

UNIVERSITY OF NORTH BENGAL

Dr. Debasis Dutta
Controller of Examinations

ACCREDITED BY NAAC WITH GRADE A



ENLIGHTENMENT TO PERFECTION

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Ref. No.: 1026/A/CE-18

Dated: 29/09/2018

To
The Principals of the Colleges

Dear Sirs/Madams,

1. I express my deep gratitude to all the principals and members of the Examination Committees of the colleges for their unfailing cooperation and support for successful conduct of power point presentation programme in regard to online filling of the examination forms for the forthcoming UG 1st semester examinations 2018 held on 28.09.2018 at the Conference Hall of the University of North Bengal.
2. All the Principals of the colleges are requested to provide three mobile phone numbers along with their names associated with the colleges on or before 1st October 2018 for registration at *nbuexams.net*.
3. The centre fee of the colleges for the UG Examinations under CBCS mode has been fixed at Rs. 125/- (One hundred twenty five only) per semester for each examinee. The students shall submit the centre fee along with their university examination fees by e-payment mode during online filling-up of the examination forms. The centre fees collected from the total number of students filling the examination forms shall be reimbursed to the colleges by the university through cheque /e-payment mode.
4. Some have suggested for alteration of the schedule for online submission of attendance (eligibility, i.e. 75% of attendance) of the students by the colleges, filling the examination forms by the students and online verification of Examination Forms due to puja vacation. **However, there shall be no changes in the schedule in this respect.** All are requested to kindly adhere strictly to the schedule as follows for successful commencement of UG 1st semester examinations on and from 1st December, 2018.
 - Commencement of Theoretical Examinations: 01.12.2018
 - Completion of Theoretical Examinations: 11.12.2018
 - Conduct of Practical Examination: 15.11.2018 to 28.11.2018 (Colleges shall prepare the schedule for conducting practical examinations)
 - Online submission of attendance of the students by the colleges: 25.10.2018 to 30.10.2018
 - Filling up of Examinations Forms: 31.10.2018 to 07.11.2018
 - Online verification of the Examination Forms: 10.11.2018 to 12.11.2018
 - Uploading of student Registration Data, Admit Card and A.C.S.R : 14.11.2018
 - Online Submission of practical and internal assessment marks by the colleges: within 20th December, 2018.
5. I seek every possible effort and action on the part of the principals for wide publicity of the mode and schedule for filling-up of the Examination Forms among the students.
6. It has been suggested that there shall be provision for uploading the photos of the students during filling the examination forms. There shall also be provision for printing of hard copies of examination forms by the students after their successful completion of filling-up of the examination forms. The colleges shall decide the submission of hard copies of the examination forms by the students to the colleges and accordingly the colleges will make an announcement to the students. However, the colleges need not send such hard copies of examination forms to the university.

Your cooperation is solicited.

Thanking you,

Yours faithfully,
Dr. Debasis Dutta
(Controller of Examinations)

Copy to the: i) Honourable Vice Chancellor ii) Registrar, University of North Bengal