LALBABA COLLEGE

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INSTRUCTION TO CANDIDATES

The Examinations will be uniformly of 3 hours duration commencing at 10 AM each day for 65 marks paper and 2 hours for 50 marks paper as per announced assessment schedule and additional half an hour will be provided for uploading soft copies of answer scripts.

Write down the answers in A4 pages/A4 type pages in white paper but do not use any Ruled Page or Diary Page. Put page numbers serially in all the pages on top or bottom of a page. Also put your Roll No. and Registration Number in all the pages you use. It is better to keep prepared beforehand with all these which may save your time while you are being examined.

Download the blank top sheet, fill in all the blanks beforehand with Roll No. Registration No., Subject, Paper, Date and other details as mentioned there.

After the end of all the answers, take Photocopy through CamScanner or Adobe scan and make the exact portion of pages through crop option. Don't use the normal camera of mobile phone. Download CamScanner or Adobe scan from Google play store. Place the filled in top sheet first, next place the Admit Card and then make all the Answer Pages in Pdf file serially through Adobe Reader/ Pdf Reader. The examinees should also be aware that a maximum of 25 MB can be uploaded as a single file as attachment in e-mail.

Answer scripts can be sent by e-mail as .pdf attachment only. The examinees are to prepare the file name of the .pdf file using their roll no and subject/paper identity and the same will be the subject of the e-mail they will sent. For example Roll Number: 122-033-0506. Subject Bengali Paper : V. The file name and subject of email will be like: 1220330506BNGA5.

Electronic submission of answer scripts is possible only with the e-mail address provided against each paper of examination. It will not be accepted if sent in an e-mail address different from what has been provided for the purpose. On successful submission of answer script you will get on online receipt through return mail.

It is recommended to submit through E-mail only. Physical submission of hard copies at college campus is possible, only if the department permits.