

DEPARTMENT OF HISTORY

INSTRUCTIONS FOR UPCOMING B.A. PART-I AND PART-II EXAMINATIONS under 1+1+1 System– Honours and General (100 Marks Papers)

1. Schedule of examinations has been published by the University well in advance. All students are requested to consult it and prepare accordingly.
2. Question papers, as provided by the University, will be uploaded to the *College website* half an hour in advance of the starting time of the examination. Students are to download the question paper from the website. *Please do not share question papers from students belonging to other Colleges or other sources via WhatsApp. Faculty will not accommodate requests to confirm/verify whether such question papers are correct.*
3. Please mention “B.A. Part-I/II (Honours/General) Examinations under 1+1+1 System” on the top sheet. Mention Subject as History. Write Part I or II and Honours or General depending on the examination being attempted.
4. Write your University Registration Number, University Roll Number, Paper Number (Paper 1,2,3,4 etc.), Number of Pages used (excluding top sheet) and date and time of the examination. *Do not write any unnecessary details beyond these.*
5. Write on A4 sheets, single-side with black ink that is clearly legible. Write University Roll and Registration No. at the top of each sheet. Write page number on each sheet.
6. Begin answering the questions when the examination starts and stop writing when the exam ends.
7. Prepare a single PDF of the top sheet plus all the answer pages. The filename of the PDF will be your Registration Number.
8. Attach the PDF to an email. In the subject line mention HISA <Paper Code> <Univ. Reg. No.> Theory where Paper Code and Univ. Reg. No. will be according to the examination being given and the University Registration number of the candidate.
9. Mention Univ. Roll No. and Date of examination in the body of the email.
10. The email address for submission of all submissions is hisg2021snc@gmail.com
11. Email with attached answer script in PDF format must reach the email mentioned above **within half an hour of the ending time of the examination.** The Department will not accept answer scripts beyond this time.
12. **Department will not be responsible for any inadvertent mistakes (such as spelling mistakes while typing the ‘To’ email or attaching the answer script) made by the student. Marks will be awarded only if the answer script is received on time, is readable and contains necessary information mentioned in the top sheet and subject line of the email.**
13. Examinations are completely online and no exam-related activity will be conducted in the College.
14. Do not call faculty members during the examination or after, or ask for individual confirmation for answer scripts received. A confirmation mail may be sent. It is the responsibility of the students to ensure that the mail with attached pdf has been sent in correct order, within the stipulated deadline and to the correct email address.
15. The Department will not entertain requests for late submission of answer scripts under any circumstances. In all matters of dispute, the decision of the Principal shall be final and binding.