

[UNVERIFIED:] Appointment Letter and Guidelines to the Chief Head Examiners (EVEN SEM 2025-26)

Maulana Abul Kalam Azad University of Technology <makautportal2020@gmail.com>

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Letter of Appointment — Chief Head Examiner

MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WB Office of the Controller of Examinations

Ref. No: 476144

date : 07-07-2026

From:
Controller of Examination,
Maulana Abul Kalam Azad University of Technology, WB

To:
Mr./Mrs./Miss/Dr./Prof. GOUTAM DATTA
College Code: **175**
College Name: **HALDIA INSTITUTE OF
MANAGEMENT**

LETTER OF APPOINTMENT — CHIEF HEAD EXAMINER

Dear Sir/Madam,

This is to inform you that you have been engaged as Chief Head Examiner for the subject mentioned below, for assessment of answer scripts through the University's online evaluation system. You are requested to go through the steps and guidelines stated in this letter carefully and ensure compliance at each stage.

Subject Code-(UPID): 6542 - 6542

Subject Name: Professional Practice Management

1. Preparation and Submission of the Instruction Sheet

- As Chief Head Examiner, your first responsibility is to prepare and submit a question-wise Instruction Sheet containing model solutions and an evaluation advisory (assessment rubrics), so as to bring uniformity in assessment across all examiners engaged for this subject.**
- Where any question is found to be incomplete, ambiguous, or out of syllabus, the matter should be flagged and resolved in consultation with the Office of the Controller of Examinations before the Instruction Sheet is finalised.**
- A separate Special Instruction Sheet, if required on account of issues identified during the examination, will be made available by the Office of the CoE and should be incorporated into your advisory as applicable.**
- During preparation of the Instruction Sheet, you may consult with the examiners of the subject through an online meeting; the list of examiners will be made available to you on the answer moderation panel.**
- You will be provided a separate login (credentials to be shared by email) where any model answers already received or generated will be available for your review, editing or addition. The Instruction Sheet finalised in this panel will thereafter be made available in the scripts evaluation panel for use by the examiners.**
- The Instruction Sheet must be complete and specific in its directions. Reference to external sources or materials outside the prescribed syllabus and question paper must strictly be avoided.***
- The Instruction Sheet must be finalised and submitted within 24 hours of receipt of this communication. Until this is completed, examiners will not be able to commence evaluation.***
- In case an online meeting has not already been held during preparation of the Instruction Sheet, you should conduct one with all examiners before commencement of evaluation, so that a common approach to assessment**

is followed by all examiners and deviation in marking is minimised.

9. Please note that the quality and consistency of evaluation across the subject will depend directly on the clarity and completeness of the Instruction Sheet prepared by you.

2. Access Available to Examiners

Once the Instruction Sheet is finalised, examiners engaged for this subject will be able to view, in their online account: (i) the question paper; (ii) the model answer, wherever available; (iii) any Special Instruction issued; and (iv) your instruction/advisory as Head Examiner.

3. Quality-Control Workflow and Role of the Head Examiner

10. Once a defined number of scripts have been evaluated by an examiner, 10% of those scripts — 2% drawn from each of five marks-bands — are routed to a second evaluation pool.
11. Scripts in the second pool are evaluated independently by a second examiner, distinct from the first.
12. Where the difference in marks awarded by the first and second examiners exceeds the acceptable limit, the script is escalated to the Head Examiner for adjudication.
13. The Head Examiner will be able to view both evaluations side by side on a single screen, and may adopt either evaluation as correct to complete the process.
14. Where a script is rejected, it shall be categorised as: (i) Yellow Mark — no major irregularity in evaluation, but the marks awarded are inconsistent with the comparator examiner; or (ii) Red Mark — evaluation found unacceptable, indicating that the script was not properly read and marks were awarded inconsistently.
15. Whenever a script is rejected, the Head Examiner must record a brief comment stating the reason, so that the concerned examiner may understand the basis for rejection and take corrective measures in subsequent evaluations.
16. *On accumulation of 3 Red Marks against an examiner, an automatic intimation will be sent informing the examiner that the quality of evaluation is below the acceptable standard.*
17. *On accumulation of 5 Red Marks, the examiner's access to further scripts will be automatically blocked, and an intimation will be sent accordingly.*
18. As this is a dynamic, ongoing process, scripts will reach the Head Examiner at intervals depending on the pace of evaluation and the frequency of marks discrepancies referred for adjudication.
19. An intimation will be sent to the Head Examiner once evaluation of the subject is fully completed.

4. Login Credentials and Access Link

Username: gdata53@rediffmail.com

Password: 14121972

Please click :

<https://makautdvs.ucanassess.in/portal/makaut>

(For reasons of data security, please change the password on first login and do not share these credentials with any other person.)

You are requested to remain available and alert throughout the duration of the evaluation process until it is fully completed, and to extend your full cooperation in maintaining the quality and integrity of assessment.

Thanking you

Controller of Examinations

Maulana Abul Kalam Azad University of Technology, West Bengal