



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

Internal Assessment Examination 2021 - FAQ

	Query	Suggested solution
1	Who are eligible for the Internal Assessment Examination?	Regular Students of Semester 2/4/6 who have filled up their Calcutta University Examination 2021 form are eligible to appear for the Internal Assessment Examination. Also, the students who have failed paper/s in Semester 2/4/6 and have filled up Calcutta University Examination 2021 form are eligible to appear only in their failed subjects of the Semester 2/4/6.
2	Where will I get question paper for my exam?	Question paper for your exam shall be available on College website 15 minutes before the schedule exam timing on your examination day. The web link for the same is as below. https://www.thebges.edu.in/internal-examinations/
3	Do we have to write on any specific paper for 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 . d) The answers must be handwritten only . (Not applicable for MCQ)
4	Which details of mine should I write on Answer Script?	NAME OF THE STUDENT SHOULD NOT APPEAR ANYWHERE IN THE ANSWER SCRIPTS. On First page you must correctly write the following. <ul style="list-style-type: none">• University Registration Number.• Current University Roll number• Page number (on each page)• Date
5	I do not have my Registration Number or My Calcutta University Roll Number with me.	To know your Calcutta University Registration Number as well as Roll Number, please click the link given below and enter your 10-digit College UID. Click here to find your Calcutta University Registration number & Roll Number
6	When will I receive Google link for uploading of Answer Script?	The google link for uploading of Answer script shall be sent 30 minutes before the schedule completion time of the Examination. For Example, if the exam completion time is 1 pm, google form shall be sent to Institutional Email ID by 12.30 pm. For MCQ based examination, Question paper will be in google form and students are required to answer in the same form so there will not be any separate link for Answer script collection. A sperate Google Link will be sent for each examination.



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7	How to scan?	You need to scan your answer script using your smart phone with any document scanner application. Some of them are as follows. <ol style="list-style-type: none">1. Adobe Scan (Max pages - 25)2. Microsoft Lens (Max pages - 30)3. Document Scanner (Made in India) (No page limitations).
8	What should be the file name & suggested file size?	✓ For faster upload, try to limit the file size below 25 MB although it will accept file size up to 50 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 Student must double check that the file they are uploading is correct.
9	Access Denied/You Need permission Issue?	This issue mainly arises while accessing the google form through mobile phones. Students need to make their institutional ID as default ID in the browser. copy the google form link and paste it in the browser such as Google Chrome, Jio Browser etc.
10	File Size Exceeding the Limit?	It is advisable to keep the file size below 25mb since the higher the size, the longer will be duration for upload. In case of higher file size, you can take help of online utilities available with sites such as smallpdf.com , ilovepdf.com etc to compress the pdf and then upload the file. Please ensure that the quality of pdf does not deteriorate while compressing the same.
11	File format not supported.	In the google form link only pdf format is supported, so if your file is scanned in some other format, you need to convert the file format to pdf through online sites such as ilovepdf.com , smallpdf.com etc
12	Google Link Form for submission not received?	If you have not received Google link for submission of your Answer script, the same can be accessed from College website. The link for the same is given below. https://www.thebges.edu.in/internal-examinations/



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13	Login Problem/Password Problem.	<p>If you have login issues with your Institutional ID because of password, you can try the following:</p> <ol style="list-style-type: none">1) Try recovering your password using your recovery mobile number / Personal Email ID already registered in your Institutional email ID. You can read this document for the process. https://support.google.com/accounts/answer/7682439?hl=en2) If it does not work, immediately fill-up the google form given in the link below. Click here for reporting Institutional Email ID Issue <p>It is mandatory for students to add their mobile number as a password recovery option to their Institutional Email ID account. Click the link given below for the process of same. Process for adding Mobile as Password Recovery Option.</p>
<p>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.</p>		