

# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, Dist. North 24 Parganas, PIN-743268

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## **NOTIFICATION REGARDING THE METHODS OF UPLOADING THE ANSWER SCRIPTS/ HOME ASSIGNMENTS/ PROJECTS ETC. TO THE SUBJECT /COURSE/PAPER SPECIFIC MAIL IDs FOR THE 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> SEMESTERS INTERNAL ASSESSMENT, 2021**

1. The Internal Assessment, 2021 for the odd semesters (Semesters 1, 3 and 5) would be conducted through complete online mode.
2. The candidates of the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semesters must attach the scanned copy of the **Bank Challan (indicating your final admission to the respective semesters)** and the **Registration Certificates** (only for the candidates of 3<sup>rd</sup> and 5<sup>th</sup> Semesters) along with the answer scripts / home assignments /projects etc. This is absolutely mandatory.
3. The candidates must write their names, College Roll numbers, Semester and the name of the paper (CC / SEC / GE/ DSC / DSE/ MIL). In a separate front page of every answer scripts.
4. All the answer scripts / home assignments / projects etc. must be submitted /uploaded in the specific mail IDs in a Portable Document Format (PDF)
5. The candidates must write down the corresponding page numbers in the bottom of the answer scripts / home assignments /projects etc. (e.g., Page-1,2,3...)
6. The candidates must submit their answer scripts along with the documents mentioned above to the precise, paper wise, e-mail ID/s maximum within three (3) hours after the termination of the examination.
7. The candidates appearing in the ensuing Internal Assessment, 2021 must take utmost precaution during sending the e-mails and must be very careful about the destination addresses. They must be extremely vigilant regarding any technical glitches which may occur during the process and should check the sent mails to ensure that the mail has been sent to the correct e-mail ID. If the candidates send their answer scripts to the incorrect mail IDs and the college does not receive their answer scripts for any error, thereof, the college, in no way, would be responsible.

**Dr Subrata Chatterjee**  
**Principal**