

## PROCEDURE FOR SUBMITTING ANSWER SCRIPTS

Follow only one method to submit your Answer Scripts. Never submit the Answer Scripts in more than one way. It will create problem which may disturb the publication of your result.

### Method – 1

You can upload your answer scripts by using your User ID & Password in 'ugbonlineexam.net' OR 'ugbexam.net' portal. Follow the SLIDE DEMONSTRATION' that has been given in our website.

OR

### Method – 2

You can send your answer scripts through email to the subject-wise email Id as under, in PDF format by saving your file with a name in the following style.

**(Subject Code) \_ (Registration No.) \_ (Paper code/Course code).pdf**

**For example –**

(i) A Part-I or Part-II physics Honours student (Subject Code PSHH) having registration no. 123456 and appearing at Paper IV, his/her file name will be like this – **PSHH\_123456\_IV.pdf**.

(ii) A Semester- II Physics General Student (Subject Code PHSG) having registration no. 123456 and appearing at AEC2 course, his/her file name will be like this – **PHSG\_123456\_AEC2.pdf**.

**Subject-wise email Id –**

- |   |                                |
|---|--------------------------------|
| 1) For Bengali (Hons papers & Gen papers)           | – kconlineben@gmail.com        |
| 2) For English (Hons papers & Gen papers)           | - kconlineeng@gmail.com        |
| 3) For Sanskrit (Hons papers & Gen papers)          | - kconlinesan@gmail.com        |
| 4) For Hindi (Hons papers & Gen papers)             | - kconlinehin@gmail.com        |
| 5) For History (Hons papers & Gen papers)           | - kconlinehis@gmail.com        |
| 6) For Political Science (Hons papers & Gen papers) | - kconlinepol@gmail.com        |
| 7) For Philosophy (Hons papers & Gen papers)        | - kconlinephi@gmail.com        |
| 8) For Economics (Hons papers & Gen papers)         | - kconlineeco@gmail.com        |
| 9) For Physics (Hons papers & Gen papers )          | - kconlinephy@gmail.com        |
| 10) For Chemistry (Hons papers & Gen papers)        | - kconlineche@gmail.com        |
| 11) For Mathematics (Hons papers & Gen papers)      | - kconlinemat@gmail.com        |
| 12) For Commerce (Hons papers & Gen papers)         | - kconlinecom@gmail.com        |
| 13) For Geography (Gen papers)                      | - kconlinegeo@gmail.com        |
| 14) For Education (Gen papers)                      | - kconlineedu@gmail.com        |
| 15) For Botany & Zoology (Gen papers)               | - <u>kconlinebio@gmail.com</u> |

OR

### Method – 3

You can send your answer scripts by WhatsApp to No. '9434040639' in PDF format. The procedure is **same as in Method – 2**.

OR

### Method – 4

You can submit your answer scripts to college counter if you fail to submit the same by the aforesaid three methods.

In all cases, time limit will be followed as per University guidelines.