

SIDHO-KANHO-BIRSHA UNIVERSITY

Dr. Subal Chandra De
Controller of Examinations



*Ranchi Road, P.O - Sainik School,
Dist- Purulia, Pin-723104 (W.B)
E-mail –controllerskbu@gmail.com
Phone No:-03252-202422*

THE DEPARTMENT OF CONTROLLER OF EXAMINATIONS

Ref. No. 7590/SKBU/CE/HE-Appoint/2021

Date:-05.07.2021

To
Prof/Dr/Sri/Smt. Prabir Sarkar
Department of Bengali
Nistarini College

Sub: Appointment as Head Examiner for the ensuing UG Even Semester Examinations, 2021 in Bengali Honours Courses.

Dear Sir,

I am directed to appoint you as the Head Examiner/Joint Head Examiner for the ensuing UG Even Semester Examinations (Honours courses) 2021 in your subject wherein your primary responsibility will be to look after the evaluation process and framing suitable guidelines in consultation with other Joint Head Examiner(if any)/faculty members of your subject with the objective to ensure harmonization and standardization of the evaluation process across the colleges as well as timely completion of the evaluation process in an effective and transparent manner.

Your specific duties and responsibilities in this regard for the purpose are mentioned below:

1. You have to look after the evaluation process for all the papers in your subject that will be carried out at different colleges.
2. You have to arrange for Examiner Meeting over virtual mode for each paper preferably at the evening on the examination date of that paper wherein you shall have discussion with all the teachers/H.O.Ds on how the evaluation process will be carried on by them so that parity in marking can be ensured amongst the examiners.

In order to do that you are supposed to determine the kind of standard of answers to be expected from examinees, and also distribute marks allotted to a question to its different parts. Resolutions regarding the system of marking to be adopted should be taken up at the meeting.

You are also to give general directions as to what should be included within the scope; of each answer, and as to how far any particular answer should be dealt with leniently or strictly for reason of difficult or simple nature of the question.

3. Preferably you shall make a random visit to a number of colleges where evaluation is being carried out (or to all colleges if the number is very small for your subject) with prior information to the Principal/TIC/OIC and shall review some evaluated answer scripts at the most 5% of the total scripts (preferably those scoring substantially higher or lower marks) to ensure that proper evaluation has been made as per the discussion in the meeting.
4. You will be provided with the link to have the faculty list of your subject across the colleges.
5. For conducting visit to the college/s, you will be entitled to get car fare and other allowances as per university rules.

6. Necessary assistance will also be provided to you if you face any difficulty in discharging your duties and responsibilities in desired direction.
7. You will also have to submit a Report to the Controller of Examinations after the evaluation process is being over mentioning measures and actions taken by you during the evaluation process and your overall observations on it.
8. The offer should be declined if any candidate is privately coached by you or any of the near relations is appearing at the Examination for which you are appointed as Head Examiner/Joint Head Examiner (Near relations include “son, daughter, brothers, unmarried sister, adopted sons/daughters, spouse & such other persons who are connected by marriage and blood”)

NB: The other Joint Head Examiner in your subject is Prof./Dr./Sri/Smt. Goutam Kumar Mandal of N.S.A. Mahavidyalaya (Mob: 9800112975)

Dr. Subal Chandra De
Controller of Examinations
Dr. Subal Chandra De
Controller of Examinations
Sikho-Kanho-Birsha University
PURULIA