

No.: C/ Apptt./Con./Mod./U/1116(5)

Rajbati, Burdwan  
Date: 18/05/2022

In reply please quote number and date of this letter.
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From : The Controller of Examinations  
The University of Burdwan  
Rajbati, Burdwan.

To : Dr. Mukhiesur Rahman  
Hiralal Bhakat College

Dear Sir/Madam,

I am directed to state that you have been appointed a member of the Board of Moderators for the **B.A. Sem-SEM-2.4&6(Hons) Examination, 2022 in Arabic**

In this connection your attention is invited to the following points:

56. It shall be the duty of the members of the Board of Moderators to see the rules, regulations and instructions are strictly complied with.
57. Moderators shall see that the questions set are from within the limits of the prescribed syllabus and text books, if any. If necessary, each question paper may be moderated in consultation with the paper setter concerned.
58. Instructions issued to the paper-setters may be seen on the reverse of this letter for guidance.
59. Each paper is to be signed by the moderators after moderation. No manuscript of or notes on the questions moderated be taken/retained by any moderator.
60. After moderation, the Board will kindly send a report to the Controller of Examinations given its views on the quality of questions set in reference to the following points:

- (i) Whether the questions set by the paper-setters conformed to the Regulations and to the special instructions issued.
- (ii) Whether these were within the limits of the syllabuses of studies prescribed.
- (iii) Whether any sharp variation from the previous years' standard was noticed in the paper(s).

If any of your near relation or a student privately coached by you is appearing at the examination for which you are a moderator, kindly decline this offer showing reason.

I shall be glad if you will kindly inform this office at your earliest convenience whether you are willing to accept the appointment or not.

The date fixed for moderation will be intimated to you in due course.

Yours faithfully,

Controller of Examinations

[Please detach the following letter-form and return it duly filled in and signed to the Controller of Examinations in a confidential sealed cover.]

To:  
The Controller of Examinations  
The University of Burdwan

**Confidential**  
**Moderator**

Dear Sir,

Reference : Your letter No. C/ Apptt./Con./Mod./U/1116(5)/Con./Mod. dated .....18-05-2022.....

I am willing to act as a Moderator in ...Arabic..... for the B.A. Sem-SEM-2.4&6(Hons).... Examination, 2022..... and I shall abide by all rules and instructions in the connection.

Neither any near relation of mine nor any student privately coached by me is a candidate for this examination.

Yours faithfully,

Signature in full Mukhlesur Rahman .....

Date ..24-05.....2022...

Institution ..Hiralal Bhakat College, Nalhati.....

Residential Address with Telephone No., if any .....



Mukhlesur Rahman &lt;mukhles1@gmail.com&gt;

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**Moderation date of UG , Semester: II, IV & VI**

1 message

**HOD Arabic, The University of Burdwan** <hod@arabic.buruniv.ac.in>

Wed, Jun 1, 2022 at 5:52 PM

To: Tajammul Haque &lt;tajammulkaifi@gmail.com&gt;, munirul islam &lt;munirjnu@gmail.com&gt;, Najmul Haque &lt;najmulhq@gmail.com&gt;, Mukhlesur Rahman &lt;mukhles1@gmail.com&gt;

Respected Members of **Board of Moderators UG, Semester- II, IV & VI, Examination 2022**

1. **Dr. Tajammul Haque**, Asst. Professor, Department of Arabic, Mahitosh Nandi Mahavidyalaya, Jangipara, Hoogly
2. **Dr. Mukhlesur Rahman**, Asst. Professor Department of Arabic, HiralalBhakat College, Nalhati
3. **Dr. Mohammed Najmul Haque**, Associate Professor, Department of Arabic, University Of Gour Banga,
4. **Dr. Munirul Islam** , Asst. Professor Department of Arabic, Deewan Abdul Gani College Harirampur

As you have been appointed Members of Board of Moderators, UG , Semester- II, IV & VI, **Examination 2022**, you are requested to attend the moderation meeting which will be held on 06/06/2022 in the chamber of TIC/ HOD, Arabic, Golapbag Campus at 11:00 a.m.

