

CONFIDENTIAL

PRE-PUBLICATION SCRUTINEER



UNIVERSITY OF CALCUTTA

From  
The Controller of Examinations,  
University of Calcutta

Senate House,  
No. Gen/ECO/13  
Kolkata the 2022

To  
SRIPARNA BISWAS  
NABA BALLYGUNGE MAHAVIDYALAYA  
27D, BABURAM GHOSH ROAD, KOLKATA-700040  
9830749912  
sriparna\_75@yahoo.co.in

Dear Sir / Madam.

I have the honour to inform you that you have been appointed as pre-publication scrutineer for

B.A/B.SC Semester IV Hons (CBCS)

ECOA

CC 9

SYLLABUS 2018- 2019

Batch-I

Name of Head Examiner / Co-Ordinator : SOUMEN SARKAR

Phone No. / Mobile No. :9051019772

**Your duties as a scrutineer will be:**

- 1) To see
    - (i) Whether each answer has been marked.
    - (ii) Whether any candidate has been given credit for more than the requisite number of questions, if answered by him/her.
  - 2) To check the total marks allotted to each script.
  - 3) To verify the transcription of marks in the award slips from the answer scripts and make necessary correction, if required.
  - 4) To rectify wrong total in the scripts and make necessary correction, if required, in award slips also.
  - 5) To check whether any candidate has answered excess questions and to cancel the marks obtained in such answers.
  - 6) To submit marks as per instruction provided in the relevant website/portal.
  - 7) In such cases where answer(s) in script(s) is/are found unmarked, the matter is to be returned to the concerned Co-Cordinator/Head-examiner or the Controller of Examinations (where there is no. H.E./Co-ordinator) with a report mentioning the unmarked answer(s) identified.
  - 8) To return the scripts not signed by the examiner to the Co-ordinator/H.E./ to the Controller of Examinations (in case there is no Co-ordinator/H.E.) with a forwarding letter.
  - 9) In case there is a Co-ordinator /H.E., he / she may contacted immediately after getting the appointment letter. A scrutineer should on no account to beyond the limit of his / her duties specified above or assigned by the concerned H.E/C.O. Each correction, if any must be signed.
- All matters relating to the scrutiny work should be treated as strictly confidential.

**University Telephone Nos.:**

2241-0071 (two lines)  
2241-4984 (three lines)  
2241-4989 (two lines)  
2241-2850 (two lines)  
2257-0030-Direct General Section  
2219-0176-Direct A.P. (Major) Section

A.P. (Major) Section : Ext. No. 220  
General Section : Ext. No. 248

Yours faithfully,

Controller of examinations

CONFIDENTIAL



EXAMINER

[In replying, please quote the number and date of this letter]

Please note: As per amendments of Calcutta University - First Statutes, 1979 (Vide Notification No CSR/ST/1/2001 dated 19.04.2001) relevant portion of amended statutes 103 & 113 stand as:

103(2).....  
It will be obligatory for a teacher to co-operate and assist in carrying out functions relating to educational responsibilities of the college such as assisting the Principal in processing the applications for admission advising or counseling the student and assisting in University and college examinations including invigilation and supervision thereof as and when required by the Principal, .....

103(4)(h)..... a teacher shall evaluate answer-scripts of students and undertake any other duty, related to any examination conducted by the college and the university, on being directed and appointed to do so.  
113..... The University may directed the Governing Body to initiate disciplinary proceedings against a teacher or Principal if the University decides that the concerned person is guilty of dereliction of duty connected with any work related to University Examination or other matters.

From  
**The Controller of Examinations,**  
University of Calcutta

Senate House,  
No. Gen 13 / ECAA / 10 / 15  
Kolkata the 11-July 2022

To, **SRIPARNA BISWAS**  
(NABA BALLYGUNGE MAHAVIDYALAYA)  
Resi:  
27D, BABURAM GHOSH ROAD,  
FLAT-A-I, TOLLYGUNGE, KOLKATA-700040

USA-503

Dear Sir / Madam,  
I have the honour to inform you that you have been appointed as an Examiner for the following Examination:

B.A./B.Sc.Semester-IV Hons.(CBCS) 2022 ECAA CC-9 Bch. 1  
Syllabus 2018 - 2019

\* Your service as a pre-publication scrutineer may be solicited by your Head Examiner / Co-ordinator.

I desire to draw your special attention to the following provision in the University Regulations:

"Examiners are requested to keep the results of the Examinations and the marks assigned to candidates strictly secret."

If you are approached by or on behalf of any particular candidate to divulge his/her result or do anything else of an unfair nature in connection with his/her Examination, you are requested to report the matter immediately to the undersigned stating the Roll and Number of the candidate concerned.

The Vice-Chancellor and Syndicate desire to add that these directions should be strictly followed, and any violation thereof will be taken serious notice of by them.

Name of Head Examiner/ Co-Ordinator

**SOUMEN SARKAR**  
Phone No. / Mobile No.: 9051019772

(Pl. Contact at this phone No.)

Yours faithfully,

Controller of Examinations (Adg)