

GOVERNMENT GENERAL DEGREE COLLEGE AT MANGALKOTE

Guidelines for the SEM - I Examination, 2020 (Hons. and Pass)

1. Question papers for each paper will be uploaded 30 minutes before the start of each examination at the college website. Students may download the question papers from either college website (mangalkotegovtcollege.org) or university website (www.buruniv.ac.in).

2. Front page for writing answer script is provided in the college as well as university website. The use of front page for each paper is mandatory. Students should download and take out the print of front page before each day's exam. Students are asked to fill the front page carefully. Incomplete front page will be rejected.

3. Blank A4 pages should be used for writing answers. The format for blank A4 page is given in college website. Students are asked to write page no. 1,2,3, 4 etc. after front page along with university roll no., subject and paper name on each A4 page.

5. After completion of the exam, students are asked to scan the answer scripts in a single PDF file following the order: front page, page no. 1, 2, 3, 4, etc.

6. The scanned single PDF file of each paper must be submitted within 30 minutes of the completion of exam in the email IDs given below. In case of failure, examinee must submit the same to the college within 30 minutes of the completion of exam failing which the candidate will be treated as absent.

7. The name of PDF file for online submission will be Roll no.-subject-paper code. For example, if your roll no. is 190113600001 and you are writing Bengali CC-1 paper, the file name will be: **190113600001-Bengali-CC-1**

8. The email IDs for sending answer scripts are:

Subject	Mail IDs
All papers related to Bengali	136ggdcbeng@gmail.com
All papers related to English	136ggdcmeng@gmail.com
All papers related to History	136ggdcmhist@gmail.com
All papers related to Political Science	136ggdcmpol@gmail.com
All papers related to Sociology	136ggdcmsoc@gmail.com
All papers related to Zoology	136ggdcmzoo@gmail.com
All papers related to Chemistry	136ggdcmchem@gmail.com
All papers related to ENVIS	136ggdcmenvs@gmail.com

9. For any further query, students may consult the respective department. Helpline numbers are provided below:

Department	Helpline number
Bengali	8250541319
English	9732215232
History	9679211754
Political Science	7044729823
Sociology	9051271628
Zoology	9432150191
Chemistry	8240720525
ENVS	9889038369

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