**Thanks and Regards**

-----  
**Dr Mohd Alamgir**  
*Assistant Professor & TIC/HoD*  
*Chairman, UGBS*  
Department Of Arabic  
The University Of Burdwan  
Bardhaman, West Bengal  
India, 713104  
Mobile No: 7407182862

# The University of Burdwan



Rajbati, Burdwan

No.: C /Apptt./P/1080

Date: 13/05/2022

In reply please quote number  
and date of this letter

From : The Controller of Examinations  
The University of Burdwan  
Rajbati, Burdwan.

To : Prof. Dr.Mukhlesur Rahman  
Hiralal Bhakat College

Dear Sir/Madam,

I am directed to inform you that you have been appointed to set questions in **Arabic-Paper-GE-2** for the **B.A. Semester- SEM-6(GENL)** Examinations **2022**. You are requested to set questions as per modalities attach herewith and sent a soft copy of the same (in word format) to the "The head department of mathematics, The University of Burdwan, E-mail: [hod@arabic.buruniv.ac.in](mailto:hod@arabic.buruniv.ac.in)" via Email within 7 days from the date of receipt of this email.

In case you are not willing to accept the appointment, please inform the undersigned without delay.

Your kind attention is drawn to the *rules overleaf*.

Thanking you,

Yours faithfully,

*Anindya Zohi Pal*

Controller of Examinations

## ACCEPTANCE FORM

To  
The Controller of Examinations  
The University of Burdwan  
Reference : Your letter No. C/Apptt./P/1080..... dated .24-05-2022..... inviting me to set questions for GE-2.SEM6-GEN..... Examination, 20.22...

Confidential  
Subject Paper  
Arabic GE-2 SEM6-GEN

Dear Sir,

(aa) I am willing to accept the appointment and I shall abide by all rules and instructions in this connection. No near relation of mine or any student privately coached by me is a candidate for this examination.

(bb) Due to unavoidable reasons I am not in a position to accept the appointment and **hence the enclosed papers are returned herewith.**

Yours faithfully,

Signature *Dr. Mukhlesur Rahman*.....  
Institution .Hiralal Bhakat College, Nalhati.....  
Residential Address .....  
Telephone No. ....  
Mobile No. 91-9999048597.....

Date ...24-05.....20.22..

N.B. : Strike out the portion not relevant

# The University of Burdwan



Rajbati, Burdwan

No.: C /Apptt./P/1104

Date: 18/05/2022

In reply please quote number  
and date of this letter

From : The Controller of Examinations  
The University of Burdwan  
Rajbati, Burdwan.

To : Prof. Dr.Mukhlesur Rahman  
Hiralal Bhakat College

Dear Sir/Madam,

I am directed to inform you that you have been appointed to set questions in **Arabic-Paper-Paper\_VI** for the **B.A. - PartIII(Hons) Examinations 2022**. You are requested to set questions as per modalities attach herewith and sent a soft copy of the same (in word format) to the "The head department of mathematics, The University of Burdwan, E-mail: [hod@arabic.buruniv.ac.in](mailto:hod@arabic.buruniv.ac.in)" via Email within 7 days from the date of receipt of this email.

In case you are not willing to accept the appointment, please inform the undersigned without delay.

Your kind attention is drawn to the *rules overleaf*.

Thanking you,

Yours faithfully,

*Anindya Zohi Pal*

Controller of Examinations

## ACCEPTANCE FORM

To **The Controller of Examinations**  
**The University of Burdwan**  
Reference : Your letter No. C/Apptt./P/1104..... dated 24-05-2022..... inviting me to set questions for P-VI- BA-Part III Arabic.... Examination, 20.22...

Confidential  
Subject Arabic Paper  
P-VI- BA-Part III

Dear Sir,

(mm) I am willing to accept the appointment and I shall abide by all rules and instructions in this connection. No near relation of mine or any student privately coached by me is a candidate for this examination.

