



UNIVERSITY OF CALCUTTA

No. CE/A.P. (Major)/06/08 /2018

Dated: 21.02.2018

Scheme for decentralization of evaluation and scrutiny of answer scripts of the ensuing B.A./B.Sc./B.Com. Examinations in General Subjects

The scheme was introduced in the year 2013 and under the approval of the University authority it was successfully implemented for the examinations of 2014. Now the University authority has decided that the scheme will be followed for the B.A./B.Sc./B.Com. Part-I/II/III Regular Examination in General Subjects and Papers of 2018 & onwards with the following modifications:

- a. In case of B.A./B.Sc. General Papers the concerned examiner(s) should submit the evaluated and scrutinized scripts directly to the concerned Head Examiner(s).
- b. In case of B.Com. General Papers (1+1+1 system) the concerned examiner(s) should submit the evaluated unscrutinized scripts directly to the concerned Head Examiner(s).
- c. In case of B.Com. Semester System (Honours and General; Under CBCS) the concerned examiner(s) should submit the evaluated unscrutinized scripts directly to the concerned Head Examiner(s).
- d. The examiners will be entitled for the admissible T.A. as per usual rate for this purpose.
- e. **The name, phone numbers ,e-mail of the teacher(s) supposed to act as Coordinating-In-Charge (examination wise) should be submitted to the University by filling the pre-printed format, supplied by the University (see appendix-1), prior to the commencement of Examination by the Principal of the College.**

Similarly, name, phone numbers ,e-mail of the teacher(s) supposed to act as a examiner(s) in a particular evaluation centre is to be communicated to the Head Examiners by the Principal or Coordinating-In-Charge positively within 07 days after receiving the scripts from the University.

- f. Pre-publication scrutiny work of answer scripts in respect of B.Com. courses will be under the supervision of the concerned Head Examiner. So, in case of B.Com., scripts will be examined at the colleges end without scrutiny and the unscrutinized scripts and marks are to be submitted to the concerned Head Examiners directly in an orderly manner by the concerned examiners only marking **unscrutinized** at the top of the packet containing the evaluated answer scripts.

- g. The contingency grant for the mofussil colleges (code 400 -624) per script @Rs. 4/- for rendering the service and for the college located in Kolkata (code 010 – 399) the rate would be @ Re. 2/- per script.

Detailed scheme is laid down hereunder once again for perusal and necessary support for its successful implementation.

1. Objective :-

- a. The objective of the scheme is to decentralize the work of distribution, evaluation and pre-publication scrutiny of answer scripts by way of involving each and every teacher irrespective of his/her nature of appointment in the affiliated Colleges imparting instructions in the subjects of General Courses so that number of answer scripts allotted per teacher for evaluation and scrutiny is not only minimum but also rational as the time required to check and scrutinize answer scripts gets significantly reduced with the reduction in allotment per examiner thereby facilitating the process of publication of results to a large extent.

ALL THE SCRIPTS PROVIDED TO THE EXAMINERS IN EACH DEPARTMENT TO BE EVALUATED WITHIN 15 DAYS OF RECEIPT OF SCRIPTS.

- b. The objective is also for a better communication in between Head Examiners and its concerned Examiners to improve the interface in between and to improve the quality and parity of evaluation as well.

Principal of colleges (evaluation centre) has to provide name, e-mail and phone nos. of all examiners for a particular subject/paper to the Head Examiners in format provided (appendix – 2) within 07 days after receiving un-evaluated/un-scrutinized scripts from the University.

2. Date of effect :-

The scheme will be operative from the B.A./B.Sc./B.Com. Part-I/II/III Regular Examinations in General Subjects and Papers of 2018 & onwards.

3. Modus Operandi :-

3.1 Sending of answer scripts and other materials :-

The University will send unexamined answer scripts in each subject (except those subjects where the number of candidates in a paper is around 100) **for evaluation to all the affiliated Colleges offering B.A./B.Sc./B.Com. Courses within 10 to 15 days after the respective examinations is over.** Needless to mention that the scripts sent to a College will not belong to those candidates who have appeared in the examination from that College.

Packets of written answer- scripts will be sent together with the guideline / instruction for evaluation or marking prepared by the concerned Head Examiners, printed award list, blank remuneration bill and other examination related stationeries.

If any discrepancy/query is needed to be addressed the College Authority is requested to contact AP (Major) Section immediately.

3.2 Preparation of guideline / instruction / scheme of marking :-

With a view to making the scheme of marking of answer scripts in a subject and paper more comprehensive and rational the same will be prepared at the time of moderation of question papers in the concerned subject and paper but will be given final shape by the concerned Head Examiners and the members of the UG Boards of Studies in the subject in a meeting to be convened by the A.P. (Major) Section immediately after the examination in the subject and paper is over. Where there is no Head Examiner the scheme of marking drawn by the moderators will be final.

