

Confidential



SCRUTINEER

From
The Controller of Examinations,
University of Calcutta

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

Senate House,
kolkata
No. Gen: 25/TH/GEOA/CC-11/SCRU/0007
The 15-April-2024

To,
MRS. Rituparna Biswas
(DEPARTMENT OF GEOGRAPHY) LALBABA COLLEGE
Res: AB8/20B Deshbandhu Nagar Baguiati, Kolkata-59

9874491659
rituparnabiswa@gmail.com

Dear Sir / Madam

I have the honour to inform you that you have been appointed pre-publication scrutineer for the academic year: 2023
B.A/B.Sc Sem V HONOURS Examination 2023 (under CBCS) SYLLABUS: 2018-2019 CSR-12/18
GEOGRAPHY Paper - GEOA CC-11 RESEARCH METHODOLOGY AND FIELDWORK - Batch: 2

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 transcriptions of marks in the award slips from the answer scripts and make necessary corrections, if required.
- 4) To rectify wrong total in the scripts and make necessary corrections, 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 send the marks properly arranged subject-wise and paper-wise in sealed cover to the "Computer Cell" 2nd floor, Darbhanga Building, C. U. College Street Campus (only in case there is no Head Examiner / Co-ordinator).
- 7) In case unmarked answer/answers is/are found the script/scripts be returned to the concerned Co-ordinator / H. E. / to the Controller of Examinations (in case there is no Co-ordinator /H. E.) with a report mentioning the questions nos, answer/answers to which has/have been kept unmarked.
- 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 be contacted immediately after getting the appointment letter.

A scrutineer should on no account go beyond the limit of his/her duties specified above for assigned by the concerned H. E. / C. O. Each correction, if any, must be signed.

All matter relating to the scrutiny work should be treated as strictly confidential.

Name of Head Examiner / Co-ordinator: Subhra Chattopadhyay
Phone No. / Mobile No : 9681563348
Email Id : subhra.lbc@gmail.com

University Telephone No.:

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) : Ext No. 244

General : Ext. NO. 296 & 252

Computer Cell-I : Ext. No. 230

Computer Cell-II : Ext. No. 418

Yours faithfully,

Controller of Examinations