



UNIVERSITY OF CALCUTTA

No. Gen/51/24

Date: 19.11.2024

From,
The Controller of Examinations
University of Calcutta

To,
The Principal/ Teacher in Charge/ Officer in Charge
All Colleges affiliated to the University of Calcutta
conducting B.A. / B.Sc. / B.Com. Honours / General / Major Courses of Studies

Sub: - Addressing decline of duties in Examination procedures

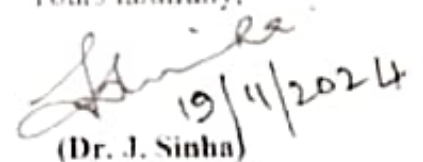
Respected Sir,

This is for your kind information that it is found from recent pasts that several **teachers are expressing their inabilities** to perform their assigned responsibilities related to Examination procedures. This has been causing significant disruptions and challenges within the system.

To ensure the smooth conduction of examination processes, you are kindly requested **not to forward any letters of declination** of duty from teachers unless absolutely necessary on **valid medical ground**. If a teacher's assignment declination is very urgent, please ensure that their application **includes sufficient and relevant supporting documentation**.

Thank you for your cooperation in maintaining the efficiency of the examination process.

Yours faithfully,


(Dr. J. Sinha)

Controller of Examinations
University of Calcutta

Senate House
Kolkata

19/11/24



RESOLUTION ITEM NO. 10, DATED 13.07.2018

In terms of the Syndicate meeting dated 13.07.2018 (Item No.10) the following resolutions have been adopted:

1. Acceptance of assignments as Paper Setters, Moderators, Examiners /HEs /Coordinators /Scrutineers is mandatory.
2. Submission of Question Papers by paper setters within the stipulated date is mandatory and subsequent moderation by the Moderators within a fixed time must be ensured.
3. Final proof-reading by Moderators be completed within stipulated time.
4. Participation of Examiners in Coordinators/HEs meeting is compulsory.
5. Receiving of answer-scripts by Examiners from the distribution centres must be done within the specified dates.
6. Principals/TICs/College Authorities should extend permissible support to concerned Teachers to perform assigned Examination duties.
7. Colleges should not deny allotment of Examination centres.
8. Submission of marks along with evaluated answer-scripts within the dates fixed by Coordinators/HEs/University must be ensured.
9. Early submission of re-examined marks along with scripts by Re-examiners needs to be done to avoid any delay in publication of re-examination results.
10. The University may direct the Governing Body to initiate disciplinary proceedings against a teacher or the Principal if the University decides that the concerned person is guilty of dereliction of duty connected with any work related to the University Examination (vide The Calcutta University First Statutes 1979; Amendments, 2013;No.113).