

**CONFIDENTIAL**  
**EXAMINATION URGENT**



**VISVA-BHARATI**  
**Examination Section**

REF. NO. EXAM/OES/UP/8.2/2017-18

Dated. 22.08.2017

To  
All Heads of the Academic Departments, Visva-Bharati.

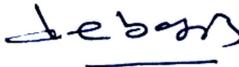
Sir/Madam,

This is to inform you with a request to send the recommendations of the Board(s) of Studies concerned regarding appointment of Paper-Setters, Examiners and Moderators for the **Undergraduate & Post-graduate** Odd Semesters Examinations, 2017 including **M.Phil / Ph.D. Course Work** and Even Semester Examinations, 2018 for the above courses including **M.Phil** (for regular and back candidate, if any) in the respective subject to be held in November-December, 2017 and April-May, 2018 respectively to the office of the undersigned immediately after the meeting of Board of Studies is held. The said recommendations may be sent in terms of the decision of the Siksha-Samiti (Academic Council) vide Resolution No. 8 dated 24/26-8-1993. On receipt of the same, further action will be taken at this end. It may be mentioned that most of the examinations will be held simultaneously and the Examination Section will have to take all preparation for smooth and timely conduct of the examinations.

In terms of the decision of the Siksha-Samiti (Academic Council) vide its Resolution No. 8 dated 24/26-8-1993 you are requested kindly to note, while recommending the names of the external examiners (their full address, both **departmental and residential and telephone/mobile number / e.mail address etc.** should be incorporated) for Practical / Viva-Voce examinations and moderations **from nearby places as far as practicable in order to reduce the expenditure on travelling as an economy measure.** It may kindly be noted that **as per administrative order no air fare is permissible for external examiners.**

You are also requested to **send the list of Paper Setters, Examiners and Moderators preferably on or before 10<sup>th</sup> September, 2017 for odd Semester Examination and 20<sup>th</sup> February, 2018 for even Semester Examination respectively.**

Your kind co-operation is earnestly solicited.

  
Joint Registrar (Examinations)  
Visva-Bharati

Copy forwarded for kind information to:

1. All Directos/Adhyakshas of Bhavanas/Vibhaga, Visva-Bharati.
2. Assistant Registrars (Examinations), Visva-Bharati.
3. Section Officers, Examination Section, Visva-Bharati.