(nn) Due to unavoidable reasons I am not in a position to accept the appointment and **hence the enclosed papers are returned herewith.**

Yours faithfully,

Date 24-05.....20.22..

Signature *Dr. Mukhlesur Rahman*.....  
Institution Hiralal Bhakat College, Nalhati.....  
Residential Address Rampurhat.....  
Telephone No. ....  
Mobile No. 91-9999048597.....

N.B. : Strike out the portion not relevant

# The University of Burdwan



Rajbati, Burdwan

No.: C /Apptt./P/1084

Date: 13/05/2022

In reply please quote number  
and date of this letter

From : The Controller of Examinations  
The University of Burdwan  
Rajbati, Burdwan.

To : Prof. Dr.Mukhlesur Rahman  
Hiralal Bhakat College

Dear Sir/Madam,

I am directed to inform you that you have been appointed to set questions in **Arabic-Paper-CC-1B** for the **B.A. Semester- SEM-2(GENL)** Examinations **2022**. You are requested to set questions as per modalities attach herewith and sent a soft copy of the same (in word format) to the "The head department of mathematics, The University of Burdwan, E-mail: [hod@arabic.buruniv.ac.in](mailto:hod@arabic.buruniv.ac.in)" via Email within 7 days from the date of receipt of this email.

In case you are not willing to accept the appointment, please inform the undersigned without delay.

Your kind attention is drawn to the *rules overleaf*.

Thanking you,

Yours faithfully,

*Anindya Zohi Pal*

Controller of Examinations

## ACCEPTANCE FORM

To  
The Controller of Examinations  
The University of Burdwan

Confidential

Subject Arabic Paper  
CC-IB/SEM2-GEN

Reference : Your letter No. C/Apptt./P/1085..... dated 24-05-2022..... inviting me to set questions for CC-IB/SEM2-GEN..... Examination, 2022...

Dear Sir,

- (ii) I am willing to accept the appointment and I shall abide by all rules and instructions in this connection. No near relation of mine or any student privately coached by me is a candidate for this examination.
- (jj) Due to unavoidable reasons I am not in a position to accept the appointment and **hence the enclosed papers are returned herewith.**

Yours faithfully,

Date 24-05.....20.22...

Signature .. Dr Mukhlesur Rahman .. *AMR*  
Institution .. Hiralal Bhakat College, Nalhati ..  
Residential Address .. Hospital Road, Rampurhat ..  
Telephone No. ....  
Mobile No. 91-9999048597 ..

N.B. : Strike out the portion not relevant

# The University of Burdwan



Rajbati, Burdwan

No.: C /Apptt./P/934

Date: 02.02.2022

In reply please quote number  
and date of this letter

From : The Controller of Examinations  
The University of Burdwan  
Rajbati, Burdwan.

To : Dr.Mukhlesur Rahman  
Hiralal Bhakat College

Dear Sir/Madam,

I am directed to inform you that you have been appointed to set questions in **Arabic-Paper-GE-3** for the **B.A. B.A(Sem-3Hons)Examinations 2021**. You are requested to set questions as per modalities attach herewith and sent a soft copy of the same (in word format) to the "The head department of mathematics, The University of Burdwan, E-mail: [hod@arabic.buruniv.ac.in](mailto:hod@arabic.buruniv.ac.in) " via Email within 7 days from the date of receipt of this email.

In case you are not willing to accept the appointment, please inform the undersigned without delay.

Your kind attention is drawn to the *rules overleaf*.

Thanking you,

Yours faithfully,

*Anindya Zohi Pal*

Controller of Examinations

## ACCEPTANCE FORM

To  
The Controller of Examinations  
The University of Burdwan

Confidential

Subject Arabic Paper GE-3

Reference : Your letter No. C/Apptt./P./934..... dated 02-02-2022..... inviting me to set questions for .GE-3/SEM-3/HONS..... Examination, 2022....

