O/ Cir no. 77   **JHARGRAM RAJ COLLEGE**   **Date: 04-09-2021**

It is hereby requested to all HoDs to send the Head Examiner, Examiners and Scrutineers list with email id and contact number for evaluation and scrutiny of answer scripts of the forthcoming examinations of B.A. / B.SC. / B.Com. (Hons. & Gen.) 2nd Semester at jrcugcbcssem2@gmail.com within 07-09-2021. You are also requested to provide email id from your department to receive answer scripts from the students. Please follow the instructions regarding email:

1. E-mail id must be unique where mentioned college name, subject, semester & not too long.

2. Use college logo for e-mail so that students can understand that this mail only for our college.

3. Set auto-reply option to answer script receiving mail where write 'received' and 'Department Name' also. **For example:**

"**Your mail is received with thanks. <u>Without attachment of answer script this email is not valid.</u> Check your mail Sent Box carefully. This is a system generated mail. Please do not reply.**

Regards,
Deptt. of Sanskrit
Jhargram Raj College"

<u>Countersigned</u>

Principal   Convenor
Jhargram Raj College   Student Management Committee &
                                    UG CBCS Exam Sub-committee for SEM – II, IV & VI

Copy to:

1. Secretary, Teachers' Council
2. All HoDs
3. All members of Student Management Committee & UG CBCS Exam Sub-committee for SEM – II, IV & VI
4. Guard file
5. Convenor, Website Sub-Committee (for uploading at the college website)