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# Maharaja Manindra Chandra College

20, RAMKANTA BOSE STREET, KOLKATA-700 003

( NAAC Accredited)

Ref. No.....

Date.....

**28.09.2020**

## **Guidelines for online evaluation of answer scripts**

1. Download free PDF editor like software like "Adobe Acrobat" or "PDF element" (for computer user) or any PDF editor app from Google **Play store** (for Smartphone user).
2. Open the required file from that app or software after opening the app or software.
3. You can select pen and the colour from the app or software
4. For Smartphone user, use your finger tips to check the PDF answer sheet by choosing the colour of choice (red) and pen and to write the numbers (marks).

For computer user, use the mouse to drag the pen to check the PDF answer sheet by choosing the color of choice (red) and to write the numbers (marks).

5. Save the file.

### **Alternatively ---**

The teachers may evaluate the answers simply by reading those directly from Smartphone / Computer and put the marks Roll Number wise and Question Number wise in a plain loose sheet and then to be posted in the award list.

Or

Teachers may follow any other method suitable and convenient for them.



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