

# Prasanta Chandra Mahalanobis Mahavidyalaya



(Accredited by NAAC)

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Date 30.09.20

## NOTICE

All the office staff who will do the 3rd year **B.A., B.SC., B.COM.** (GENERAL & HONS.) examination related works are informed the following rules:

1. The gurdian/representative of the candidate when submitted answer script physically in the college must be sanitized as per guideline of COVID 19, GOVT. OF INDIA & W.B. by the college staff before entering the main building.
2. The office staff will check the Roll Number, Registration Number over the envelop of each answer script and a copy of the Admit Card be attached to each answer script and write details of candidate and paper of the answer script in a notebook.
3. The gurdian/representative will sign in the notebook during submission with date.
4. The office staff will issue a slip with signature and office seal to the gurdian/representative of acceptance of answer script.

All concerned please note.

By order

Principal

Prasanta Chandra Mahalanobis Mahavidyalaya