



KATWA COLLEGE
Department of B.Ed.

NOTICE

Date 25.01.2021

All the students of B.Ed. Session- 2019-21 are hereby notified the following:

1. B.Ed. 1st semester examination, 2019 time table and guideline was published by The University of Burdwan. Students are asked to follow the timetable and guideline.
2. Every student should have their **own email id**, for sending answer scripts online by e-mail. There will be no provision to submit the answer scripts offline.
3. Soft copy of the **front page of the answer script** to be used for writing answers will be available at the University website. **Examinees may download it well in advance for use.** Examinees are asked to fill in the blanks like Roll number, Registration number, Course/Paper and Subject very carefully. **The answer script will be treated as incomplete without a properly filled-in front page, therefore, the answer script will be rejected.**
4. Examinees will have to submit their own hand-written answer scripts electronically **to the mail id** specified by the college concerned **in a single pdf file** (Page sequence: Front page followed by page nos 1,2,3,4...) **within 30 minutes from the end of the each day examination.**
5. Examinees should be very much careful in typing the correct mail id, while submitting the answer scripts electronically via e-mail.
6. For electronic submission, numbered sheets are to be arranged serially, scanned, scanned pages converted to a single PDF document. **The PDF document needs to be named after the Roll Number of the examinee and attached to the mail before sending it to specified mail id. In the Subject field of the mail Subject and Course/ Paper are to be written.**
7. During sending of the answer script electronically, **a screenshot of the sent mail is to be preserved.** In case of traffic-jam in delivery, if necessary, this will be referred to in resolving disputes regarding late submission.
8. If answer scripts are not sent **electronically** to college within the given time (half an hour), examinee may be marked as **'Absent'** in respect of the examination of that particular Paper/ Course.
9. Students are directed to submit the paper wise answer scripts using the e-mail id mentioned below.

examkatwabed2020@gmail.com

N.B : Students are instructed to study the university guideline carefully for more information. They are also instructed to follow the website of Burdwan University regularly, for further update.

A. Saha
Principal 25/01/2021
Katwa College
Principal
Katwa College

