



No.02/COE/OIC_Sup/ Odd Sem/2018-19

05.11.2018

To
The Principal/Director of all affiliated Colleges/Institutes of MAKAUT, WB
HOD of In-House Departments of MAKAUT, WB

Sub : Appointment of OIC and Supervisors for Odd (1-3-5-7-9) Semester Examinations 2018-19.

Dear Sir / Madam,

Kindly recommend to the undersigned names of faculty members under regular category of your College/Institute to act as Officer in Charge /Supervisor for the ensuing Odd Semester Examinations 2018-19.

It may be noted that one supervisor needs to be appointed when the number of examinees in the College / Institute exceeds 800 but is less than 1500. When student strength exceeds 1500 two supervisors are to be appointed.

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

You may upload the data as given below in our website makauteexam.net in member area to enlist your name from November 13, 2018 till November 20, 2018.

The successful conduct of the examination of Maulana Abul Kalam Azad University of Technology, West Bengal 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 emergent decision will need concurrence from the University.

The following details of the OIC / Supervisor may please be sent :

1. Name, address, designation, mobile number and e-mail of the OIC / Supervisor
2. Bank Account details : (a) Name and Branch of the Bank
(b) A/c No.
(c) IFSC code
(d) Photo copy of the front page of the Bank Pass Book

The above information may please be sent to the undersigned by November 20, 2018 at Main Campus.

We solicit your kind cooperation in this regard.

Thanking you,

Sincerely,

(Haider Ali)
Controller of Examinations (O S D)
MAKAUT, WB