

## 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 through 'ugbonlineexam.net' or 'ugbexam.net' portal by using your User ID & Password Semester-III students will use the same ID & Password used in their Semester-II examination. University may send against that ID & Password. If lost and not received from the University again, contact college office. Semester-I students will get their ID & Password in their registered mobile no. before commencement of their examination process. If not received, contact college office. 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 Semester-I Physics Honours student (Subject Code PSHH) having registration no. 123456 and appearing at Paper DC2, his/her file name will be like this – **PSHH\_123456\_DC2.pdf.**
- (ii) A Semester- III Physics General Student (Subject Code PHSG) having registration no. 123456 and appearing at SEC1 course, his/her file name will be like this – **PHSG\_123456\_SEC1.pdf.**

**Subject-wise email Id –**

- |                                       |                          |
|---------------------------------------|--------------------------|
| 1) For Bengali (All Papers)           | - kconlineben@gmail.com  |
| 2) For English (All Papers)           | - kconlineeng@gmail.com  |
| 3) For Sanskrit (All Papers)          | - kconlinesan@gmail.com  |
| 4) For Hindi (All Papers)             | - kconlinehin@gmail.com  |
| 5) For History (All Papers)           | - kconlinehis@gmail.com  |
| 6) For Political Science (All Papers) | - kconlinepol@gmail.com  |
| 7) For Philosophy (All Papers)        | - kconlinephi@gmail.com  |
| 8) For Economics (All Papers)         | - kconlineeco@gmail.com  |
| 9) For Physics (All Papers)           | - kconlinephy@gmail.com  |
| 10) For Chemistry (All Papers)        | - kconlineche@gmail.com  |
| 11) For Mathematics (All Papers)      | - kconlinemat@gmail.com  |
| 12) For Commerce (All Papers)         | - kconlinecom@gmail.com  |
| 13) For Geography (All Papers)        | - kconlinegeo@gmail.com  |
| 14) For Education (All Papers)        | - kconlineedu@gmail.com  |
| 15) For Botany & Zoology (All Papers) | - kconlinebio@gmail.com  |
| 16) For Environmental Studies         | - kconlineenv@gmail.com  |
| 17) For Computer Science (All papers) | - kconlinecomp@gmail.com |

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.