



UNIVERSITY OF CALCUTTA

PRE-EXAMINATION SERVICES

Serial No	SERVICES	Section/s of the Department rendering the service for	
		UG Examinations	PG & Other Examinations
1	Supply of blank answer scripts and additional sheets	Godown (Darbhanga Building - Gr. Floor)	Godown
2	Issuance of confidential assignment letters	General (Darbhanga Building – 2 nd Floor)	Miscellaneous (Centenary Building 5 th Floor)
3	Meeting of the examiners for UG practical examination	General	
4	Issuing blank application forms along with necessary guidelines, maintaining stock of forms and keeping accounts of sale of forms	Rolls & Forms (Darbhanga Building – 2 nd Floor)	CU Sales Counter
5	Announcing the commencing date of examination including the last date for submission of forms and fee	Rolls & Forms	PRA (Darbhanga Building – Gr. Floor)
6	Drawing the detailed schedule for theoretical examination including the venue thereof.	Allotment (Darbhanga Building – Gr. Floor)	PRA
7	Receiving and processing of application forms for examination and keeping accounts of examination and other fees	Statement (Major-I & II) (Darbhanga Building – 2 nd Floor)	Statement (Minor) via CU Cash Counter
8	Scrutiny of application forms for examination and keeping records of short percentage cases	Scrutiny(Major) (Darbhanga Building – 2 nd Floor)	Scrutiny (Minor) (Centenary Building 5 th Floor)
9	Delivery of admit cards	Statement (Major-I & II) (Darbhanga Building – 2 nd Floor)	Statement (Minor) (Centenary Building 5 th Floor)

10	Allotment of candidates according to centres of examination for theoretical examination	Allotment (Darbhanga Building – Gr. Floor)	Allotment (Centenary Building – 5 th Floor)
11	Allotment of candidates according to centres of examination for practical examination	General (Darbhanga Building – 2 nd Floor)	
12	Issue of descriptive rolls to centres of examination for theoretical examination	Rolls & Forms (Darbhanga Building – 2 nd Floor)	Statement (Minor) (Centenary Building – 5 th Floor)
13	Issue of descriptive rolls to centres of examination and award lists to centres for practical examination	Result (Major) & Computer Cell-I (Darbhanga Building – 2 nd Floor)	
14	Issue of confidential packets for theoretical & practical examination	Press Confidential	Press Confidential