

PANCHMURA MAHAVIDYALAYA

PANCHMURA, BANKURA

How to email your electronic copy of answer script

All students of UG Semester-I, III, V (Honours) are hereby informed that End Semester Examination AY:2020-21 will be commenced on and from 24/03/2021 through online mode.

You have to email the electronic answer script of each paper to the respective email id listed in the previous notice from **your own email id**. While emailing, follow the steps given below:

Setep 1: Login to **your own gmail account**.

Step 2: Go to compose mail.

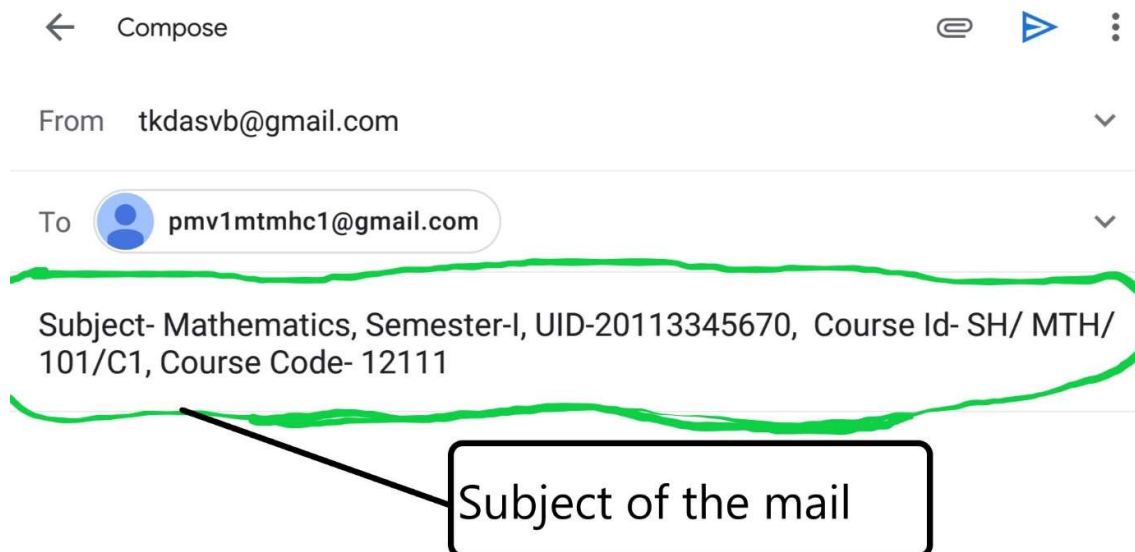
Step3: Type **your own email id**



Step 4: Type the email id of the paper listed in the notice



Step 5: Write your Subject, Semester, UID, Course Id and Course Code in the subject place of the mail



Step 6: Go to attachment sign to attach your electronic answer script (PDF file after scanning the answer script)



Step 7: Send the mail



Step 8: Back to gmail account and go to sent item. Check whether your mail has been sent or not. Click on attachment file in sent mail to check whether the answer script, you have sent, is correct or not.