



HARINGHATA MAHAVIDYALAYA

(Affiliated to Kalyani University)

NAAC Accredited

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SEMESTER-II

GUIDELINE FOR ASSIGNMENT ANSWERSSCRIPTS PREPARATION

FOR STUDENTS:

1. Answer by own hand writing (blue/black ink only);
2. Maintain proper margin;
3. Use A4 white paper only for preparation of Answer Script/s;
4. For preparation of Answer Scripts:
 - a) First, Front page by properly filled up;
 - b) Second, Question paper;
 - c) Third, Answer scripts;
 - d) Fourth, Back page (2 copies) by properly filled up;
 - e) Lastly, stitched by thread, top left corner only (nothing use any spiral binding/staple/channel binding etc.)
5. Submitted to the concern departmental head only, within 08.03.2019 to 14.03.2019.
6. At the time of submission use acknowledgement.

ACKNOWLEDGEMENT

Name of the Student: _____

Department: _____

Semester: II / V

Honours / Programme

Course Code: _____ Course Title: _____

Date of submission: _____

Signature of the H.O.D

with date