



# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

This appointment letter is electronically generated

No. : C/e-Gov/Apptt./Commerce/UG/Semester-531/2022/402100003 Date : 04/12/2022 19:36:37

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : UCo  
Branch Name : Pandua  
Name at Pass Book : Arnab Ghosh  
Account No. : 22330110017036  
IFSC Code : UCBA0002233

To : Prof. Arnab Ghosh  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
9609400020 , arnabghoshbbkm@gmail.com  
ID No. : 402100003

Sir/Madam,

I am directed to inform you that you have been appointed as **Examiner in Commerce** [Course Category : **UG** , Course / Paper - **as applicable** for the **UG CBCS** , Semester / Part : **V/III/I - as applicable** Examinations, **2022**.

**Your special attention is drawn to the following rules:**

- Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- The Examiners are required to keep the award list assigned to the candidates strictly secret.
- The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.

Head Examiner's Name : Will be informed in due course  
Head Examiner's Instt. : Will be informed in due course  
Head Examiner's Mobile No. : Will be informed in due course  
Head Examiner's Mail ID : Will be informed in due course

Head Examiner and Examiners Meeting Date : Will be informed in due course  
Answer Scripts Collection Venue : Will be informed in due course  
Answer Scripts Collection Date : Will be informed in due course  
Marks Submission Last Date (to Head Examiner) : Will be informed in due course

Appointment Section Contact No. : 03423510086 (ce\_appointment@buruniv.ac.in)  
AP Section Contact No. : 03423510121 (ce\_apsection@buruniv.ac.in)  
Controller of Exam. : 03423510088 (ce@buruniv.ac.in)  
Result Section : 03423510085 (resultbu@buruniv.ac.in)

Yours faithfully,

Anindya Zyoti Pal

Controller of Examinations



\* Copy to for necessary information and action please:  
HOI, 402 BALAGARH B K MAHAVIDYALAYA  
bu402@college.buruniv.ac.in



\*\* Assessment Mode : Will be informed in due course



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

## Examiners are requested to make a special note of the following rules and instructions:

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

This appointment letter is electronically generated

No. : C/e-Gov/Apptt./Economics/UG/Semester-531/2022/402100001 Date : 04/12/2022 19:36:37

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : SBI  
Branch Name : Kalna  
Name at Pass Book : Kalachand Sain  
Account No. : 11169795538  
IFSC Code : Sbin0000106

To : Prof. Kalachand Sain  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
9434661614 , kalachand31@gmail.com  
ID No. : 402100001

Sir/Madam,

I am directed to inform you that you have been appointed as **Examiner in Economics** [Course Category : **UG** , Course / Paper - **as applicable** for the **UG CBCS** , Semester / Part : **V/III/I - as applicable** Examinations, **2022**.

**Your special attention is drawn to the following rules:**

- Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- The Examiners are required to keep the award list assigned to the candidates strictly secret.
- The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.

Head Examiner's Name : Will be informed in due course  
Head Examiner's Instt. : Will be informed in due course  
Head Examiner's Mobile No. : Will be informed in due course  
Head Examiner's Mail ID : Will be informed in due course

Head Examiner and Examiners Meeting Date : Will be informed in due course  
Answer Scripts Collection Venue : Will be informed in due course  
Answer Scripts Collection Date : Will be informed in due course  
Marks Submission Last Date (to Head Examiner) : Will be informed in due course

Appointment Section Contact No. : 03423510086 (ce\_appointment@buruniv.ac.in)  
AP Section Contact No. : 03423510121 (ce\_apsection@buruniv.ac.in)  
Controller of Exam. : 03423510088 (ce@buruniv.ac.in)  
Result Section : 03423510085 (resultbu@buruniv.ac.in)

Yours faithfully,

Anindya Zyoti Pal

Controller of Examinations



\* Copy to for necessary information and action please:  
HOI, 402 BALAGARH B K MAHAVIDYALAYA  
bu402@college.buruniv.ac.in



\*\* Assessment Mode : Will be informed in due course



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

This appointment letter is electronically generated

No. : C/e-Gov/Apptt./ENGLISH/UG/Semester-531/2022/402100005 Date : 04/12/2022 19:36:37

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : STATE BANK OF INDIA  
Branch Name : KALNA  
Name at Pass Book : AMRITA CHAKRABORTY  
Account No. : 33524877685  
IFSC Code : SBIN0000106

To : Prof. AMRITA CHAKRABORTY  
SACT 2  
402 BALAGARH B K MAHAVIDYALAYA  
8637880253 , amritadsom8990@gmail.com  
ID No. : 402100005

Sir/Madam,

I am directed to inform you that you have been appointed as **Examiner** in **ENGLISH** [Course Category : **UG** , Course / Paper - as applicable for the **UG CBCS** , Semester / Part : **V/III/I - as applicable** Examinations, **2022**.

