

DINABANDHU ANDREWS COLLEGE

NOTICE

DAC/N-54/2020-21, dated 15.11.2020

Detailed Instructions to the candidates of B.A./B.Sc./B.Com. Part-I & Part-II (Hons/Gen/Major) & B.A./B.Sc./B.Com. Semester-II/Semester-IV (Hons/Gen/Major), 2020

Candidates of B.A./B.Sc./B.Com. Part-I & Part-II (Hons/Gen/Major) & B.A./ B.Sc./B.Com. Semester-II/Semester-IV (Hons/Gen/Major), 2020 are hereby instructed to

- Keep their mobile phones or lap-tops or desk-tops or tabs fully charged before 15 minutes of the scheduled examinations
- Download a permitted 'Scanner' App or make a scanner available with them for the purpose of scanning the answer sheet.
- Ensure uninterrupted internet connection to their devices (mobile phone or lap-top or desk-top or tab).
- Check the routine of the examinations under reference which is available on the college website.
- Get the Question Papers downloaded (before 15 minutes of all the scheduled examinations) and keep the same with them **during the entire period of the examination (please follow the routine)**. Question Papers can be downloaded from the college website <https://www.dacollege.org>
- Use A4 sized plain paper for the purpose of writing the answers.
- Follow the design of the answer script available on the college website. (Click the link below to get the model answer paper).

[Click here to get the 'Model Answer Paper'](#)

- Write the Name of the Examination, the candidate's CU Registration No. & Roll No., Course (Hons/General/Major), Subject, Paper & date of Examination on the top of the answer script.
- Use **BLACK** ink only for the purpose of writing the answers.
- **Finish writing the examination paper within the time slot allotted for each examination (1 hour)**.
- Get the Answer paper scanned/photographed (answer paper to be uploaded **as single pdf file only**).
- Convert the scanned/photographed page of the answer paper into pdf (maximum size up to 8 MB) using the facility available on our system **or of their own**.
- Save the converted file (pdf of max. Size of 8MB) in their system (mobile phone or lap-top or desk-top or tab) and to rename the same within 20 characters. **[Please note that the smaller the size of the pdf file to be uploaded the faster will be the uploading]**.

The system will remain open to them to upload test files (scanned/photographed hand written test page/s converted into pdf) from 17.11.2020 till 10 a.m. of 21.11.2020. This is for the purpose of practice only. All test data will be deleted/erased immediately after 10-00 a.m. of 21.11.2020.

Please click on the following link to access the system

Click on the link below to access the system of
uploading the Answer Paper/s
[Uploading Link](#)

**Principal
Dinabandhu Andrews College**