

WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF- 142, Sector – I, Saltlake City, Kolkata - 64



No:COE/OIC/SUP./ODD /EXAM/2011/03

Date:01/09/2011

To
The Director/Principal
All affiliated Colleges/Institutions

Sub: **Appointment of OIC & Supervisors for Odd (1st, 3rd, 5th, 7th) Semester Examinations 2011**

Dear Sir/Madam,

Please recommend to the undersigned names of faculty members under regular category of your College/Institute to act as Officer in Charge /Supervisor for **Odd (1st, 3rd, 5th, 7th) Semester Examinations 2011**.

It may be noted that one supervisor needs to be appointed when the number of examinees exceeds 800 (eight hundred) but less than 1500 (fifteen hundred). When student strength exceeds 1500 two supervisors may be appointed.

The remuneration for the Officer-in-charge & Supervisor will be Rs.2/-per student (Minimum Rs.1500/- & Rs.1/-per student (Minimum Rs.1000/-) respectively.

The successful conduct of Examination of West Bengal University of Technology depends greatly on the integrity, alertness and sincerity of those attached to the examination system functioning under the leadership of the respective Officer-in-Charge of the College/Institute.

It is therefore necessary that each one of these persons should follow the University guidelines strictly. **Any exigent decision will need concurrence from the University.**

The name, designation, address and contact numbers of the Officer-In-Charge and Supervisors may please be sent to the undersigned by **30th September, 2011**.

Thanking you

Sd/-

(Controller of Examinations)