

BRAHMANANDA KESHAB CHANDRA COLLEGE

GENERAL GUIDELINES FOR POST GRADUATE SEMESTER IV END TERM EXAMINATIONS 2020

TO BE HELD ONLINE DURING THE PANDEMIC OF SARS-Cov-2

1. **Students/ Examinees** having **valid Registration Numbers, Roll Numbers**, and possessing proper **Admit Cards** may write the examinations **online**, in accordance with the routine given in college website.
2. **Questions** will be sent to the students **at 9: 30 a.m. on the date of the examination through e-mail**. Any student having difficulty in downloading the question paper should immediately communicate with the college authority (names of the person(s) assigned to help along with their contact number(s) given in college website.
3. The students must prepare their **answer scripts on A4 size papers only**. Examinees must write their respective Registration Numbers and Roll Numbers on the top of each page. They must put page numbers as well.
4. The students must **submit their answer scripts** along with a scanned copy of their admit card , either **through e-mail** (address given below) or at the college **office by 3:30 p.m. on the same date of the examination**.

EMAIL ID: BOTANY botanyexambkcc@gmail.com

MATHEMATICS bkccpgexam2020@gmail.com

5. For **online submission**, the students must scan their answer scripts and **upload in Pdf format** as a single file along with a scanned copy of their admit card.
6. Any **examinee having difficulty in uploading answer-script** may send the written answer-script along with a scanned copy of their admit card, **duly sealed in an envelope to the college office** through authorized representative or s/he may submit the answer-script herself/himself.
7. **STUDENTS NOT SATISFIED WITH THE MODE OF EXAMINATIONS OR RESULTS THEREUPON MAY SIT FOR OFF-LINE EXAMINATIONS TO BE CONDUCTED BY THE COLLEGE AS AND WHEN THE PANDEMIC SITUATION IMPROVES.**

Sd/

Controller of Examinations

Post Graduate Studies