

# Sister Nibedita Government General Degree College for Girls

Hastings House, Alipore, Kolkata-27

## Notice

**Notice No: SNGGDCG/99**

**Date: 09/06/2023**

### **Instructions for the departments are as follows:**

- All heads of the departments are requested to inform the internal examination committee who have attendance below 60% course wise. This information is to be communicated via (Email id: [internalexam.snggdcg@gmail.com](mailto:internalexam.snggdcg@gmail.com)) within 14.06.2023. Use departmental email for this purpose.
- The answer scripts and loose sheets for the examination will be distributed from the College Office according to the number of scripts furnished by the departments on 16.06.2023 from 12.30 pm to 3.00 pm and on 19.06.2023 from 11.30 am.
- The question papers will be photocopied by the office on 14.06.2023 and 16.06.2023 by Sri Swarup Halder & Smt Salma Dey from 12.30 to 3.00pm.
- All the HODs are requested to send the names with university roll and registration number of Semester IV and Semester II students who will be appearing for the Honours and Generic examination (including back log students if they are appearing for the internal and tutorial examination) through email (Email id: [internalexam.snggdcg@gmail.com](mailto:internalexam.snggdcg@gmail.com)) in any format (word/excel) within 17.06.2023 to the Internal Examination Sub Committee.
- The attendance sheet of examinees will be sent to the respective departments by the Internal Examination Committee by 18.06.2023.
- The attendance sheets of the examinees are to be signed by each candidate on the day of every examination. These signed sheets are to be preserved by the departments and photocopies (signed by the HOD) of the sheets are to be submitted to the Internal Examination Sub Committee after the examination.
- The departments are requested to preserve the answer scripts of both Internal and Tutorial examination after the completion of the examination.
- The exact time schedule and full marks of each paper of the examination should be mailed to the Internal Examination Sub-Committee by 14.06.2023
- Departments are hereby informed to contact the Internal Examination Sub Committee regarding any problem to conduct the examination.

<b>Date of Examination</b>	<b>Teachers in Charge</b>
19.06.2023	Dr Tanusree Mishra, Dr.Soumita Kundu, Dr Jhumur Mallik, Dr Malay Ganguli.
21.06.2023	Dr Tanusree Mishra, Dr.Soumita Kundu, Dr Jhumur Mallik, Dr Malay Ganguli.
23.06.2023	Dr Tanusree Mishra, Dr.Soumita Kundu, Dr Jhumur Mallik, Dr Malay Ganguli.
26.06.2023	Dr Tanusree Mishra, Dr.Soumita Kundu, Dr Jhumur Mallik, Dr Malay Ganguli.

-Sd/-

Dr. Sebanti Bhattacharya  
Officer-in-Charge,  
Sister Nibedita Government General  
Degree College for Girls

-Sd/-

Convenor  
Internal Examination Sub Committee  
Sister Nibedita Government General  
Degree College for Girls