



# SHRI SHIKSHAYATAN COLLEGE

## INSTRUCTIONS FOR STUDENTS OF BA/BSC SEMESTERS 2 AND 4 [JAN – JUNE, 2020] REGARDING INTERNAL ASSESSMENT TO BE HELD IN NOVEMBER, 2020

- Students will receive assignments in their registered email ids from the respective HoDs via official email , as per the dates mentioned in the Internal Assessment schedule
- Students will write the assignments in A4 size sheets [own legible handwriting], scan the answer sheets, save in pdf format and send the pdf through email [to the same id from where they receive questions/assignments]
- Students will write only on one side of each sheet
- The cover page must have the following:
  1. Name of the student:
  2. College Roll no.: [mention BA or B.Sc]
  3. Name of examination: Semester 2 [or 4] Internal Examination, 2020
  4. CU Roll number:
  5. CU Registration number:
  6. Subject:
  7. Paper:
  8. Date : Assignment received on:  
Assignment submitted on:
- Students must draw proper margin in each page [ top margin and left hand side margin]
- In the top margin space, in each page , students must write their Name, Semester, College Roll no, CU Roll no., Subject and Paper
- The pdf must be saved in the following name format:  
**Name\_SEM\_College Roll No\_Subject code\_Paper**  
[for eg: Sumana Roy\_SEM2\_BSc101\_ECOA\_CC4  
Mitali Saha\_SEM4\_BA202\_EDCA\_CC8]
- While sending the completed assignment to the HoD, the subject of the email should be in the following format:  
**Name\_SEM\_College Roll No\_Subject code\_Paper [same as the pdf name]**

**Please note that the above instructions are for the papers of the Core Course, Generic Elective, SEC and LCC [as applicable to Sem 2 and Sem 4]**

  
**PRINCIPAL**  
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