



### Notice: 08 June 2021

#### ENGLISH DEPARTMENT INTERNAL EXAMINATIONS: JUNE 2021

A section of students who have failed to appear in today's [08/06/2021] online tests for DSC 2 & 4 SEM, DSC 6 SEM (Hons& Pass) classes, because of technical issues from their end, are hereby informed that they will be awarded marks for these tests by considering all the aspects & as per the NBU guideline.

#### TECHNICAL PROTOCOL TO BE FOLLOWED FOR THE INTERNAL EXAMINATIONS JUNE 2021

1. Access the forms through the links provided to you in the examination notification pdf shared with you earlier.
2. If you do not get access to the form then you have to log out from all your personal accounts which you use on your phone or computers
3. Log out means you have to click in the "log out" / sign out" option of your personal mail id (NOT JUST CLOSING YOUR MAIL)
4. Once you log out, you then log into the institutional mail id (@suryasencollege.org)
5. Then click on the examination links
6. If you still can't get access then:
7. Make sure you have logged out of all your personal mail ids,
8. Then switch off your mobile/ computers...Restart and then log into your institutional mail id
9. Then click on the examination links
10. After this, you should not have a problem
11. Also, if the form is not given before the given time, you will not be able to submit it.

#### IMPORTANT

The students should be sure one hour before the examination that they have **LOGGED OUT OR SIGNED OUT** of their personal mail ids and it should only be their **INSTITUTIONAL ACCOUNT id** that should be functional in their phone. Hurriedly and simply closing the personal ml tab will not help anyway.

Arnab Baul for HoD