



Ref. No. SSM/NOTICE/70/2024-25

Date ..05.10.2024.....

Examination Cell

Members of the Examination Cell with detailed Roles and Responsibilities of members are presented below

In-Charge(s) & Deputy In-Charge:

Responsibilities: Overall Monitoring the Examination Process, Coordination with the University, Grievance Redressal

- i. Dr. Arun Kr Maiti
- ii. Mr. Gobinda Prasad Barman
- iii. Mr. Ashis Bera

Assistant In-Charge(s):

Responsibilities: Timetable Preparation (Internal, Tutorial), and Duty Allocation

- i. Mr. Islam Uddin Khan
- ii. Mr. Saikat Sundar Manna
- iii. Dr. Sanjoy De
- iv. Dr. Satarupa Dey

Room Allocation:

- i. Mr. Ashis Bera
- ii. Mr. Debkumar Ghoshal

Roving Observer & Addressing Disciplinary Issues:

- 1. Dr. Arun Kr Maiti
- 2. Mr. Gobinda Prasad Barman
- 3. Mr. Islam Uddin Khan
- 4. Mr. Debkumar Ghoshal
- 5. Mr. Saikat Sundar Manna
- 6. Ms. Deepshikha

Monitoring physical infrastructure, cleaning, and electricity to examination rooms and corridor:



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- i. Mr. Mafijur Rahaman
- ii. Mr. Shibsankar Samanta
- iii. Mahaboob Alam Khan

Examination Form approval at the University portal:

- i. Mr. Subhash Mandal
- ii. Mr. Mehboob Alm
- iii. Ms. Mita Santra
- iv. Ms. Roma Pore

Examination Fees Collection:

- i. Mr. Shibshankar Samanta (Backlog)
- ii. Mr. Abinash Bera (Monitoring Online Fess Payment Process)

Top Sheet Preparation:

- i. Shibsankar Samanta (Backlog)
- ii. Abinash Bera (Monitoring Online Fess Payment Process)

Distribution of Answer Script, Attendance taking in University DR Sheet:

- i. Mr. Subhash Mandal
- ii. Mr. Mehboob Alam
- iii. Mr. Arun Kumar Pramanick
- iv. Ms. Mita Santra
- v. Ms. Roma Pore
- vi. Mr. Asish Panja
- vii. Mr. Kuntal
- viii. Mr. Arunabha Khanra
- ix. Ruma Bhunia
- x. Kanai Lal Pal
- xi. Sk Tajbool Ali
- xii. Sk Samsool

Award List & Attendance Verification:

- i. Ashis Bera
- ii. Shibsankar Samanta
- iii. Abinash Bera

Pasting of Seating arrangement in examination rooms & Bell Ringing:



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- i. Subrata Das
- ii. Sannyashi Tung

College including Corridor & Room Cleaning (exam hall at the end of each half)

- i. Bangari Hari Rao
- ii. Bangari Krishna Rao

Authorized Persons for Question Bringing in & Khata Dispatch (Shyampur P.S.):

- i. Gobinda Prasad Barman
- ii. Abinash Bera/ Shibsankar Samanta

Question verification & sharing the same during Khata distribution to room wise invigilators at the examination cell/exam halls:

- i. Dr. Arun Kumar Maiti
- ii. Dr. Deepshikha
- iii. Mr. Ashis Bera
- iv. Mr. Gobinda Prasad Barman
- v. Mr. Abinash Palangder

Khata making ready with Facsimile Seal, Loose Sheet distribution and thread distribution:

- 1. Mr. Debabrata Mandal
- 2. Ms. Shanti Mandi

Khata collection at Examination Cell after Examination, Khata Binding, Sealing:

- 1. Mr. Subhash Mandal
- 2. Mr. Arun Kumar Pramanick
- 3. Mr. Asish Panja
- 4. Mr. Kuntal Sautia
- 5. Mr. Arunabha Khanra

Khata Dispatch (Calcutta University):

- 1. Mr. Subhash Mandal
- 2. Mahaboob Alam Khan
- 3. Sk. Tajbool Ali

Khata distribution of General Paper from the Examination Cell and collection after evaluation:

- 1. Mr. Subhash Mandal



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Khata Collection of Honours Papers

1. Mr. Subhash Mandal

Khata Dispatch to Calcutta University HEs:

1. Mr. Shib Shankar Samanta

Question Bank: At the end of each day keeping one copy of each question in 2 files:

1. Mr. Debkumar Ghoshal
2. Mahaboob Alam Khan


At the end of the entire exam one file goes to the Department and Library

Preparing information related to Examinations as per NAAC/NIRF requirement:

- i. Mr. Ashis Bera
- ii. Mr. Debkumar Ghoshal
- iii. Mr. Saikat Sundar Manna
- iv. Mr. Abinash Palangder

Internal/CIA Examination:

1. **Question collection: By 3 Dept. faculty coordinators**
 - a) Saikat Sundar Manna-Arts
 - b) Deepshikha-Science
 - c) Islam Uddin Khan-Commerce
2. **Question Printing and submission at the Exam-Cell Almirah, Printing from Press;**
Mr. Subhash Mandal
3. **Moderation of IDC, CVAC, SEC (for MDC):**
Mr. Subhash Mandal in consultation with Dr. Mohua Das


(DR. SABYASACHI SEN, PRINCIPAL)
Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

