**VIDYASAGAR UNIVERSITY**

**MIDNAPORE**

**Department of English**

**NOTICE**

The students who will be appearing for the forthcoming Semesters I & II Examinations are hereby directed to submit their answer-scripts according to the following instructions (*which must be carefully followed*):

**Writing the answers**

* Paper to be used-- **any one** of the following:

(a) University Answer-script (download and print-out)

(b) A-4 / big white sheets

* ***Write all relevant details***:

(a) University Answer-scripts: In the space(s) provided

(b) White sheets: In the top right-hand corner (i) Your Roll Number, (ii) Semester,

(iii) VU Registration Number, (iv) Year of Registration

* Write on one side of the paper.
* ***Maintain the word-limit mentioned in the question papers, for easy uploading of answer-scripts.***

**Preparing the completed answer-script for uploading:**

* Scan the answer-script and make a pdf with: Paper No. Your Roll No.
* e.g., for
* Answer-script ENG-101 Roll No. 01, the pdf will have the name “101 01”
* Paper Presentation: Sem I will have the name “S-1 01”
* Paper Presentation: Sem II will have the name “S-2 01”
* Internal Assessment for ENG-105 will have the name “IA 105 01”

**Sending the answer-script pdf:**

* **USE ONLY YOUR OWN email ID**
* ***Process for sending email:***
* open mail
* **To**: [engccae@gmail.com](mailto:engccae@gmail.com)
* **Subject**: EVE Paper No. Roll No. of Sem I Exam [e.g., EVE 101 01]
* **Compose email**: Your full name [Abcd Efgh]
* **Attach the pdf** of the answer-script mentioned in the Subject space. [gems-clip icon on top right ]
* Press the arrow to send the mail
* **EACH ANSWER SCRIPT MUST BE SENT SEPARATELY**
* **ALL SEMINAR PRESENTATION & INTERNAL ASSESSMENT ASSIGNMENTS MUST BE SENT ON 11.12.2020 ONLY**

**THE STUDENTS ARE REQUESTED TO**

**FOLLOW THE INSTRUCTIONS CAREFULLY**