The admissible rate of remuneration shall be Rs. 500 per paper of 100 marks to be divided amongst the experts taking part in the moderation process and preparing the scheme of marking.

3.3 Determination of number of answer scripts per College :- Number of answer scripts allotted to a college and in a subject will be on the basis of the number of teachers in the concerned subject working in the college.

3.4 Distribution of answer scripts :- It shall be the responsibility of the Principal of the College concerned to receive and distribute the answer scripts amongst the concerned subject teachers of the College for evaluation and pre-publication scrutiny (other than subjects of B.Com. Courses).

PRINCIPALS ARE REQUESTED TO SEND NAMES, PHONE NOS. E-MAIL NOS. OF ALL EXAMINERS OF EACH SUBJECT / PAPERS TO THE CONCERNED HEAD EXAMINERS THROUGH E.MAIL (in given format; see *appendix-2*) WITHIN 07 DAYS FROM RECEIPT OF UN-EVALUATED/UN-SCRUTINIZED SCRIPTS FROM THE UNIVERSITY.

3.5 Coordinating function :-

The Principals of the affiliated Colleges are empowered to entrust one full time senior teacher of the College to act as the **Scheme Coordinating-In-Charge** to supervise and monitor the distribution of answer scripts amongst the teachers in different subjects and make arrangement for sending the examined / scrutinized answer scripts back to the concerned Head Examiners directly by the examiner in an orderly manner along with the scrutinized marks, the remuneration bills and the respective list of examiners & scrutineers in the prescribed format.

For one examination an affiliated College may engage two Coordinating-in-charges at the most if the number of subjects involved and the number of answer scripts allotted to a college are substantially large.

NAME, PHONE NOS, E-MAIL OF COORDINATING-IN-CHARGES TO BE SEND TO AP (MAJOR SECTION & ADMINISTRATION SECTION UNDER DEPARTMENT OF CONTROLLER OF EXAMINATIONS BY E-MAIL BY THE PRINCIPALS OF COLLEGES IMMEDIATELY (in given format; see appendix-1).

The H.E.s are also requested to procure e-mail, phone nos. and names of examiner(s) from college Principal (if not provided by the principals within 07 days of end of examination of respective subject & paper).

Such a centre Coordinating-In-charge shall be entitled to an honorarium of Rs. 2,000/- (Two Thousand) only. The University will release the honorarium on getting a claim letter from the Principal of the College in this regards after completion of the job.

The Coordinating-In-Charge shall be contacted by the University from time to time for getting updates of submission of scripts and marks to the concerned Head Examiners.

3.6 Head Examiners' function: -

The concerned Head Examiners are requested to **check and count the answer scripts and marks properly before issuing receive copy to the examiners to avoid any discrepancy in future.** They are also requested to submit marks in sealed cover to the Computer Cell-I Section of the Department of Controller of Examinations as early as possible.

After submission of marks, the Head Examiner will send the list of examiners / scrutineers to the General Section of the Department of the Controller of Examinations (as in format provided by the University; Appendix-2) for processing of Assignment Letters.

If the HEs do not receive evaluated answer scripts within stipulated 15 days, they are requested to contact Examiners/TIC/OIC/Principals of the Evaluation centre immediately with intimation to Controller of Examinations (coecaluniv@gmail.com).

3.7 Examiners' assignment letter :-

Immediately after receiving the list of Examiners / scrutineers from the Head Examiners the University will issue the specific assignment letters in respect of the Examiners / scrutineers.

3.8 Part Time Teacher, CWTT etc. :-

Apart from the Full Time Teachers in a subject Part Time Teachers (Govt. Approved), Contractual Whole Time Teachers and Guest Lecturers with requisite teaching experience are also considered as examiner and scrutineer in the respective subjects.

3.9 Pre-publication scrutiny of evaluated answer scripts:-

- I. In general for B.A./B.Sc. Subjects, scrutiny of evaluated answer scripts of a subject is to be done by a teacher examiner.

- II. However, as per previous decision of the University authority scrutiny of answer scripts by a subject teacher other than an examiner in the subject is also valid and answer scripts in PLSG, HISG, EDCG, PHIG, BNGG, ECOG, ENGG may be scrutinized by teachers other than subject teachers.
- III. In respect of B.Com., scrutiny work of the evaluated answer scripts to be done by the scrutiner under the supervision of the concerned Head Examiner. So, the examined and unscrutinized scripts and marks are to be submitted to the concerned Head Examiners directly.

3.10 Time limit for completion of the work :-

The College shall have to complete the evaluation and scrutiny work and send the scrutinized answer scripts in different subjects together with the corresponding award lists, the remuneration bills and the list of individual examiners / scrutineers in the particular subject and paper in sealed covers within the time frame(**15 days at the most**), drawn in accordance with the number of answer scripts per examiner and communicated by the University, to the concerned Head Examiner directly.

