



University of Calcutta

NOTICE

No.Gen/U.T.List./651/18

Senate House
Kolkata

Thursday the 12th of July, 2018

From:
The Controller of Examinations
University of Calcutta
To
The Principals/T.I.C./O.I.C. of Colleges
Affiliated to the University of Calcutta
For B.A./B.Sc./ B. Com. Hons./General/ Major Course of Studies.

Subject : Updating the Teachers' List

Sir/Madam,

For updating the Teachers' list the subject-wise list of names and other related information in respect of Full time/ Part time /Contractual/Guest teachers working in your institution has already been sent to you.

As the matter is very important and most urgent for CBCS Exam. and Answer Script Distribution in Zonal Distribution System , you are earnestly requested to return the hard copy after necessary correction, addition & alteration **with mail-ID of all teachers immediately to the undersigned positively and a soft copy of the data in given proforma (given below) in Microsoft Excel format to be mailed to preexam.cu@gmail.com and/or in a CD.**

While updating teachers' list, you are also requested to furnish latest information regarding **address, phone number, designation, teaching subject & paper, bank account no. and also e-mail address.**

SOFT COPY PROFORMA (IN MS-EXCEL FORMAT) FOR UPDATED TEACHERS' LIST TO BE SENT IN A CD AND ALSO TO BE SENT TO preexam.cu@gmail.com
ALL FIELDS ARE TO BE FILLED UP MANDATORILY , NO FIELD BE KEPT VACANT.

1.Serial No.	2. Name	3. Subject	4. Designation
5. Paper	6. Bank Account no	7. e-mail address	8.Mobile no.
9. Land Line No.	10.Date of Joining	11.Experience in years	

Please treat the matter as important and extremely urgent. Please send the same within 17.07.2018.

Yours faithfully,

(Signature)
(Dr. J. Sinha)

(Controller of Examinations)