**Your special attention is drawn to the following rules:**

- Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- The Examiners are required to keep the award list assigned to the candidates strictly secret.
- The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.

Head Examiner's Name : Will be informed in due course  
Head Examiner's Instt. : Will be informed in due course  
Head Examiner's Mobile No. : Will be informed in due course  
Head Examiner's Mail ID : Will be informed in due course  
  
Head Examiner and Examiners Meeting Date : Will be informed in due course  
Answer Scripts Collection Venue : Will be informed in due course  
Answer Scripts Collection Date : Will be informed in due course  
Marks Submission Last Date (to Head Examiner) : Will be informed in due course  
  
Appointment Section Contact No. : 03423510086 (ce\_appointment@buruniv.ac.in)  
AP Section Contact No. : 03423510121 (ce\_apsection@buruniv.ac.in)  
Controller of Exam. : 03423510088 (ce@buruniv.ac.in)  
Result Section : 03423510085 (resultbu@buruniv.ac.in)

Yours faithfully,

Anindya Zyoti Pal

Controller of Examinations



\* Copy to for necessary information and action please:  
HOI, 402 BALAGARH B K MAHAVIDYALAYA  
bu402@college.buruniv.ac.in



\*\* Assessment Mode : Will be informed in due course



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

This appointment letter is electronically generated

No. : C/e-Gov/Apppt./History/UG/Semester-531/2022/402100004 Date : 04/12/2022 19:36:37

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : State bank of india  
Branch Name : Dhatrigran  
Name at Pass Book : Saifudden sk  
Account No. : 20180912409  
IFSC Code : SBIN0015775

To : Prof. Saifudden sk  
SACT-II  
402 BALAGARH B K MAHAVIDYALAYA  
7001219375 , saifuddensk6@gmail.com  
ID No. : 402100004

Sir/Madam,

I am directed to inform you that you have been appointed as **Examiner in History** [Course Category : **UG** , Course / Paper - **as applicable** for the **UG CBCS** , Semester / Part : **V/III/I - as applicable** Examinations, **2022**.

**Your special attention is drawn to the following rules:**

- Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- The Examiners are required to keep the award list assigned to the candidates strictly secret.
- The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.

Head Examiner's Name : Will be informed in due course  
Head Examiner's Instt. : Will be informed in due course  
Head Examiner's Mobile No. : Will be informed in due course  
Head Examiner's Mail ID : Will be informed in due course

Head Examiner and Examiners Meeting Date : Will be informed in due course  
Answer Scripts Collection Venue : Will be informed in due course  
Answer Scripts Collection Date : Will be informed in due course  
Marks Submission Last Date (to Head Examiner) : Will be informed in due course

Appointment Section Contact No. : 03423510086 (ce\_appointment@buruniv.ac.in)  
AP Section Contact No. : 03423510121 (ce\_apsection@buruniv.ac.in)  
Controller of Exam. : 03423510088 (ce@buruniv.ac.in)  
Result Section : 03423510085 (resultbu@buruniv.ac.in)

Yours faithfully,

Anindya Zyoti Pal

Controller of Examinations



\* Copy to for necessary information and action please:  
HOI, 402 BALAGARH B K MAHAVIDYALAYA  
bu402@college.buruniv.ac.in



\*\* Assessment Mode : Will be informed in due course



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]







# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

**This appointment letter is electronically generated**

No. : C/e-Gov/Appptt./Philosophy/UG/Semester-531/2022/402100008 Date : 04/12/2022 19:36:37

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : Canara Bank  
Branch Name : Chinsurah  
Name at Pass Book : Mousumi Saha  
Account No. : 3712101003556  
IFSC Code : CNRB0003712

To : Prof. Mousumi Saha  
SACT-I  
402 BALAGARH B K MAHAVIDYALAYA  
8910964725 , mousumisaha2610@gmail.com  
ID No. : 402100008

Sir/Madam,

I am directed to inform you that you have been appointed as **Examiner in Philosophy** [Course Category : **UG** , Course / Paper - **as applicable** for the **UG CBCS** , Semester / Part : **V/III/I - as applicable** Examinations, **2022**.

