

# CITY COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION

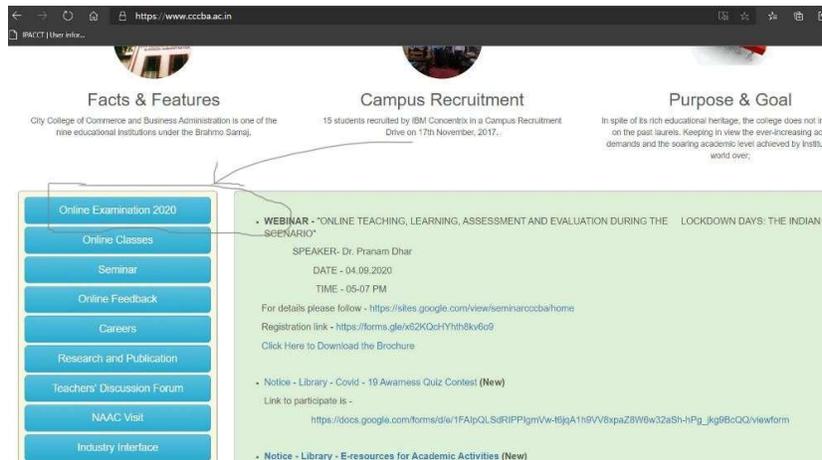
## STUDENT'S GUIDELINES FOR ONLINE INTERNAL EXAMINATION 2020 SEMESTER -I

Students are to Read, Understand and Follow the following steps:

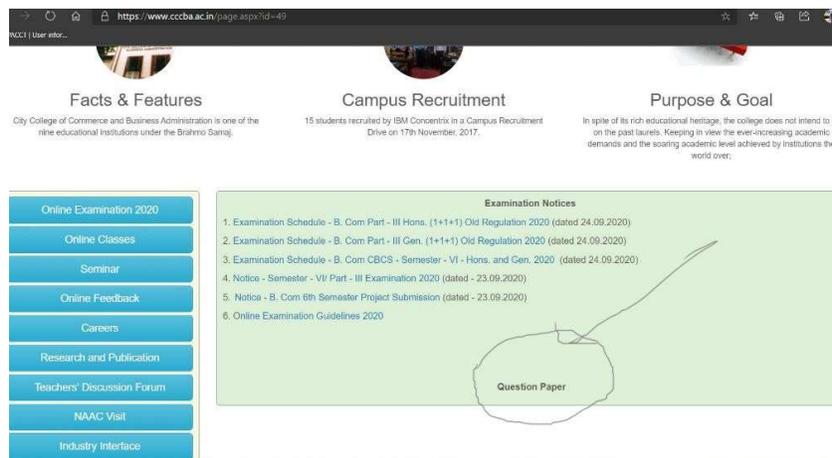
### A. QUESTION DOWNLOADING

1. Open the College Website [www.cccbba.ac.in](http://www.cccbba.ac.in) from your desktop/laptop/mobile phone.

2. Click on "Online Examination 2020" section



3. Click on **Question Paper** tab, check download folder for downloading question



4. To open the downloaded question you need Acrobat Reader or any other pdf reader.  
So, make available any pdf reader in your desktop/laptop/mobile phone

Adobe pdf reader download link - <https://get.adobe.com/uk/reader/>

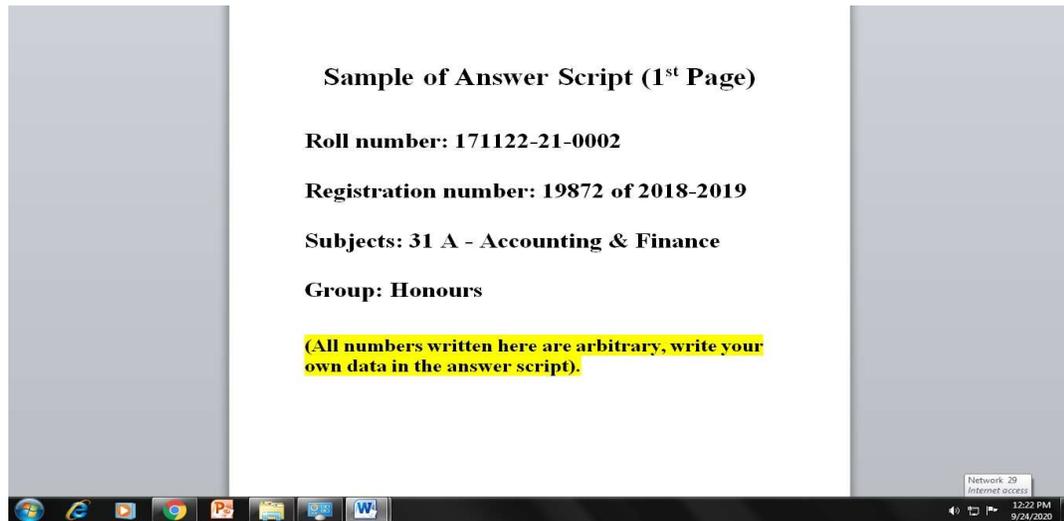
It is also available in Play Store/ IOS for Mobile Phones and Tablets.



