



RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

NAAC Accredited Teachers Training College

A Composite Unit of M.Ed., B.Ed. & D.El.Ed.

Recognized by NCTE, Affiliated to WBUTTEPA, The University of Burdwan & WBBPE

Date: 08.06.2022

Instruction for writing answer and online submission of answer sheet

1. It is compulsory to use **A4 size** paper only (Write your answer on single side of A4 page)
 2. Page sequence: Front page, Declaration Page (provided by the department) followed by page no. 1, 2, 326
 3. Use maximum **15 pages** for course- 2.3.1a, 2.3.1b and 2.3.2 & use maximum **28 pages** for course- 2.3.1c and 2.3.4.
 4. Question number should be mentioned outside the margin.
Page Margin: Left side-**2 cm** & Up side- 1.5 cm
 5. University roll number should be written above the margin of each page.
 5. Name of the student cannot be written in front page or anywhere in answer sheet.
 6. Students will write their answer in their own hand. The answer cannot be typed. Computerize answer script will not be accepted for evaluation.
 6. All the answers have to be written in any one language (**Bengali or English**) only.
 7. Answer cannot be copied from other students. If any page of answer sheet found to be similar with other students, both answer sheets will be cancelled for evaluation.
 8. Answer sheet should be uploaded within stipulated time (given in the previous notice) only through Google form link which will be provided by department in due time.
 9. Only single pdf. Document (maximum size **less than 24 MB**) should be uploaded by students on the schedule date and time of each day examination.
- N.B.: If any discrepancies found during evaluation, the answer script will be rejected and department will take action against the misspelled students.

Keep ready your declaration and front page → Take 26 A4 pages → Margin → Page numbering → Write roll number on the above of each pages → Write the question number against each answer during examination → Scan all pages (Including Front page, Declaration page) → Arrange all scan pages sequentially → Convert it to a single pdf.

Go to the Google form link and click → Fill up the form → Upload your Answer Sheet → **SUBMIT**