**Your special attention is drawn to the following rules:**

- Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- The Examiners are required to keep the award list assigned to the candidates strictly secret.
- The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.

Head Examiner's Name : Will be informed in due course  
Head Examiner's Instt. : Will be informed in due course  
Head Examiner's Mobile No. : Will be informed in due course  
Head Examiner's Mail ID : Will be informed in due course

Head Examiner and Examiners Meeting Date : Will be informed in due course  
Answer Scripts Collection Venue : Will be informed in due course  
Answer Scripts Collection Date : Will be informed in due course  
Marks Submission Last Date (to Head Examiner) : Will be informed in due course

Appointment Section Contact No. : 03423510086 (ce\_appointment@buruniv.ac.in)  
AP Section Contact No. : 03423510121 (ce\_apsection@buruniv.ac.in)  
Controller of Exam. : 03423510088 (ce@buruniv.ac.in)  
Result Section : 03423510085 (resultbu@buruniv.ac.in)

Yours faithfully,

*Anindya Zyoti Pal*

Controller of Examinations



\* Copy to for necessary information and action please:  
HOI, 402 BALAGARH B K MAHAVIDYALAYA  
bu402@college.buruniv.ac.in



\*\* Assessment Mode : Will be informed in due course



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

This appointment letter is electronically generated

No. : C/e-Gov/Apptt./Philosophy/UG/Semester-531/2022/402100007 Date : 04/12/2022 19:36:37

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : SBI  
Branch Name : Balagarh  
Name at Pass Book : Subhendu Mondal  
Account No. : 3099854674  
IFSC Code : SBIN0002006

To : Prof. Subhendu Mondal  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
8250792977 , Subhendu92.mondal@gmail.com  
ID No. : 402100007

Sir/Madam,

I am directed to inform you that you have been appointed as **Examiner in Philosophy** [Course Category : **UG** , Course / Paper - **as applicable** for the **UG CBCS** , Semester / Part : **V/III/I - as applicable** Examinations, **2022**.

**Your special attention is drawn to the following rules:**

- Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- The Examiners are required to keep the award list assigned to the candidates strictly secret.
- The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.

Head Examiner's Name : Will be informed in due course  
Head Examiner's Instt. : Will be informed in due course  
Head Examiner's Mobile No. : Will be informed in due course  
Head Examiner's Mail ID : Will be informed in due course

Head Examiner and Examiners Meeting Date : Will be informed in due course  
Answer Scripts Collection Venue : Will be informed in due course  
Answer Scripts Collection Date : Will be informed in due course  
Marks Submission Last Date (to Head Examiner) : Will be informed in due course

Appointment Section Contact No. : 03423510086 (ce\_appointment@buruniv.ac.in)  
AP Section Contact No. : 03423510121 (ce\_apsection@buruniv.ac.in)  
Controller of Exam. : 03423510088 (ce@buruniv.ac.in)  
Result Section : 03423510085 (resultbu@buruniv.ac.in)

Yours faithfully,

Anindya Zyoti Pal

Controller of Examinations



\* Copy to for necessary information and action please:  
HOI, 402 BALAGARH B K MAHAVIDYALAYA  
bu402@college.buruniv.ac.in



\*\* Assessment Mode : Will be informed in due course



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

This appointment letter is electronically generated

No. : C/e-Gov/Apptt./Political Science/UG/Semester-531/2022/402100006

Date : 04/12/2022 19:36:37

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : Indian Bank  
Branch Name : Chinsurah  
Name at Pass Book : Kheyali Debnath  
Account No. : 50526267636  
IFSC Code : IDIB000593

To : Prof. Kheyali Debnath  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
9163127835 , debnathkheyali89@gmail.com  
ID No. : 402100006

Sir/Madam,

I am directed to inform you that you have been appointed as **Examiner in Political Science** [Course Category : **UG** , Course / Paper - as applicable for the **UG CBCS** , Semester / Part : **V/III/I - as applicable** Examinations, **2022**.

**Your special attention is drawn to the following rules:**

- Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- The Examiners are required to keep the award list assigned to the candidates strictly secret.
- The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.