Dear Sir,

- (g) I am willing to accept the appointment and I shall abide by all rules and instructions in this connection. No near relation of mine or any student privately coached by me is a candidate for this examination.
- (h) Due to unavoidable reasons I am not in a position to accept the appointment and **hence the enclosed papers are returned herewith.**

Yours faithfully,

Date .04-02.....2022...

Signature .*[Signature]*.....  
Institution ..... Hiralal Bhakat College.....  
Residential Address .....  
Telephone No. ....  
Mobile No. ....9999048597.....

N.B. : Strike out the portion not relevant



# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

**This appointment letter is electronically generated as per data provided by your Institution**

No. : R/C/Apptt./English/as applicable/as applicable/UG CBCS/VI/IV/II/2022/305100015

Date : 13-Jun-2022

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

Bank Name : STATE BANK OF INDIA  
Branch Name : SHAMBAZAR  
Name at Pass Book : SUDDHASATTWA BANERJEE  
Account No. : 30209003864  
IFSC Code : SBIN0000180  
MICR Code : 700002092

To : Prof. DR. SUDDHASATTWA BANERJEE  
Assistant Professor  
305 HIRALAL BHAKAT COLLEGE  
9836782254 , suddhasattwabanerjee@gmail.com  
Letter ID No. : 305100015

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner in English [Course Category : as applicable] , Course / Paper - as applicable for the UG CBCS , Semester / Part : VI/IV/II Examinations, 2022.

**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*

**\* Copy to for necessary information and action please:**

HOI, 305 HIRALAL BHAKAT COLLEGE  
bu305@college.buruniv.ac.in

**Controller of Examinations**







# 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)

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# THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Rajbati, Burdwan

This appointment letter is electronically generated

No. : C/e-Gov/Apptt./Examiner/Environmental Science/Hons/DSE2, DSE2 (OR)/UG CBCS/V/2022/305100039

Date : 17-02-2023

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

Bank Name : STATE BANK OF INDIA  
Branch Name : PALLA BAZAR, NORTH 24 PARGANAS  
Name at Pass Book : KRITIMAN BISWAS  
Account No. : 35159126728  
IFSC Code : SBIN0008355

To : Prof. KRITIMAN BISWAS  
Assistant Professor  
305 HIRALAL BHAKAT COLLEGE  
8001955848 , kritimanbiswas2018@gmail.com  
ID No. : 305100039



Sir/Madam,

I am directed to inform you that you have been appointed as **Examiner in Environmental Science** [Course Category : **Hons**] , Course / Paper - **DSE2, DSE2 (OR)** for the **UG CBCS** , Semester / Part : **V** 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 : Dr Naba Kumar Mondal  
Head Examiner's Instt. : 915 Department of Environmental Science, BU  
Head Examiner's Mobile No. : 9434545694  
Head Examiner's Mail ID : nkmondal@envsc.buruniv.ac.in

**Answer Script Distribution Schedule :** 📁 <https://tinyurl.com/2hoo9987>

**Model Answer Link :** 📁

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, 305 HIRALAL BHAKAT COLLEGE  
bu305@college.buruniv.ac.in



\*Copy to for information:

Chairperson, BOS : Environmental Science  
hod@envsc.buruniv.ac.in



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

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

No. C/Apptt./UG CBCS/531/2021/53120210103519

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. KRITIMAN BISWAS  
Assistant Professor  
305 HIRALAL BHAKAT COLLEGE  
Letter ID No. : 53120210103519

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Environmental Science [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 Zyohi Pal*

*Controller of Examinations*

Copy to for information and necessary action:  
The Principal / TIC / OIC  
305 HIRALAL BHAKAT COLLEGE



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

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# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

No. C/Apptt./UG CBCS/531/2021/53120210103517

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. SUDIPTA SINGHA  
Assistant Professor  
305 HIRALAL BHAKAT COLLEGE  
Letter ID No. : 53120210103517

