



WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur, Barasat

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Ref. No :

Date :


Reference no.

January 8, 2018

For kind attention of the Principals of the affiliated colleges of the West Bengal State University, Barasat

1. First of all, Happy New Year 2018.
2. Students who got registered in the year 2016 will have to complete their graduation within the year 2021. This should be intimated to the students.
3. This year also, there will be on-line form fill-in for the examinations.
4. For Part III, the process will start on and from **around January 19, 2018**. One or two days' delay may happen because of certain eventualities. Colleges will be informed telephonically when forms are being displayed online. Colleges are also requested to see the university website regularly.
5. Those students who appeared in Part I Honours in 2017 and now want to convert to General for reasons of their own will not need any permission from the University. They can edit their form online.
6. After form fill-in, when the Admit Cards are generated, the students have to examine the Admit Cards very carefully and see as to whether their editing in the online forms have been reflected in the Admit Cards.
7. If there is any mistake in the Admit Card, student should come to the University in the first opportunity, and get the admit cards corrected. **This part is crucial for error-free results.**
8. For students who got registered in 2016 and onwards, the university is following paper protection so far as qualifying is concerned.
9. For previous batches there will be subject protection.
10. The part III students will be covered under subject protection and not paper protection.
11. In an earlier notification, the university requested the colleges to complete the compulsory Bengali/ English examinations by 31st January. This date has been extended to March 15 2018.

12. About questions of compulsory Bengali/ English, colleges are being given freedom to conduct fully MCQ type examinations. However, colleges are requested to ensure that students in the graduation courses can read and write English texts a bit. Sometimes it becomes really embarrassing that students do not go through the forms they are filling in, or going through the spellings of their names printed in the Admit Cards.
13. Students should be told that names printed in the Registration Certificates, Admit Cards and Mark-sheets should be the same. If they are not the same, students will face enormous difficulties later.
14. This notification is being sent through the office of the I. C. and a copy of this notification is being sent to the Confidential Printer for record.
15. If any college has difficulty in understanding the notice, the Vice Chancellor may be contacted for further explanation.
16. Some colleges have received Undergraduate Certificates for the years from 2011 to 2016. Some colleges are yet to get these certificates up to 2016. Colleges are requested to send teachers for verification of names of students printed in the certificates. As soon as verification is completed, certificates will be signed and delivered.
17. For colleges running PG courses with Subject-based autonomy, teachers teaching the courses should be included as Invitee Members in the BOS and other important decision-making meetings. Although the University Statutes are silent, the university feels that the role of the Principal of the College is crucial in running PG courses and the Principal may attend such meetings and call for any paper that he may require for administration of the PG courses. The Principal should also send a list of NET – qualified candidates to the university who have completed PG – courses from the colleges. It must be kept in mind that without active support of the Principal, it is simply not possible to run either UG – or PG – courses in colleges.
18. Often a question of payment of TA and honorarium comes when university teachers attend PG – BOS meetings in colleges. There should be a uniform rule about that and the Principals of the PG-teaching colleges may sit together and make a rule. TA should be paid on actual expense against original bill. This should be generally applicable to all the colleges and also to the University. Similarly, the honorarium should be uniform and the Department of Higher Education, Government of West Bengal should be informed of the expenses incurred under this head.
19. **On January 16 2018, there will be a meeting at 3=00 pm of the University officials with the Principals of the colleges to discuss nitty-gritties about the examination process and general coordination between the university and the colleges. The Principals are requested to attend this meeting. One non-teaching employee may accompany each Principal for additional queries.**

 08/01/2018

Sent by the Vice Chancellor through the office of the I. C.

Vice-Chancellor
West Bengal State University
Berunepukuria, P.O.-Malikapur
Barasat, Kolkata-700126

Copy sent to:

1. The Registrar (O) for information and follow-up
2. The OSD – Admin for information and addressing to queries
3. The Finance Officer for release of funds required for the meeting
4. The University Engineer who is requested to arrange the meeting venue.
5. The Director, IQAC for information and record
6. The Confidential Printer who is requested to send one or two Representative(s) for the meeting