

Maharaja Agrasen College, Jagadhri

Date 25-02-2021

Student Notice for uploading the Answer Books for odd semester examination 2021

A. For regular students only (Who are studying in Ist, IIIrd and Vth Sem.) uploading of answersheet of their regular papers and for Reappear if any.

1. Regular candidates will submit the PDF of his/her answer books on College Web Portal by following the bellow mentioned procedure.

Step I- Login College Web Portal (by using ID & Password provided by the College)

Step II- Click on upload File

Step III- Select Exam Type – Regular/Reappear

Step IV- Select Subject Name

Step V- Click on upload Answer books (Note- (Attach First Page Roll No. Slip with photograph and signature while making your PDF, ensure correct PDF is selected and uploaded)

Step VI- Message will be displayed – uploaded successfully.

Step VII- View your uploaded file

B. For Passout/Ex-students only uploading of answersheet of their reappear papers.

1. Passout candidates/Ex-Students will submit the PDF of his/her answer books on by Google Form (Google Form link will be shared in whatsapp group and College Website on the day of exam). They will follow the below mentioned procedure-

Step I- Login your Email ID

Step II- Click on Google form link

Step III- Fill the Column given in the google form

Step IV- Upload your PDF File (First Page Roll No. Slip with photograph and signature while making your PDF, ensure correct PDF is selected and uploaded)

Step V- Message will be displayed – response has been recorded.

Note:- PDF File should be saved as subject, University Roll No. (For example – Corporate Accounting, 123456789)

- However Hard copy can be submitted in the college in the exam centre within the stipulated time i.e. 3 Hours 15 minutes (upto 12:45 pm in the Morning session and 4:45 pm in the Evening Session)


Principal

