

Greetings from the Principal of the American College.

As per the direction, you are hereby informed that End of Semester Examination April 2020 /September 2020 will be conducted **online** ONLY.

You will be provided an official Institutional email id. It is ***yourrollnumber@americancollege.edu.in*** (e.g. 17MAT20@americancollege.edu.in) common Password is **123456789**.

Download google classroom app and use this email id for login.

Through this email id alone, you can take the Online Examination.

Duration of the examination has been extended to 3 hours.

You will receive email invitation for each course for which you have registered/permitted.

If you have any technical problem in joining the google classroom, please contact technical personnel @ **9944231123, 9842144554, 9842688008, 8056657432**.

I wish you all the best for your success in the Online Exams.

Instructions to be followed:

1. Examination shall be conducted every day during 10 am to 1 pm for the forenoon session and 2 pm to 5 pm for the afternoon session.
2. You should write your answers on A4 size paper in your handwriting.
3. You should write your roll number, course code, page number and affix the signature on every page.
4. Hence, you are advised to buy necessary A4 paper size papers for all examinations in advance and write your roll number and affix your signature on all pages in advance.
5. You can download the Question paper at 9.45 am in the forenoon session & 1.45 pm in the afternoon session from Google Classroom.
6. The written answer scripts shall be scanned as PDF document/Photo and upload it on the Google Classroom within one hour (i.e., before 2 pm for forenoon session and before 6 pm for afternoon session).
7. If you have any doubts/queries in the Question Paper, you can text it in the **comment** between 9.45 am & 10 am in the forenoon session and between 1.45 pm & 2 pm in the afternoon session. No query will be entertained after 10 am and 2 pm respectively.
8. If necessary, the course teacher(s) will post clarifications in the stream.