

## INSTRUCTIONS FOR STUDENTS

- 1) This examination of **M.A. Semester IV, M Voc. Semester IV, and B Voc. Semester VI**, for the session **2020-2021** will be held in online mode from **11.00 AM to 1.00 PM** as per the Time Table forwarded to your subject's WhatsApp group.
- 2) The question paper will be uploaded on the College Student Portal : <https://www.hgdc.ac.in/portal/> as well as your subject's WhatsApp group exactly at **11:00 AM**.
- 3) Student shall need to login with their Registration Number and Registered Mobile Number. . Student have to click on the **“Online Written Exams”**. Thereafter they shall be given the link to download question paper. Student have to click on the link of **“Click here to download question paper”**
- 4) The duration of the examinations will be of TWO HOURS only and TWO HOURS will be given for submission of a single pdf copy of the answer scripts. The examination process must be completed within this time.
- 5) Students must use A4 size paper as answer scripts which shall have maximum 12 pages (12 sheets written on one side only) and should be numbered as 1/12, 2/12, .....12/12.
- 6) A candidate has to answer only four questions and a new question should be started from a new page. Students should preferably use black pen for better scanned results.
- 7) After finishing the writing work, the students should scan the answer scripts in serial order and convert it into a single pdf file. Please scan written pages only, not the blank ones.
- 8) The name of the pdf file should be Roll number-Paper code, e.g 21434410-PGM1356 and it should be mailed to the Email Id given by the subject teacher for that paper.
- 9) When pdf file will be received by the subject teacher, she will acknowledge it by sending a return mail to the student stating:  
**'File uploaded successfully'**.
- 10) The receipt of submission must be kept by the students as record.
- 11) The format of answer scripts (Sample attached): Leave one inch space on top and half inch space on sides on all pages, Q.No. be written in left side space and page no.in the space at the bottom. The following information should be provided in the space on the top of all pages:

Class: M.A. Subject: Education Paper: I/II/III Paper code: PGM1111

Roll No. : 11111 Enroll No.: XXXX Date: D/M/Y Paper name: .....