



**Government of West Bengal
Office of the Principal
Government General Degree College, Mangalkote**

**Guidelines for the online Internal Assessment (theory) 2021-22 of
SEM II, SEM IV and SEM VI (Hons. and Pass)**

1. The internal examination of ongoing Sem 2, 4 and 6 students will be conducted online. The students should write the answers in their own handwriting from home. The time for each paper will be of 30 minutes and total marks for each paper will be 10. There is no need of physical appearance at the college and the soft copy of answer scripts must be submitted through email. The marks obtained will be submitted to the university and the candidates who will not respond accordingly will be treated as absent.
2. Question papers for each paper will be given 10 minutes before the start of each examination at the WhatsApp group of respective subjects. Students must download the question papers from there.
3. Front page for writing answer script will be provided in the respective WhatsApp groups as well as college 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.
4. Blank A4 pages should be used for writing answers. Students are asked to write page no. 1, 2, 3, 4 etc. after front page along with subject, paper and roll no. on the top of 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 15 minutes of the completion of exam in the email IDs given below failing which the candidate will be treated as absent.

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 Botany	136ggdcmbot@gmail.com

7. Examinee's roll number will be the name of the PDF file and the paper name will be the subject of the email.

sd/-

**Conveners
SEM II, IV & VI Exam
Committees, GGDC Mangalkote**



**Officer-in-Charge
GGDC Mangalkote**