For the subjects where there is no Head Examiner the college shall have to send the evaluated and scrutinized answer scripts to the A.P (Major) Section of the Department of Controller of Examinations along with the corresponding award list, remuneration bills and the respective list of examiners and scrutineers in sealed covers within the time frame (7 days at the most) drawn in accordance with the number of answer scripts per examiner and communicated by the University.

If the H.E.s faces any difficulty, they should communicate to the Controller of Examination Department at the earliest without wasting any time.

THIS IS OF PRIME IMPORTANCE FOR TIMELY PUBLICATION OF RESULTS.

3.11 Answer Scripts Moderator :-

The Head Examiners will submit the marks to the university as soon as possible after re-checking a minimum of 5% of allotted answer scripts (5% of answer scripts assessed by each examiner). It being his/her sole responsibility to maintain uniformity and objectivity in evaluation of answer scripts. The Head Examiner may re-check as many answer scripts as may be considered necessary and in this exercise he/she may take help of the subject examiners / teachers for the purpose. Answer script moderator may also scrutinize the scrutinized answer script if situation so warrants. Formal letter of assignment will be issued to such answer script moderator(s) on

receipt of specific proposal containing the name(s) in this regard from the respective Head Examiner.

Answer script Moderator will be entitled to the same rate of remuneration as admissible to an Examiner / Scrutineer. In case any Head Examiner notices any discrepancy or anomaly in checking, marking, caging of marks in the answer scripts and transcription of marks in the award list or any other irregularity and he/she may require the concerned examiner/scrutineer to report to him/her to sort out irregularities, he/she has to apprise the University or the Principal of the College concerned to which the erring examiner/scrutineer is attached.

It shall be the duty of the Head Examiners to submit the remuneration bills to the Remuneration Section in the Department of Controller of Examinations of the University.

3.12 Contingency Grant :-

As approved by the University authority, the mofussil Colleges (code 400 -624) will be entitled to a contingency grant per answer scripts @ Rs. 4/- for rendering the service including sending the evaluated answer scripts and the award lists to the Head Examiner/University (For the subjects / Papers where there is no Head Examiners). The same for the college located in Kolkata (code 010 – 399) will remain unchanged i.e. @ Re. 2/-. The University will release contingency grant on getting a claim letter from the Principal of a College.

3.13 Zonal Centre:-

Zonal Centres will continue to function in new scheme also but since the functions get drastically reduced in the new scheme admissible contingency grant to Zonal Centre stands revised as Re. 0.50 only per answer scripts.

4. Removal of difficulties:-

If any/some college Examiner(s)/ Head Examiner(s) faces any difficulties in implementing the scheme at any stage she/he has to bring it to the notice of the Controller of Examinations forthwith so that no time is wasted in sorting out the issue.

(Dr. J. Sinha)

Senate House,
University of Calcutta.
Kolkata.

**Controller of Examinations
University of Calcutta**



APPENDIX -1

UNIVERSITY OF CALCUTTA

College wise Co-ordinating in charge entrusted with monitoring the distribution and collection of answer scripts after evaluation & scrutiny work at B.A./B.Sc./B.Com. Part- III/II/I (General)- Examination-2018.

COLLEGE CODE :

COLLEGE NAME :

Name of the Co-ordinating In-Charge with mobile Number and email

Sl.	Examination	N A M E	MOBILE NUMBER with email
1	B.A./B.Sc./B.Com. Part-III (Gen.) Exam.-2018		Mobile No.: email :
2	B.A./B.Sc./B.Com. Part-II (Gen.) Exam.-2018		Mobile No.: email :
2	B.A./B.Sc./B.Com. Part-I (Gen.) Exam.-2018		Mobile No.: email :

Signature of College Principal / Teacher-in-Charge
(With College Seal)

Date :

Phone No. of A.P.(Major) Section-(033) 2219-0176

Email ID : apmajorcu@gmail.com

APPENDIX- 2



UNIVERSITY OF CALCUTTA

Subject wise name of the teachers to whom answer scripts are allotted for evaluation and scrutiny work at B.A./B.Sc./B.Com. Part-III/II/I(General) Examination- 2018

For issuing assignment letters.

College Name :

College Code :

Subject :

Paper :

Batch:

Sl.	Name of the Subject Teacher acting as <u>Examiner</u> and his / her <u>Mobile No.</u>	Answer Scripts		No. of Scripts allotted	Name of the Subject Teacher acting as <u>Scrutinizer</u> and his / her <u>Mobile No.</u>	* Subject of the Scrutinizer	Answer Scripts		No. of scripts allotted
		Pkt. No.	Centre Code				Pkt. No.	Centre Code	
	Name- Mob. No.-				Name- Mob. No.-				

* In case scrutiny of evaluated answer scripts done by other than subject teacher
Please mention his/her Subject against his/her name.

** Please use separate sheet for each subject.

Phone No. of A.P.(Major) Section-(033) 2219-0176

Email ID : apmajorcu@gmail.com

Signature of College Principal/Teacher-in-Charge

Date with Seal