



No: COE/ Examiner/09/30/10

Dated: 30/10/09

To
The Principal/ Director
All Affiliated Colleges / Institutions

Sub-: Request for sending of names of Examiners for 1-3-5-7 semester theory Examination 2009-10

Sir/Madam,

May I request you to kindly send the names of faculty members with **Masters Degree (necessary qualification)** of your College/Institution in the prescribed Proforma, given below (Soft copy in excel format in a **CD & mail to examiner.wbut@gmail.com**) and also send a hard copy. The panel of names of examiners covering all subjects in respect of **said examinations** to be held in the month of December 2009 should reach the undersigned duly sealed and marked **“Confidential”** within 19th **November 2009**.

Please exercise utmost caution while sending the names of examiners and try to forward all the names of the faculty members in conformity with University rules. You may forward names of scrutineers also.

It may please be noted that the Head Examiners/ Examiners participating in **the evaluation process will be treated as “On Duty”**. The specific date and time of evaluation will be informed to the concerned examiners at appropriate stage. The remuneration of evaluation of answer scripts shall be made as per University rules.

Your cooperation in this direction will be highly appreciated.

Excel/ Proforma

Sl.No	C.code	Name of the course/ stream	No of teachers	Name of the examiner	Paper code for which he/she may be appointed as examiner	Paper name for which he /she may be appointed as examiner	Qualification	Age	Experience	Address	phone	Email

Thanking you,

Sd/-

Prof.Asit K.Guha
Controller of Examinations