

# *Office of the Controller of Examinations*

**KHARAGPUR COLLEGE: KHARAGPUR 721305**

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Ref. No.:

Date: 26-03-2021

## **GUIDELINES FOR THE ONLINE EXAMINATIONS 2020 OF MA 1<sup>st</sup> SEMESTER**

1. The Examinations for the M.A. 1<sup>st</sup> Semester 2020 will be held as per the attached schedule.
2. The question papers will be available in the 'PG 1<sup>st</sup> Sem Exam' Portal of Kharagpur College Website [www.kharagpurcollege.ac.in](http://www.kharagpurcollege.ac.in) or [www.kharagpurcollege.in](http://www.kharagpurcollege.in). The students will be required to download and print their paper wise question cum answer booklet. In order to login to the portal, each student must create a password by entering the individual student code provided in the Student List in the student login portal and the OTP to be sent to his/her mobile phone.
3. The students will be required to carefully fill up their details like Registration Number, Roll Number in the Question cum answer booklet.
4. The students are advised to carefully check the examination schedule and download the entire question cum answer booklet (subject and paper wise) one hour prior to the start of examination as per the examination schedule. The question will be available from 09:00 a.m. on every examination day.
5. As far as possible, the students are advised to upload their answer scripts in Pdf format in the portal mentioned in the section2 above for smooth conduct of examination. The students must upload their answer scripts within the time specified for uploading of answer scripts. Alternatively, the students can email their answer scripts [pgexam2020@kharagpurcollege.ac.in](mailto:pgexam2020@kharagpurcollege.ac.in). For any query students are welcome to call the respective Head of the Departments.

*Somnath Das*

**Sd/-**  
Principal  
Kharagpur College