## **B. ANSWER WRITING**

- Use only A4 size paper for writing your answers.
- Write with ball point pen of Black ink only.

I. **First page:** Write your roll numbers, registration numbers, subjects, and groups on the front page of your answer-script.



II. **Other pages:** Write your university roll number on every page of the answer script.

- **Don't write your name in any portion of the answer script.**

## **C. SCANNING OF HAND WRITTEN ANSWER SCRIPT &/OR CREATION OF PDF FROM WORD/JPEG DOCUMENTS**

I. **Creation of pdf from hand written answer script - in mobile phone**

After completion of writings in the answer script you have to convert it into pdf. Steps for creation of pdf using Adobe Scan are discussed here. You may use any other pdf scanner apps available in the Play Store. More or less procedures are same for all types of pdf scanners.

**Step 1:** Download Adobe Scan from Play store and install it in your android.

**Step 2:** Place your answer script on the solid surface. Make sure the colour of the surface is contrasting from the paper colour.

**Step 3:** Open the app and focus it on your answer script.

**Step 4:** App will automatically look for the document and makes a boundary. Set the boundary as per your requirement.

**Step 5:** Keep the phone steady and press the round button for photo capturing.

**Step 6:** Adjust the border and rotate the page, if required and press continue.



Step 7: Repeat the process for all other pages.

Step 8: After the scanning rename the file as **University roll number-Subject**.

- For details you may view the following videos available in YouTube:

Hindi: <https://youtu.be/LSowenov2RY>

English: <https://youtu.be/Q7tj5IUPhzc>

II. **Creation of pdf from hand written answer script using desktop/laptop.** You need any Scanner to be attached with your machine.

Step 1: Power on your Scanner and open the software related to that scanner.

Step 2: Place your answer script in the photo taking part of the scanner.

Step 3: Start Scan

Step 4: After completion of first page scan click on Add pages to scan more pages

Step 5: Repeat the process

Step 6: After scanning of all pages End process and save the file in pdf format

Step 7: Rename the file as **University roll number-Subject**

III. **Creation of pdf from word document (typed answer script) in desktop/laptop**

i) Using Adobe Acrobat Professional

Step 1: Open Adobe Acrobat Professional

Step 2: Open File -> Create PDF -> From File

Step 3: Select the file from your desktop/laptop

Step 4: Save it as **University roll number-Subject**.

- For details you may check: [https://youtu.be/kg58P4\\_9xhc](https://youtu.be/kg58P4_9xhc)

ii) Word to pdf –online

Step 1: Open <https://smallpdf.com/word-to-pdf>(or any other service of your choice)

Step 2: Select the file from your desktop/laptop and press convert. It will take few times to complete the conversion

Step 3: download the file and rename it as **University roll number-Subject**

**FOR EXAMPLE**

**201122-21-0001 - FA I**



**D. POINTS TO CHECK BEFORE SENDING**

1. Check your roll numbers, registration numbers, subjects, and groups on the front page of your answer-script.
2. Check whether you have written university roll number on every page of the answer script or not.
3. Don't write your name in any portion of the answer script.
4. Save the file as pdf and named it as University roll number-Subject.
5. NOTE THAT – THE ANSWER SCRIPT SHOULD BE COMBINED INTO A SINGLE PDF FILE AND SEND IT BY EMAIL ATTACHMENT ONLY. DO NOT SEND IT BY ANY LINK OR GOOGLE DRIVE LINK.

For this example, as

**201122-21-0002 - FA I**

**E. Steps for sending Answer script**

Send the pdf of your answer scripts to the following email ids:

SUBJECT	SUBMISSION EMAIL ID
Financial Accounting (H)	cccba1.fa1.h@gmail.com
Financial Accounting (G)	cccba1.fa1.g@gmail.com
Principal Management (H)	cccba1.pm.h@gmail.com
Principal Management (G)	cccba1.pm.g@gmail.com
Business Law (H)	cccba1.blaw.h@gmail.com
Business Law (G)	cccba1.blaw.g@gmail.com
Statistics (H)	cccba1.stat.h@gmail.com
Statistics (G)	cccba1.stat.g@gmail.com
Microeconomics (H)	cccba1.me1.h@gmail.com
Microeconomics (G)	cccba1.me1.g@gmail.com
Bengali	cccba1.bng@gmail.com
English	cccba1.eng@gmail.com
Hindi	cccba1.hin@gmail.com

**Note: You have to send the answer script in the above mentioned email ids positively by 7.00p.m. of the examination date.**

MAY GOD BLESS YOU ALL

