherwise. 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.

## **Instruction for scanning answer script and submission**

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

Examples:

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,

Scan the document in portrait mode. Do not scan in landscape mode or mix the two modes. Upload the answer script and send it 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 first page. Students are advised to mark page number in the top corner of the answer script before scanning
5. Enhance the quality of the scan so that the writing is clear
6. 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.
7. 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.
8. Save the answer script in pdf format. Name the file with subject and paper of a given day.
9. Send your submission in the respective departmental email address only.

Sd/

Fr. Dr. Donatus Kujur SJ  
The Principal

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