

SIR GURUDAS MAHAVIDYALAYA

General Instruction for Internal Examination-2020 (BA/BSc)

1. Exam Schedule is available on College Website <http://www.sirgurudasmahavidyalaya.com>.
2. Question papers will be available **30 Minutes** before the exam starts on college website. The web-links for question papers are <http://www.sgmexam.in/>, <http://www.sirgurudasmahavidyalaya.com>
3. Students must write answers with **Black/Blue ball** pen on **A4 plain sheets**.
4. The **front page** of the answer script should contain
 - a) Student's name
 - b) CU Roll No.
 - c) CU Registration Number
 - d) Semester/Year
 - e) Subject and Paper
 - f) Date
 - g) Time
5. Every page should contain the **CU Roll Number** 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>

Example - **ENGA-Sem II-CC3-123456** or **PLSG-Sem IV-GE4-123456**
 - For students appearing exams for 1+1+1 system,
<Subject Code>-<Part I/II>-<Paper>-<Last six digits of CU Roll No>

Example - **EDCA-Part I-P1-123456** or **BNGG-Part II-P2-123456**
8. The **subject of the e-mail** should contain
 - a) Student's name
 - b) CU Roll No
 - c) Semester/Year
 - d) Subject and Paper