



# GARHBETA COLLEGE

(Affiliated to Vidyasagar University)

Accredited by NAAC

Website : [www.garhbetacollege.in](http://www.garhbetacollege.in)

E-mail : [garhbetacollege48@gmail.com](mailto:garhbetacollege48@gmail.com)

Phone No. - (03227) 265143/267154

☆ At - GARHBETA ☆ P.O.: GARHBETA ☆ DIST.: PASCHIM MEDINIPUR ☆ STATE.; WEST BENGAL ☆ PIN- 721127

## Detailed Instructions ( Internal Assessment-2021)

### ❖ Procedure of online internal examinations of honours papers (Core, DSE, GE & SEC) for both Arts, Science & Commerce:

- The schedule for online internal examinations of honours papers (Core, DSE, GE & SEC) will be determined by the concerned departments.
- Departments have been requested to conduct the online internal examinations of honours papers (Core, DSE, GE & SEC) within 13<sup>th</sup> july 2021.
- Departmental faculty members will conduct online internal examinations of honours papers (Core, DSE, GE & SEC) by using respective WhatsApp groups/ e- mail.
- Question papers and blank answer booklets of the online internal examinations of honours papers (Core,DSE, GE & SEC) will be uploaded in the respective WhatsApp groups/ e-mail.

***The students are required to download the question papers and to write the answers in the given answer booklet only. Then they have to send the scanned copies of the answer scripts in PDF/ image format to the e-mailid. which will be written on top of the corresponding question papers***



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➤ **Procedure of internal examinations of AECC(Core) paper:**

All the students of Honours (arts, science, & commerce) will be advised to send their AECC(ENVS) answer scripts to the specific e-mail id.

- ❖ The students will be required to write the answers on the answer booklet only which will be uploaded in the college website.

➤ **Procedure for internal examinations for intermediate semester (2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semester) papers of arts, science, commerce general courses:** The students of arts general courses will be advised to submit their answer scripts of DSC, DSE, SEC & AECC papers to the college drop box by putting it into envelopes (on the envelop one must write the registration no. with year, subject & paper code) within 24 hours from the completion of the respective examinations.

- In case of any inconvenience regarding the submission the students may contact the departmental help line no. which will be provided.

- ❖ **Procedure for internal examinations for intermediate semester (2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semester) papers of science general courses:** The students of Science general courses need to download the question paper and blank answer booklets from the website. Since the number of students in Science General courses is much less than that of Arts general courses, it has been resolved that the students of Science general courses have to send all the answer scripts (*except answer script of AECC*) to the specific e-mail id. that would be mentioned on top of the respective question papers.

- ❖ The students are advised to write on both the sides of a page.
- ❖ The students will be required to write the answers on the answer booklet only which will be uploaded in the college website.



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- ❖ The question papers of General (both Arts & Science) and AECC papers will be uploaded in the college website by their concern departments from where the students will be required to download those.
- ❖ All the departments of science are requested to provide mail ID on the top of the question papers.
- ❖ Pattern for question paper:
  - (1) The paper setter needs to prepare a question paper with full marks 10;
  - (2) A student has to answer only 1 question of 10 marks. In the question paper, minimum six, maximum ten questions will be given from where the student has to answer one.
  - (3) keeping in mind the proportion mentioned in point (2), department may alter the pattern of question paper according to their convenience.
- ❖ As proposed by the Principal, all the faculty members have been requested to evaluate the answer scripts submitted in the college drop box on spot.

**Principal**  
**Garhbeta College**  
Garhbeta, Paschim Medinipur

**Dr.H.P.Sarkar**  
**Principal**  
**Garhbeta College**

**Dr.B.Jana Prof.K. Hansda**  
**Jont. Convenors**