



## INSTRUCTIONS TO STUDENTS FOR EVEN SEMESTER EXAMINATIONS:

1. Have sufficient A4 size sheets with you as per the above format approved by the College.
2. Write with a black ball pen.
3. Remember your **Examination roll no.** and **Registration no.** and *do not make a mistake.*
4. All question papers will be sent by WhatsApp to the mobile number registered with the College. *Do not change the mobile number.*
5. Questions papers will be sent 30 minutes before the actual time of examinations.
6. Once you complete writing the examination, **you have to scan the answer sheets and convert them into PDF. Create a name for the PDF using the examination roll no. and the subject you appeared.** All scanning are to be done in a portrait mode according to page number.
7. All answer scripts are to be submitted to the respective Department of the examination appeared by e-mail id or as instructed by the Department within 1 hour after the examination time. If your answer sheets are not received after 1 hour you will be reminded to send immediately. **No answer script will be accepted by WhatsApp.**
8. All hard copies of the answer sheets are to reach the College within 7 days from the date of completion the examination (that is, after 04.08.2021) by post or in person. For those submitting in person a schedule will be prepared to avoid crowding. If the hardcopy of your answer script is not received the e-copy will not be evaluated.
9. Note that if the hard copy and soft copy sent by e-mail do not match your examination will be cancelled.
10. In case of problems contact the Teachers of your Department or the Help line below:

### HELP LINE ONLY FOR EXAMINATIONS RELATED ISSUES:

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