



JIS College of Engineering

(An Autonomous Institute)

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Office of the Controller of Examination

No: JISCE/CoE/2020-2021/052

Date- 28.01.2021

NOTICE

Submission of Hard Copy of Answer Scripts

All 2nd year (except lateral entry), 3rd year and 4th year students under autonomy are directed to submit the hard copy of answer scripts in original for online examinations held from 13-01-2021 to 30-01-2021 as per following guidelines.

Guidelines for Answer Script Hard Copy submission

1. Answer scripts must be submitted at Examination Section from January 28 to February 28, 2021. Timing shall be 11-00 hours to 15-00 hours on Monday to Friday and 11-00 hours to 13-00 hours on Saturday.
2. Each student must submit all regular & backlog answer scripts at a time along with Admit Card and Examination Form. Separate submissions are not allowed.
3. Answer scripts must be submitted by the student or his / her guardian or an authorized family member.
4. For outstation students, the complete lot of answer scripts may be sent by speed post / courier to the undersigned. In these cases, a photocopy set of all answer scripts must be preserved by the student.

Partha Ray
28/01-21

[Partha Ray]

Officer-in-Charge, JISCE

Memo No. JISCE/CoE/2020-2021/053

Copy to

1. The Secretary to Principal for information to Principal
2. Registrar for information
3. All Deans for information.
4. All HODs for information and with a request to monitor the process through the Departmental Mentors.
5. Notice Board
6. Mr. Soumybrata Saha, TiC (IT) for uploading in website
7. Examination Cell Guard files for record.

Partha Ray
28-01-2021

[Partha Ray]

Officer-in-Charge, JISCE