

Serampore Girls' College

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

Rules of submission of the Answer Scripts (Semester II, IV and VI Honours & General Internal Examination - 2021)

Instructions of Submission Guide Line to the Students:

Please keep checking college website for regular updates

- Question papers will be available at 30 minutes before the commencement of the exam.
- **The schedule for Internal Examination has been uploaded on the college website.**
- 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.
- Maintain minimum number of pages to write answer
- **Write your Name, Roll No. and Registration number, Date of Exam, Subject Code & paper on the front 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 and then upload on the college website. You can use the crop option to ensure that answers are properly scanned and visible.
- **Submit your answer scripts within 30 minutes of conclusion of examination thorough the following link:**
 - a. <https://www.seramporegirlscollege.org/>
 - b. <http://seramporegirlscollege.in/>
- 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, you must try again until you see the message, “Submitted Successfully” .
- You can check preview of ONLY FIRST PAGE of your submitted answer script to be sure if you have uploaded the correct pdf. If you have uploaded wrong pdf you can report concerned subject teacher for correction and permission for re-submission if necessary.

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

- Soft Copy (PDF) and Hard copy Submission time are as follows:
 - **ONLINE & Offline MODEs: 9:30 AM – 11:00 AM (1st Session), 11:30 AM -1:00 PM (2nd Session) and 1:30 PM -3:00 PM (3rd Session)**

YOUTUBE VIDEO TUTORIAL LINK:

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

