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SIR GURUDAS MAHAVIDYALAYA

(ACCREDITED BY NAAC WITH GRADE-B)

33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,
KOLKATA - 700067

26.02.2021

Ref. No. SGM/ _____

Date _____

General Instructions for Internal Examination (BA/BSc)

1. Internal Exam Schedule(Q Paper & All other related exam notice) is available on College Website at below link
[.http://www.sirgurudasmahavidyalaya.com/2020/11/03/university-exam-schedule/](http://www.sirgurudasmahavidyalaya.com/2020/11/03/university-exam-schedule/)
Or <http://www.sirgurudasmahavidyalaya.com> under **University Exam tab (Blue Color)**
2. Question papers will be available on the college website **30 Minutes before the exam starts**. The weblink for question papers is given above.
3. Students must write answers with **Black/Blue ball pen on A4 plain sheets**. (You may use the attached sheet below)
4. The front page of the **answer script should contain a) Student's name, b) CU Roll No.(if available), d) CU Registration Number d)Semester/Year e) Subject and Paper f) Date g) Time**.
- 5.**Every page** should contain the **CU Roll Number + Reg No** of the student and page number.
6. After **writing the answers, make a pdf and send it to the email id(mentioned in the question paper) within 30 minutes** of the end of the respective exam.
7. The **pdf file name** should be in the following format.

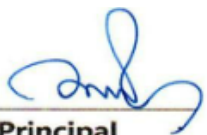
For students appearing exams for CBCS system,

<Subject Code>-<Semester No>-<Paper>-<Last six digits of CU Roll No>_<Exam type>

Example -

ENGA-Sem I-CC I-123456_Int or PLSG-Sem V-DSE A-123456_int

8. **Subject of the email should contain Name of the Student, CU Reg No, Semester No, Subject, Paper**


Principal
Principal
Sir Gurus Das Mahavidyalaya
Kolkata-700067

