

Serampore Girls' College

13, T.C. Goswami Street, Serampore, Hooghly – 712201
www.seramporegirlscollege.org

Instruction to get Question Paper & to submit/ upload Answer Scripts on Examination Day (Semester – 3 and Semester - 5 Examination 2020)

SECTION – 1 : Instruction to get Question Paper

Question papers will be available for download on examination day 30 min before the time of examination

<http://seramporegirlscollege.org>

Please keep checking college website for regular update

SECTION – 2 : Instruction to upload Answer Script

- Write down the answers in A4 pages but do not use any other page such as diary pages or ruled line sheets. Write only on one side of the pages.
- For each section (internal/ tutorial), start from a new page.
- Maintain minimum number of pages to write answer. Maximum size of the pdf is 5 MB.
- **Write your Roll No. and Registration number, Date of Exam, Subject Code & paper on the front page and roll & registration number on every page.**
- **Page numbers must be mentioned at the bottom of the page**
- Use black/ blue ink for writing answers
- Using mobile applications like **Adobe Scan** or **Doc Scanner**, scan your answers and convert them into a single pdf file (tutorial video link is given in the end) and then upload on the college website. You can use the crop option to ensure that answers are properly scanned and visible. Make sure all pages are clear and readable during making the pdf.
- **Submit your answer scripts within 1 hour of conclusion of examination thorough the following link:**
 - a. <https://www.seramporegirlscollege.org/>
 - b. <https://seramporegirlscollege.in/>

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- Make sure you properly enter the University Roll No. and Registration No. properly. If they do not match, then you cannot submit the answer script.
- If the file size of your answer script is too long, it may take a couple of minutes to upload the document on the college website.
- If the answer script fails to upload or taking too long, you must close window and try again until you see the message, "Submitted Successfully" .

LINKS FOR DOWNLOADING MOBILE SCANNING APPLICATIONS:

Adobe Scan download Link:

<https://play.google.com/store/apps/details?id=com.adobe.scan.android&hl=en>

Doc Scanner

https://play.google.com/store/apps/details?id=net.doc.scanner&hl=en_IN

Answer Script submission instruction:

Online submission will be started **after 30 minutes** of beginning of the examination and the portal will be remain open for **one hour** after the completion of the examination time.

Also, for **offline mode**, the college will remain open from **9:30 to 11:00** am for the first session, **12:00 to 1:30 pm** for the second session and **2:00 to 3:30 pm** for the third session.

YOUTUBE VIDEO TUTORIAL LINK:

<https://www.youtube.com/watch?v=X2rBDCSEwvA&feature=youtu.be>

1. Tutorial to prepare PDF file using adobe scan
2. Process to upload PDF file in college website



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