



KUMARGANJ COLLEGE

Govt. Aided General Degree College
P.O.- Kumarganj, Dist. Dakshin Dinajpur, Pin-733141

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Memo No.....

Date..07/03/2025...



Activities during Examination

The following staff members are assigned to perform the following tasks during the UG Semester I (Honours and General) Examination, 2025:

1. University Instruction Sheets, Attendance Sheets, and Official Work:

- Arup Singha Roy will be responsible for handling university instruction sheets, attendance sheets, documents scanning, and all other official work related to uploading and downloading to the university portal.

2. Sticker Placement on Benches:

- Kush Barman, Sourav Basak, and Hasibur Rahaman Sardar will be responsible for putting stickers on the benches in the examination hall.

3. Attendance Sheets Collection:

- Apurbo Roy and Manika Mardi will be responsible for collecting attendance sheets from the examination hall.

4. Answer Script Preparation:

- Sourav Basak and Kanika Sarkar will be responsible for ensuring that answer scripts are ready for all examination rooms before the examination begins.

5. Answer Script Packaging:

Kush Barman, Sourav Basak, and Kanika Sarkar will be responsible for packaging all answer scripts as per the packets provided by the university after the examination.

6. Bench Shifting and Arrangement:

- All staff members who are available will be responsible for shifting and arranging benches in the examination rooms.

7. Main Gate Duties:

- Surajit Karmakar and Ila Das Choudhury will be responsible for main gate duties during the examination.

8. Floor Duties:

- Manjur Ali Sarkar and Manoj Sarkar will be responsible for floor duties to avoid damage to college properties during the examination.

All staff members are requested to perform their assigned tasks diligently and ensure the smooth conduct of the examination.

Dipak Mondal
07/03/25
Prof.(Dr.) Dipak Mondal
Principal
KUMARGANJ COLLEGE
P.O.-Kumarganj,D/Dinajpur