

EXAMINATION COMMITTEE

PANCHAKOT MAHAVIDYALAYA,
SARBARI, NETURIA, PURULIA

Guidelines framed by the examination committee for the SEM I examination, 2022

1. All the teachers are requested to follow the schedule of duties for collecting answer scripts and the recruited teachers are requested to stay in the college from 11 am to 4 pm as per their assigned duties.
2. The appointed teachers have to collect the checklist for collection of answer scripts from the office of the college. At the time of collection of answer scripts the appointed teachers should check the front page 1 and 2 of each copy and instruct the candidate to sign in the check list and issue the candidate an acknowledge slip for each answer script. Teachers are requested to collect the acknowledge slip from the office.
3. After collection of the answer script the teachers will submit those copies to the college office (where the examination committee assigned the table duty). Please mention the answer script number collected from the examinee at the time of submission.
4. Examination committee will provide a schedule of spot evaluation shortly after completion of the entire collection of the answer scripts. Spot evaluation will be conducted department wise so that the schedule of other classes would not be disrupted. So, All the HODs are requested to allot their departmental teachers duties for the evaluation of answer scripts and send the copy to the examination committee.
5. All the teachers are requested to inform their students through WhatsApp group, they must submit their answer script between 12 noon to 2 pm at the answer script collection counter of the college, Otherwise the college will not be obliged to receive the answer script.