Head Examiner's Name : Will be informed in due course  
Head Examiner's Instt. : Will be informed in due course  
Head Examiner's Mobile No. : Will be informed in due course  
Head Examiner's Mail ID : Will be informed in due course

Head Examiner and Examiners Meeting Date : Will be informed in due course  
Answer Scripts Collection Venue : Will be informed in due course  
Answer Scripts Collection Date : Will be informed in due course  
Marks Submission Last Date (to Head Examiner) : Will be informed in due course

Appointment Section Contact No. : 03423510086 (ce\_appointment@buruniv.ac.in)  
AP Section Contact No. : 03423510121 (ce\_apsection@buruniv.ac.in)  
Controller of Exam. : 03423510088 (ce@buruniv.ac.in)  
Result Section : 03423510085 (resultbu@buruniv.ac.in)

Yours faithfully,

Anindya Zyoti Pal

Controller of Examinations



\* Copy to for necessary information and action please:

HOI, 402 BALAGARH B K MAHAVIDYALAYA  
bu402@college.buruniv.ac.in



\*\* Assessment Mode : Will be informed in due course



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

**This appointment letter is electronically generated**

No. : C/e-Gov/Apptt./Political Science/UG/Semester-531/2022/402100006

Date : 04/12/2022 19:36:37

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : Indian Bank  
Branch Name : Chinsurah  
Name at Pass Book : Kheyali Debnath  
Account No. : 50526267636  
IFSC Code : IDIB000593

To : Prof. Kheyali Debnath  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
9163127835 , debnathkheyali89@gmail.com  
ID No. : 402100006

Sir/Madam,

I am directed to inform you that you have been appointed as **Examiner in Political Science** [Course Category : **UG** , Course / Paper - as applicable for the **UG CBCS** , Semester / Part : **V/III/I - as applicable** Examinations, **2022**.

**Your special attention is drawn to the following rules:**

- Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- The Examiners are required to keep the award list assigned to the candidates strictly secret.
- The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.

Head Examiner's Name : Will be informed in due course  
Head Examiner's Instt. : Will be informed in due course  
Head Examiner's Mobile No. : Will be informed in due course  
Head Examiner's Mail ID : Will be informed in due course

Head Examiner and Examiners Meeting Date : Will be informed in due course  
Answer Scripts Collection Venue : Will be informed in due course  
Answer Scripts Collection Date : Will be informed in due course  
Marks Submission Last Date (to Head Examiner) : Will be informed in due course

Appointment Section Contact No. : 03423510086 (ce\_appointment@buruniv.ac.in)  
AP Section Contact No. : 03423510121 (ce\_apsection@buruniv.ac.in)  
Controller of Exam. : 03423510088 (ce@buruniv.ac.in)  
Result Section : 03423510085 (resultbu@buruniv.ac.in)

*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*



\* Copy to for necessary information and action please:

HOI, 402 BALAGARH B K MAHAVIDYALAYA  
bu402@college.buruniv.ac.in



\*\* Assessment Mode : Will be informed in due course



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]







# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

This appointment letter is electronically generated

No. : C/e-Gov/Apppt./SANSKRIT/UG/Semester-531/2022/402100002

Date : 04/12/2022 19:36:37

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : STATE BANK OF INDIA  
Branch Name : SUTRAGARH  
Name at Pass Book : MALOY GHOSH  
Account No. : 32608665039  
IFSC Code : SBIN0012369

To : Prof. MALOY GHOSH  
SACT -1  
402 BALAGARH B K MAHAVIDYALAYA  
8617457521 , ghoshmaloy91@gmail.com  
ID No. : 402100002

Sir/Madam,

I am directed to inform you that you have been appointed as **Examiner** in **SANSKRIT** [Course Category : **UG** , Course / Paper - as applicable for the **UG CBCS** , Semester / Part : **V/III/I - as applicable** Examinations, **2022**.

**Your special attention is drawn to the following rules:**

- Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- The Examiners are required to keep the award list assigned to the candidates strictly secret.
- The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.

