



KATWA COLLEGE
Department of B.Ed.

NOTICE

Date 03.10.2020

All the students of B.Ed. 4th Semester are hereby notified the following:

1. B.Ed. 4th semester examination, 2020 time table and guideline was published by The University of Burdwan. Students are asked to follow the timetable and guideline.
2. The examination is scheduled to be held on **07.10.2020, 08.10.2020, 10.10.2020 and 12.10.2020 from 12.00 noon to 02.00 PM**
3. Every student should have their own email id., for sending answer scripts online by e-mail.
4. For sending answer scripts, paper/ subject wise E-mail ids will specified and circulated among the student by the college in due course.
5. 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.**
6. 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.**
7. Examinees should be very much careful in typing the correct mail id (as notified by the college) while submitting the answer scripts electronically via e-mail.
8. For electronic submission, numbered sheets are to be arranged serially, scanned, scanned pages converted to a single PDF document. **The PDF document need 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.**
9. 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.
10. If answer scripts are not sent **electronically or physically** to college within the given time (half an hour), as per rule the examinee may be marked as 'Absent' in respect of the examination of that particular Paper/ Course
11. Students will have to give an undertaking regarding maintenance of sanctity of examination and acquaintance with the rule **by signing the Front Page of the answer script**, provided by the university.

N.B : As per the university norms, the above provisions shall be applicable only for this current academic session as one time measure. **Students are asked to study the university guideline carefully for more information. They are also asked to follow the college website for further update.**

Principal
Katwa College