



Assesed and Re-Accredited by NAAC as Grade A (3.06)

Ref. No. SC/Admn/2021-22/00

Date : 12-03-2021

SHILLONG COLLEGE

Instructions for Under Graduate Students Appearing Odd Semester (I, III, V) Exams in March 2021

- On the day of exams, students will receive their question paper via WhatsApp 15 mins before the time of commencement. Students can also access their question paper from the college website, which will be temporarily displayed there.
- Students must write their answers in A4 size sheets. All answers must be handwritten. They are advised to write on one side of the sheet only and should follow the format given below:

	Roll No: Registration No: Name: Subject: Paper Name:	Date: Paper No:
	Roll No:	Page No: Signature:

- The bottom section must be written on every answer sheet.



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- Along with the question paper, students will receive an **email address**, where they are to upload and submit their answers.
- While uploading the answer scripts, students must write their **Roll no.> Name> Subject** in the Subject tab of the email. Repeaters must mention **Repeater** after Subject. Example given below:

Compose
From (student's email ID)
To (email ID supplied by teacher)
Subject A1800123>Rishan Dkhar>Philosophy (Regular/Repeater)
Compose email

- Care should be taken to check that the answers are sent to the correct email.
- Students can send their answers in **pdf or image format**. Students who wish to send the answers in image format are to make sure that they send the images of all their answer sheets in one email only.
- Care should also be taken to see that the attachment has been uploaded before it is sent to the said email.
- All answers must be uploaded and sent to the respective email immediately after the end of each exam.

JM
12/03/21
Principal
Shillong College
Shillong, 3

P.O. Laitumkrah, Shillong – 793003
Meghalaya.

Shillong College
Shillong, 3
2224903
(0364) 2502143
Website : Shillongcollege.ac.in