

**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**  
**(Formerly known as WEST BENGAL UNIVERSITY OF TECHNOLOGY)**

BF-142, Salt Lake City, Kolkata – 700 064

Tel. No. : (033) 2321-0731/2334-1014/1031

No. COE/Odd Sem/2016-17/Instruction Sheet

07.01.2017

To

The Principal/Director/OIC/Supervisor

All Affiliated Colleges/Institutes/In-House Departments of MAKAUT, WB.

Sub: Some important instructions to the OIC/Supervisors regarding the Odd Semester  
Examinations 2016-17

Dear Sir / Madam,

The following instructions may kindly be noted regarding the above:

1. No candidate should be allowed to appear for the examinations without both valid Registration Certificate and Admit Card.
2. Only New Answer Scripts are to be used for the examinations.
3. Two separate answer scripts are to be used for the paper code ES 101, one for the Electrical and the other for the Electronics part. The two answer scripts for the paper code ES 101 are to be packed separately.
- 4.(a) Fifty answer scripts are to be put in each packet. Any additional answer script should be put in a separate packet. If there are 130 answer scripts, there should be two packets, each containing 50 answer scripts and one packet containing 30 answer scripts.  
(b) Two Question Papers should be put in each packet along with the answer scripts.  
(c) Hard copies of the attendance sheets should be put in each packet along with the answer scripts and the question papers.  
(d) Answer scripts of candidates appearing as per the Old Syllabus are to be packed separately along with the corresponding Question Paper. The paper code should be mentioned clearly on the top of the envelope.  
(d) There should not be any mixing of answer scripts belonging to two different paper codes.  
(e) The distribution of answer scripts in different packets should be documented in a blank summary sheet which can be obtained from the Members Area.
5. Answer scripts for Court cases and RA cases are to be put in separate brown packets to be provided by the University.
6. The absentee report is to be filled in online from the Members Area of the website [www.makautexam.net](http://www.makautexam.net).

We solicit your kind cooperation in this regard.

Thanking you,  
Sincerely,

Sd/-

(Dr. Indranil Mukherjee)  
Controller of Examinations (Actg.)