Head Examiner's Name : Will be informed in due course  
Head Examiner's Instt. : Will be informed in due course  
Head Examiner's Mobile No. : Will be informed in due course  
Head Examiner's Mail ID : Will be informed in due course

Head Examiner and Examiners Meeting Date : Will be informed in due course  
Answer Scripts Collection Venue : Will be informed in due course  
Answer Scripts Collection Date : Will be informed in due course  
Marks Submission Last Date (to Head Examiner) : Will be informed in due course

Appointment Section Contact No. : 03423510086 (ce\_appointment@buruniv.ac.in)  
AP Section Contact No. : 03423510121 (ce\_apsection@buruniv.ac.in)  
Controller of Exam. : 03423510088 (ce@buruniv.ac.in)  
Result Section : 03423510085 (resultbu@buruniv.ac.in)

Yours faithfully,

Anindya Zyoti Pal

Controller of Examinations



\* Copy to for necessary information and action please:

HOI, 402 BALAGARH B K MAHAVIDYALAYA  
bu402@college.buruniv.ac.in



\*\* Assessment Mode : Will be informed in due course



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Apptt./UG CBCS/531/2021/53120210104351

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : STATE BANK OF INDIA  
Branch Name : CHINSURAH  
Name at Pass Book : ABHIJIT GHOSH  
Account No. : 30941920184  
IFSC Code : SBIN0000056  
MICR Code : 700002229

To : Prof. Abhijit Ghosh  
Assistant Professor  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104351

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in English [Course Category : Hons. ], Course / Paper - CC2, CC5, CC6, DSE1, DSE2 for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is COMPULSORY on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Apptt./UG CBCS/531/2021/53120210104356

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : Data not yet received  
Branch Name : Data not yet received  
Name at Pass Book : Data not yet received  
Account No. : Data not yet received  
IFSC Code : Data not yet received  
MICR Code : Data not yet received

To : Prof. Asima Halder  
Assistant Professor  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104356

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Bengali [Course Category : as applicable] , Course / Paper - as applicable for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

No. C/Appt./UG CBCS/531/2021/53120210104357

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : SBI  
Branch Name : Jirat  
Name at Pass Book : Partha Chatterjee  
Account No. : 32985374740  
IFSC Code : SBIN0014090  
MICR Code : 700002609

To : Prof. Partha Chattopadhyay  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104357

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Bengali [Course Category : Hon's. & Gen] , Course / Paper - as applicable for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is COMPULSORY on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Apptt./UG CBCS/531/2021/53120210104358

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : State Bank of India  
Branch Name : Balagarh  
Name at Pass Book : Susmita Das  
Account No. : 32426994864  
IFSC Code : SBIN0002006  
MICR Code : 700002506

To : Susmita Das  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104358

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Bengali [Course Category : as applicable] , Course / Paper - as applicable for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Appt./UG CBCS/531/2021/53120210104359

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : State Bank of India  
Branch Name : Arambagh  
Name at Pass Book : AMIT KUMAR DE  
Account No. : 32279068124  
IFSC Code : SBIN0000008  
MICR Code : 712002102

To : AMIT KUMAR DE  
SACT - I  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104359

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Chemistry [Course Category : Hons. And Gen.] , Course / Paper - CC-2, CC-5, CC-1A, CC-3C, AECC-1 for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Apptt./UG CBCS/531/2021/53120210104360

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : State Bank of India  
Branch Name : BESU Shibpur  
Name at Pass Book : Namrata Saha  
Account No. : 35988812523  
IFSC Code : SBIN0014553  
MICR Code : 700002424

To : Dr. Namrata Saha  
SACT - I  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104360

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Chemistry [Course Category : Hons. & Gen] , Course / Paper - CC1, CC1A, CC7, CC1C, CC12, for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Apptt./UG CBCS/531/2021/53120210104361

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : Data not yet received  
Branch Name : Data not yet received  
Name at Pass Book : Data not yet received  
Account No. : Data not yet received  
IFSC Code : Data not yet received  
MICR Code : Data not yet received

To : Somshuddha Marick  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104361

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Chemistry [Course Category : as applicable] , Course / Paper - as applicable for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Apptt./UG CBCS/531/2021/53120210104362

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : State Bank of India  
Branch Name : SAMUDRAGARH  
Name at Pass Book : PAROMITA HALDER  
Account No. : 35337824915  
IFSC Code : SBIN0010224  
MICR Code : 713002114

To : Paromita Halder  
SACT - II  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104362

