



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA
RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

PROCEDURE TO FOLLOW FOR INTERNAL ASSESSMENT EXAMINATION, 2021

Students who have done their Calcutta University Examination 2021 form fill-up are Eligible to appear for their Semester II/ IV/ VI Internal Assessment Examination, 2021 are required to read and strictly follow the following procedure.

Click here for individual examination Schedule – [B.A.](#) , [B.SC.](#) & [B.COM](#)

1	Students will have to appear in the Examination from their place of residence only & Presence in College campus for appearing in the said Examination is not allowed.
2	Question Paper distribution method: Incase of Non- MCQ based exam , question paper shall be uploaded on College website 15 minutes before the schedule time of examination. Incase of MCQ based exams , the Google form shall be shared 10 minutes before the exam and answers will have to be given in the same form so there will not be any separate google form for answer. The link for the question paper / Google form is as follows. https://www.thebges.edu.in/internal-examinations/
3	Incase of Non- MCQ based exam , please ensure that: a) The answers must be written on blank white A4 sheets. b) The answers must be written only on one side of the A4 Sheet. c) There should be clear margin of 1 inch all 4 sides of every page.
4	On first page students must neatly & correctly write the following: • Calcutta University Registration Number. • Calcutta University Roll number. • Page number (On all pages). • Date. Click here to know your Calcutta University Registration No. & Roll Number.
5	NAME OF THE STUDENT SHOULD NOT APPEAR ANYWHERE IN THE ANSWER SCRIPTS.
6	After completion of the examination, all the pages of the answer scripts have to be scanned chronologically into single PDF file. You may take help of Document Scanner Apps like Microsoft Lens, Adobe Scan etc.
7	✓ For faster upload, try to limit the file size below 25 MB. ✓ The file name should be in the format mentioned – CU Registration number - Paper Code. Example of file name- XXX-XXXX-XXXX-XX–(papercode).pdf
8	Utmost care should be taken to ensure that the answer scripts are scanned with proper resolutions and are clearly readable at the time of evaluation.
9	Answer script collection method FOR SEMESTER BASED STUDENTS: For NON – MCQ based examination, a separate Google form link shall be sent to your Institutional Email ID issued by college on each Examination day 30 minutes before the scheduled completion time for uploading the scanned copy of the answer scripts. The link for the same shall also be available on the website, the link for the same is given below. https://www.thebges.edu.in/internal-examinations/
10	In Case of persistent problems in Downloading, Scanning, uploading, or attaching Answer Script file, please write an email to the departmental email id mentioned in notice. Please ensure to send email from your Institutional Email ID Only.