

BRAHMANANDA KESHAB CHANDRA COLLEGE

General Guidelines for Under Graduate Part III (Hons & Gen) 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 University website.
2. **Questions** will have to be downloaded by the students **at 11: 30 a.m. on the date of the examination from University (WBSU) website (www.wbsuexams.net) by putting his/her Registration number**. 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) as given below.
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 **through e-mail** to respective Departments (**address given below**) **by 3 p.m. on the same date of the examination**.
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 **within College hours , on the same date of the examination**.
7. **STUDENTS NOT SATISFIED WITH THE MODE OF EXAMINATIONS OR RESULTS THEREUPON MAY SIT FOR OFF-LINE EXAMINATIONS TO BE CONDUCTED BY THE UNIVERSITY AS AND WHEN THE PANDEMIC SITUATION IMPROVES.**

Sd/

Principal

21-09-2020

FACULTY NAME (HEAD of DEPARTMENT)	NAME OF DEPARTMENT	PHONE NUMBER (WHATSAPP NO.)	EMAIL ADDRESS FOR UG PART III EXAMINATION 2020
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