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Chemistry [Course Category : Hons. & General] , Course / Paper - cc-1A, cc-6, DSE-1A, AECC-1, SEC-1 for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is COMPULSORY on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Apptt./UG CBCS/531/2021/53120210104363

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : STATE BANK OF INDIA  
Branch Name : TRIBENI  
Name at Pass Book : RIMPA MONDAL  
Account No. : 34457705689  
IFSC Code : SBIN0000225  
MICR Code : 700002352

To : Prof. Rimpa Mondal  
SACT - II  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104363

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Chemistry [Course Category : Hons. & Gen] , Course / Paper - CC- 2, CC- 5, CC- 1C, DSE- 1A for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is COMPULSORY on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Appt./UG CBCS/531/2021/53120210104364

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : STATE BANK OF INDIA  
Branch Name : Chandannagar  
Name at Pass Book : SUKUMAR DAN  
Account No. : 11055359033  
IFSC Code : SBIN0000053  
MICR Code : 700002222

To : Prof. Sukumar Dan  
Associate Professor  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104364

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Commerce [Course Category : as applicable] , Course / Paper - as applicable for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

No. C/Appt./UG CBCS/531/2021/53120210104365

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : IDBI  
Branch Name : Chandannagar  
Name at Pass Book : Paromita Banerjee  
Account No. : 0401104000129305  
IFSC Code : IBKL0000401  
MICR Code : 700259017

To : Prof. Paromita Banerjee  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104365

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Commerce [Course Category : as applicable] , Course / Paper - as applicable for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

No. C/Apptt./UG CBCS/531/2021/53120210104367

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : Data not yet received  
Branch Name : Data not yet received  
Name at Pass Book : Data not yet received  
Account No. : Data not yet received  
IFSC Code : Data not yet received  
MICR Code : Data not yet received

To : Prof. Sujit Kr. Dutta  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104367

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Commerce [Course Category : as applicable] , Course / Paper - as applicable for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]

**THE UNIVERSITY OF BURDWAN**

Rajbati, Burdwan

Department of Controller of Examinations

No. C/Apptt./UG CBCS/531/2021/53120210104368

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : UCO Bank  
Branch Name : PANDUA  
Name at Pass Book : ARNAB GHOSH  
Account No. : 22330110017036  
IFSC Code : UCBA0002233  
MICR Code : 712028149

To : Arnab Ghosh  
SACT - II  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104368

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Commerce (B.Com - Gen.) [Course Category : HONS & GEN] , Course / Paper - CC1, CC 2, CC 12- Hons

CC1, CC 2, CC 10- Gen for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is COMPULSORY on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Appt./UG CBCS/531/2021/53120210104369

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : IDBI BANK  
Branch Name : Chandannagar  
Name at Pass Book : Paromita Banerjee  
Account No. : 401104000129305  
IFSC Code : IBKL0000401  
MICR Code : 700259017

To : Paromita Banerjee  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104369

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Commerce (B.Com - Hons.) [Course Category : as applicable] , Course / Paper - as applicable for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]



**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Appt./UG CBCS/531/2021/53120210104370

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : SBI  
Branch Name : SBI Main Branch,Chinsurah  
Name at Pass Book : Dilip Kumar Chatterjee  
Account No. : 11055373647  
IFSC Code : SBIN0000056  
MICR Code : 700002229

To : Prof. Dilip Kr. Chatterjee  
Associate Professor  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104370

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Economics [Course Category : as applicable] , Course / Paper - as applicable for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]





**THE UNIVERSITY OF BURDWAN**  
**Rajbati, Burdwan**  
**Department of Controller of Examinations**

No. C/Apptt./UG CBCS/531/2021/53120210104371

Date: Burdwan, 22-Jan-2022

FROM : The Controller of Examinations  
The University of Burdwan  
Burdwan.

Bank Name : STATE BANK OF INDIA  
Branch Name : KALNA  
Name at Pass Book : KALACHAND SAIN  
Account No. : 11169795538  
IFSC Code : SBIN0000106  
MICR Code : 713002109

To : Prof. Kalachand Sain  
SACT  
402 BALAGARH B K MAHAVIDYALAYA  
Letter ID No. : 53120210104371

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Economics [Course Category : Hons & Gen] , Course / Paper - GE 1,GE 3,DSE1,SEC3 for the UG CBCS , Semester / Part : V / III / I Examinations, 2021.

