



The West Bengal University of Teachers' Training,
Education Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

Ref. No. WBUTTEPA/COE/052(11005)/2022

Date: 29.08.2022

To
The Principal / TIC / OIC
SYAMAPRASAD INSTITUTE OF EDUCATION & TRAINING (11005)
Kolkata

Re: Examination Centre

Sir/Madam

This is to inform you that your college has been considered as an Examination Centre for **B.Ed. 4th Semester (Regular and Supplementary-II) Examinations 2022** and **B.Ed. 3rd Semester (Supplementary-I) Examinations 2022**.

In connection with the examinations, you are requested to follow the steps mentioned below:

1. Collect blank answer scripts on 2, 3 or 5 September 2022 from Answer Script Distribution and Receiving Centre i.e. **DEPARTMENT OF TEACHER EDUCATION, WBUTTEPA (DAVID HARE CAMPUS) (11003), 25/3, BALLYGUNGE CIRCULAR ROAD, Kolkata, 700019 , Phone: 8617229726**
2. Submit answer scripts to Answer Script Distribution and Receiving Centre i.e. **DEPARTMENT OF TEACHER EDUCATION, WBUTTEPA (DAVID HARE CAMPUS) (11003), 25/3, BALLYGUNGE CIRCULAR ROAD, Kolkata, 700019 , Phone: 8617229726** once the examination is over each day by 9 pm.
3. Download ASR (Attendance Sheet Report), Top Sheet on 05.09.2022 from the exam portal.
4. Online ASR (Attendance Sheet Report) to be filled out after completion of the examinations every day on the exam portal.
5. Question Papers will be sent to the registered email id 15 minutes before the commencement of each exam.
6. Colleges are advised to print and distribute question papers to the appearing candidates.

Thanking you
Yours sincerely

Prof. (Dr.) Amit Kumar Bhattacharjee
Controller of Examinations
WBUTTEPA