



THE UNIVERSITY OF BURDWAN

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DEPARTMENT OF CONTROLLER OF EXAMINATIONS

No. CE-Sectt/UG Exam-2023/72

Dated : 05-07-2023

From : The Controller of Examinations
The University of Burdwan

To : The Principals/TiCs/OiCs
All affiliated colleges under The University of Burdwan

Madam/Sir,

As directed I am to let you know that the following decisions have been taken by the appropriate authority to conduct the UG Semester-VI and old Part-III Examinations, 2023.

- i. All Hons. examinees will appear at the Sem-VI Examinations, 2023 from Away Centres.
- ii. All General examinees will appear at the Sem-VI Examinations, 2023 from Away Centres except GE and SEC which will be conducted at Home Centres *i.e.*, the General candidates will sit for the GE and SEC at their own colleges. The scripts of GE and SEC for General Examinees to be evaluated by the Examiners of Home Colleges and the Marks to be uploaded by the respective examiners of the Home Centres to the respective College Portal.
- iii. Practical Examinations for both Hons. and General Examinations will be conducted by the respective Colleges with Internal Question Papers. No External Examiners will be appointed for conducting the Practical Examinations. Marks of Practical Examinations will be uploaded at the respective College Portal by the Examiners of Home Centres.
- iv. Answer Scripts for both Hons. and General examinations will be evaluated by the Examiners of the respective Colleges wherefrom the examinees are appearing in their respective courses. For example, if the Hons. examinees of 'A' college are sitting at 'B' college, then the said Hons. scripts to be evaluated by the Examiners of 'B' college; similarly, if the General examinees of 'P' college are sitting at 'Q' college, then the said general scripts to be evaluated by the Examiners of 'Q' college.
- v. The Principals/OiCs/TiCs are authorised to issue Appointment Letters to the subject Teachers concerned for evaluation of answer scripts. Specimen of such an Appointment Letter will be provided by the University to the Principals/OiCs/TiCs in due course. The senior most Teachers of the respective colleges be nominated by the Principals/OiCs/TiCs as Coordinator to look after the entire evaluation and marks capturing process in a timely manner.
- vi. In case of Rare subjects and where there are meager numbers of Examiners, the answer scripts will be sent by the Colleges to the AP Section at Rajbati for evaluation. The marks of the said scripts to be uploaded by the respective examiners in the University Portal.
- vii. District-wise Visiting Teams will be constituted from amongst the Teachers of different Colleges to look after the examination process of different examination centres. Honorarium to be paid to the Team Members for rendering their services.
- viii. All Hons. and General examinees will appear at the Part-III Examinations, 2023 from home Centres only. Scripts of all these examinees to be evaluated by the Examiners of the home colleges and marks to be uploaded by the respective examiners of the home centres.

All are requested to cooperate in this regard. Centre List will be uploaded shortly.

Thanking you,

Yours faithfully,

Controller of Examinations