

**NOTICE CONCERNING THE PROCEDURES FOR COMPLETION OF TERM/SEMESTER-ENDING-RELATED EVALUATORY-PROCESSES OF THE DEPARTMENT OF ENGLISH, RAIGANJ UNIVERSITY:**

27 June 2020

Students of B.A. (Honours in English), 6th Semester, B.A. (General), 6th Semester, B.A. (1+1+1), 6th Semester, and M.A. (in English), 4th Semester, 2020, are being hereby informed that the following faculty members of the Department of English, Raiganj University, are in charge of completion of the evaluatory procedures for the term-ending processes:

- (1) Prof. Auritra Munshi: B.A. (Honours), 6th Semester
- (2) Prof. Jayjit Sarkar: B.A. (General), 6th Semester
- (3) Prof. Nirjhar Sarkar: B.A. (1+1+1), 6th Semester
- (4) Prof. Sanjukta Chatterjee: M.A. 4th Semester

They are conducting the evaluatory procedures with assistance from the Researchers of the Department of English, Raiganj University.

It is to the specifically-created e-mail addresses (created by the researchers/teachers of the Department of English, Raiganj University) that the students (who are to be notified through as many mediums/channels as possible) are to mail their assignments. They are to mail the assignments as soon as possible, preferably within a fortnight into July 2020.

Under no circumstance are the students to send the assignments to the departmental e-mail address. If they do so, their submissions would not be marked.

While Mr. Nil Kamal Saha (in charge of the official procedures related to the M.A. 4th Semester-term-ending-procedures) and Mr. Sahajan Ali (in charge of the U.G.-assignments, with the total P.G. and U.G.-office-related-processes being under the supervision of Mr. Nil Kamal Saha) would try their level-best to inform the students about the addresses and assignments, it is also understood to be the responsibility of the students (under the Covid-19-related lockdown-circumstances) as well to remain in touch with the Department of English, Raiganj University/office-staff-members/researchers/teachers for the updates and information.

DEAR STUDENTS, PLEASE PASS THE EVALUATORY-PROCESSES-RELATED INFORMATION TO YOUR CLASSMATES AS FAR AS POSSIBLE. THE UNDERSIGNED REQUESTS YOU TO DO SO.

Students are being instructed not to ask for data/information which is unnecessary. Also, contact over phone for non-substantiated reasons will not be permitted.

After the due submission of assignments, they will be marked and forwarded to Prof. Shatrughna Singh for an overview and verification, and thereafter, to the undersigned for forwarding to the university-officer concerned.

Sd/-

Head,  
Department of English,  
Raiganj University