General instructions for undergraduate CBCS semester-II & IV examinations (Hons and General) 2022. Students are advised to read the following instructions carefully.

Instructions:

1. Question papers will be available /circulated on the **college website** www.ddmrm.org and in **WhatsApp group** 30 minutes before the time of examination.

2. Students are advised to scan their answer sheets then add and convert them into a **single file pdf.**

3. Students should send the **scan copy of their Admit Card** along with the Answer Script.

4. Submit the answer sheet in the **e-mail** as mentioned on the website in the **pdf** format from his/her own Gmail id.

5. Students are advised to send **only one email** for their answer script.

6. As per the University guideline maximum **time allowed for e-mailing/submitting** the answer script is **within 1 hour** after the end of the examination. Students are strictly advised to maintain the time limit. No further request will be granted after.

7. If you want to submit the hard copy of your answer script to the college maximum time allowed is 1 hour from the end of the examination.

8. In case of offline submission students are requested to bring the answer script within a sealed envelope and write roll number, Registration Number, Subject name, and the date of the examination on the top of the envelope.

9. Students must write their respective **registration No. and Roll No**. on the top of each page. They are strongly advised to put **page numbers** as well.

10. students are requested to go through the university website www.wbsuexams.net and the college website regularly.