



INSTRUCTION TO STUDENTS FOR  
IMPROVEMENT ONLINE EXAMINATIONS – JUNE 2020  
(For UG/PG students who completed/Passed out in June 2020)

16.06.2021

Dear Students,

Greetings from the Principal of the American College.

As per the direction, you are hereby informed that Improvement Examination June 2020 will be conducted online ONLY.

Download Google classroom app and use the official institutional email id.  
your rollnumber@americancollege.edu.in ([eg.17COM12@americancollege.edu.in](mailto:eg.17COM12@americancollege.edu.in)) for login.

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

Duration of the examination is 2 hours and One hour for uploading. If a student takes more than one exam, you are permissible to submit/upload your answer scripts through online upto 8 pm on the same day.

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](tel:9944231123), [9842144554](tel:9842144554), [9842688008](tel:9842688008), [8056657432](tel: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 a.m. to 1 p.m. - I session,  
2.00 p.m. to 5.00 p.m. - II 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 a.m. in the I session, and 1 p.m. in the II session from Google Classroom.
6. The written answer scripts shall be scanned as PDF document/photo and upload on the Google Class room within one hour (ie., before 1 p.m. for I session, 5 p.m. for II session.)
7. If you have any doubts/ queries in the Question Paper, you can text it in the comment box between 9.45 a.m. and 10 a.m. in the I session, between 1.45 to 2.00 p.m. in the II session No query will be entertained after 10 a.m., and 2.00 p.m.
8. If necessary, the course teachers(s) will post clarifications in the stream.
9. You are instructed to submit your original mark statement and provisional certificate to the COE office without fail to take up online exam. ( You can submit the certificates through postal / courier/ in person, failing which you cannot appear for the improvement online examinations)

**Dr. M. DAVAMANI CHRISTOBER**  
Principal & Secretary  
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