



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

No. C/Appt./UG/CBCS and Part/VI&IV&II&PIII/2021

Date: Burdwan, 30-Jul-2021

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

To : Dr Rupam Mukherjee
Assistant Professor
407 KABI SUKANTA MAHAVIDYALAYA.

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Economics (Hons. / Genl. - Hons/ Genl) , Course / Paper - Economics/ Commerce for the UG Semester - VI 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 Zohi Pal

Controller of Examinations





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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 7th day but not later than the 12th day after the actual date of examination. The letter 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.

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