Date	Day		SERAMPORE GIRLS COLLEGE	Online Internal Assessment and Tutorial Exam January 2022	
			30 Minutes for Internal Assessment, 1hr for Tutorial		Date: 12/02/2022
Date	**Day**		**1st Session 10:30am-12:00am**	**2nd Session 12:30 noon -2:00pm**	**3rd Session 2:30 pm-4:00pm**
16-FEB -22	Wed	Hons	1st Sem Honours Paper **CC1-** all subjects	1st Sem Honours Paper **CC2-** all subjects	AECC All Hons and General- All Subject
17-FEB -22	Thu	General	1st Sem General Paper CC1/GE1 - English, Bengali, Political Science, Philosophy, Economics, Physics, Electronics, Botany	1st Sem General Paper CC1/GE1 - History, Education, Physical Educatiuon, Zoology, Mathematics	1st Sem General Paper CC1/GE1 - Geography, Sociology, Sanskrit, Hindi, Urdu, Music, Chemistry, Computer Science
			Soma Roy		*Uttam Haldar*
			Principal		**Convenor Routine Committee**

Serampore Girls' College

13, T.C. Goswami Street, Serampore, Hooghly – 712201

www.seramporegirlscollege.org

Rules of submission of the Answer Scripts
(1st Semester 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) of answer scipt upload time are as follows:

YOUTUBE VIDEO TUTORIAL LINK:

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