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in English [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  
305 HIRALAL BHAKAT COLLEGE



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

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# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

No. C/Apptt./UG CBCS/531/2021/53120210103554

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 : ABHIJEET NANDI  
SACT  
305 HIRALAL BHAKAT COLLEGE  
Letter ID No. : 53120210103554

Sir/Madam,

I am directed to inform you that you have been appointed as Examiner / Scrutinizer in Sanskrit [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].
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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  
305 HIRALAL BHAKAT COLLEGE





# THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan

Department of Controller of Examinations

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

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# The University of Burdwan



Rajbati, Burdwan

No.: C/Apptt./P/1672/U

Date Burdwan- 04.01.2022

**In reply please quote number  
and date of this letter**

**From : The Controller of Examinations  
The University of Burdwan  
Rajbati, Burdwan.**

**To : Prof./Dr. Syed M. Zaman  
H.B. College**

**Dear Sir/Madam,**

I am directed to inform you that you have been appointed to set questions in **Pol.Sc., DSE-1A (Sel. Comp. Pol. Theo.)** for the **Semester-V (Genl.) Examination to be held in 2021** and to request you to send the paper to [hod@polsc.burunive.ac.in](mailto:hod@polsc.burunive.ac.in) Within - 03 Days

In case you are not willing to accept the appointment, please inform the undersigned without delay.

Your kind attention is drawn to the *rules overleaf*.

Thanking you,

Yours faithfully,

*Anindya Zohi Pal*

Controller of Examinations

Enclosures :

- (1) ~~Paper for setting questions~~
- (2) ~~Two Envelopes~~
- (3) Syllabus- visit our Website
- (4) ~~Declaration form~~

## ACCEPTANCE FORM

To  
The Controller of Examinations  
The University of Burdwan

Confidential  
Subject \_\_\_\_\_ Paper \_\_\_\_\_

Reference : Your letter No. C/Apptt./P..... dated ..... inviting me to  
set questions for ..... Examination, 20.....

Dear Sir,

- (a) I am willing to accept the appointment and I shall abide by all rules and instructions in this connection. No near relation of mine or any student privately coached by me is a candidate for this examination.
- (b) Due to unavoidable reasons I am not in a position to accept the appointment and **hence the enclosed papers are returned herewith.**

Yours faithfully,

Date .....20.....

Signature .....  
Institution .....  
Residential Address .....  
Telephone No. ....  
Mobile No. ....

N.B. : Strike out the portion not relevant

# The University of Burdwan



Rajbati, Burdwan

No.: C/Apptt./P/1858/U

Date Burdwan 17.05.2022

**In reply please quote number  
and date of this letter**

**From : The Controller of Examinations  
The University of Burdwan  
Rajbati, Burdwan.**

**To : Prof./Dr. Suddhasattwa Banerjee  
H.B. College**

**Dear Sir/Madam,**

I am directed to inform you that you have been appointed to set questions in **English Paper- GE-4** for the **Semester-IV (Hons. ) Examination to be held in 2022** and to request you to send the paper to **[hod@eng.burunive.ac.in](mailto:hod@eng.burunive.ac.in)** Within **Three Days**

In case you are not willing to accept the appointment, please inform the undersigned without delay.

Your kind attention is drawn to the *rules overleaf*.

Thanking you,

Yours faithfully,

*Anindya Zyoti Pal*

Controller of Examinations

Enclosures :

- (1) **M**arks
- (1) Syllabas

## ACCEPTANCE FORM

To Confidential  
**The Controller of Examinations** Subject  
**The University of Burdwan** Paper

Reference : Your letter No. C/Apptt./P..... dated ..... inviting me to  
set questions for ..... Examination, 20.....

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Yours faithfully,

Date .....20.....

Signature .....  
Institution .....  
Residential Address .....  
Telephone No. ....  
Mobile No. ....

N.B. : Strike out the portion not relevant