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# Hiralal Mazumdar Memorial College For Women Dakshineswar • Kolkata – 700035

Re-Accredited by NAAC with B++ Grade

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Ref. No. ....

Date: .....

Date: 18.09.2018

## NOTICE

With reference to the Meeting of Examination Subcommittee dated 14.09.2018, the following decisions are notified for information and necessary action(s) of all concerned.

1. During the days of examinations, Classes should run in its own way, so that the teaching days may be calculated as per CBCS regulations.
2. No specific heading in any of the tests / examinations will be mentioned on the top of the Questions Papers. Just, Test – I, Test – II, Test – III will be mentioned on the top of the Question Papers for the time being and depending on the performance of the students, Class Tests and Internal Assessment will be differentiated later on.
3. Assessments need to be conducted in respective departments in September, 2018 and October, 2018 as per the prescribed format of Board of Studies of respective department.
4. One central test of 50 marks, will be conducted w. e. f. 1<sup>st</sup> October, 2018 as per the pattern prescribed by West Bengal State University.
5. Internal Tests / Examinations will be conducted after having departmental meetings.
6. ENVS Examination of Semester – I Students is rescheduled on 29<sup>th</sup> September, 2018 instead of 11<sup>th</sup> October, 2018 and the examinations, earlier scheduled on 12<sup>th</sup> October, 2018, will be held in the 2<sup>nd</sup> half (01:30 P.M. to 03:30 P.M.) on 6<sup>th</sup> October, 2018.
7. A core group for conducting examinations and keeping records of Marks is being formed as below.  
Shri Mriganka Narayan Das, Dr. Anwarul Haque, Dr. Amrita Banerjee, Shri Aditya Subba, Smt. Tanaya Ray, Shri Abhra Basu Chowdhury along with Shri Sujit Biswas, Shri Ashim Kumar Sinha, Shri Moloy Banerjee, Shri Amit Kumar Mondal will form the said core group for keeping all records related to the marks and attendance of the students.
8. Examination – in – Charge of all the Test Examinations including Class Tests, Internal Assessment for the session 2018 – 2019 will be Dr. Tamal Mondal, Assistant Professor, Dept. of Botany and Dr. Sreyasi Ghosh, Assistant Professor, Dept. of History.  
The Hand written / Typed Question Papers of all Arts Departments and all Science Departments have to be submitted centrally to Dr. Sreyasi Ghosh, Assistant Professor, Dept. of History and Dr. Tamal Mondal, Assistant Professor, Dept. of Botany, respectively.  
Questions should be photocopied keeping in mind the student strength of the Core Course / DSC / GE, etc. Separate questions will be arranged for DSC and GE. Total no. of students must be written on the top of the question papers.
9. Percentage of attendance (Proportionate Calculation) till 16<sup>th</sup> September, 2018, is to be displayed before 29<sup>th</sup> September, 2018.
10. Question Papers for Test (29<sup>th</sup> September, 2018 onwards) are to be submitted by 24<sup>th</sup> September, 2018.
11. Marks are to be submitted in soft copy to a newly created common email id. Hard Copy of Marks along with Answer Scripts are to be submitted to the aforementioned Core Group.

All concerned are requested to note and to act accordingly.

*M.B.*

By Order  
Dr. Soma Ghosh  
Principal & Secretary