**Your special attention is drawn to the following rules:**

- (i) Assessment of answer scripts of University Examinations is **COMPULSORY** on the part of a teacher. [Vide University Ordinance 6 (TAC), Para (2) and Para (4) Clause (h) as amended on 26.12.94].
- (ii) In many cases more than one assignment may be given to a teacher due to increase in number of examination as well as in number of examines.
- (iii) The Examiners are required to keep the award list assigned to the candidates strictly secret.
- (iv) The Examiners are required not to disclose the name(s) of the particular center(s) for which answer papers are allotted to them.
- (v) The offer should be declined if any candidate is privately coached by an Examiner or if any of his/her near relations is appearing at the examination for which he/she is appointed (Near relation include "sons, daughters, brothers, unmarried sisters, brother's son/ daughters, adopted sons/ daughters, spouse & such other persons who are connected by marriage or by blood").

I am also directed to state that these directions should be strictly followed, and any violation thereof will be treated as violation of service rules and will attract the attention of the Governing Body of the respective College as well as of the D.P.I., West Bengal.



*Yours faithfully,*

*Anindya Zyoti Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
402 BALAGARH B K MAHAVIDYALAYA



# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

**Examiners are requested to make a special note of the following rules and instructions:**

1. Wherever there is a Head Examiner, Chairman or Convener, **it is essential** for the Examiners to attend the Examiners' meetings and to take delivery of the packet of scripts allotted to them on the date of Examiners' meeting.
2. Examiners in subjects for which there are no Head Examiners, Chairman or Conveners should take delivery of the scripts not earlier than the 7<sup>th</sup> day but not later than the 12<sup>th</sup> day after the actual date of examination. The latter of appointment must always be shown at the time of taking delivery of scripts. It is desirable that Examiners should personally take delivery of the scripts. If under unavoidable circumstances an agent is sent he/she must have a letter of authority together with the letter of appointment. If delivery of scripts is not taken within the time specified above, it will be presumed that the Examiner concerned is unwilling to examine the papers, and the matter will be dealt with as per rules.
3. Immediately after receipt of the packet of scripts, Examiners **should carefully check** the number of scripts (with Roll Numbers) and compare the same with the statement on the top-sheet. Any discrepancy noticed should be reported to the Controller of Examinations forthwith. Details of the papers received indicating absentee and expelled cases as would appear on the top-sheet should be sent to the Head Examiners, Chairman or Conveners along with first installment of marks. Original top-sheets should be retained with the Examiners till the date of announcement of results.
4. Instructions from Head Examiners, Chairman or Conveners regarding procedure of examination and methods of marking should be rigorously followed. This is essential for ensuring a uniform standard of assessment.
5. Examiners are particularly requested to compare the Roll Numbers and Registration Numbers written on the answer-books with those appearing on the slip rolls (to be supplied by the University), before posting the marks. Special care should be taken to distinguish the rolls of regular, external and non-collegiate candidates. **Under no circumstances marks of different categories of candidates be entered in one slip roll.** Any discrepancy noticed should be immediately reported to the Controller of Examinations.
6. The examined answer-books and the corresponding mark-slips should be sent in two installments evenly distributed over the period at disposal or according to the instructions of Head Examiners, Chairman or Conveners. **The last date for submission of marks should be strictly adhered to.** If an Examiner is unable to complete his/her work within the limits of time specified, he/she should return all unexamined papers to the Controller of Examinations without any delay. If no last date is specified, the marks and examined scripts should be **sent within ten days from** the date of receipt of the scripts.
7. All mark-slips should be put in specially printed envelopes (to be supplied by the University), properly sealed and then sent to the Head Examiners, Chairman or Conveners along with the corresponding examined answer-books.
8. If Examiners are convinced from internal evidence in the scripts that candidates have adopted unfair means and / or are guilty of breaches of discipline, an immediate report should be made to the Controller of Examinations by name through the Head Examiner, Chairman or Convener concerned and the relevant scripts should be sent along with such report.
9. Any change of address should be immediately communicated to the Controller of Examinations in a separate letter.
10. Information regarding Roll Number, Registration Number and College of near relations and students privately coached, if any, should be communicated to the Controller of Examinations in a separate letter.
11. It is essential that marks and assessed scripts are sent to the Head Examiners/Chairman as per programme circulated among the examiners.

SBUP. 366/11-2011/5.000(C)

[Page : 2/2]