

Annual Report
Of
Department of Controller of Examination
(2018-19)

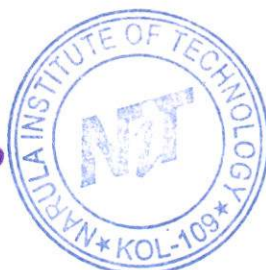


Narula Institute of Technology

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Principal
NARULA INSTITUTE OF TECHNOLOGY
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A handwritten signature in blue ink, appearing to be 'A. Choudhury', is located above the Controller of Examinations' stamp.

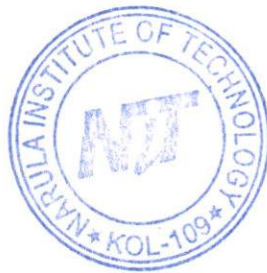
Controller of Examinations
Narula Institute of Technology
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1. Introduction

The Department of Controller of Examination (COE) is responsible for transparent, fair and timely conduct of all examinations. The examinations conducted by the department of COE include the following.

- i. Semester Examinations (Theory, Practical, Sessional)
- ii. Slot Tests (Theory)
- iii. Continuous Assessment (Theory, Practical, Sessional)

For semester examinations, the department of COE published notifications with start and end dates for application form fill-up and start date for each of the semester examinations. All students applied for the examinations using the following processes.

- Online Form Fill-up by students
- Attendance approval by HOD
- Application Form printout by student
- Online payment of examination fees through Examination portal
- Approval of students for examination by department of COE
- Admit Card download from examination portal by students
- Examination schedule was entered into the online system so that questions can be printed only on that day and at specified time for the transparency of examination.
- Print day-wise attendance sheet for all examination schedule from the online system.
- All evaluation was carried out by the examiners with annotations in red color by accessing the DVS system using internet through separate login IDs for each Examiner.
- Scrutiny was completely automated using the Digital Valuation System (DVS).
- Re-evaluation was carried out by the Head Examiners with annotations in green color by accessing the DVS system using internet through separate login IDs for each Head Examiner.

Department of COE has carried out the following activities.

- Notification for Slot Tests
- Requisition for procurement of general stationary
- Submission of Budget for approval
- Request for Nomination of Paper-setters & Moderators
- Issue of Appointment letters to Paper-setters
- Issue of Appointment letters to Moderators
- Notification for Form fill-up for semester examination



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- Collection of approved Examination Applications from students in prescribed format
- Publish detailed examination schedule in notice boards and website
- Preparation and Circulation of Examination Duty Charts
- Prepare Room Allocation Plan
- Prepare Room-wise seating plan with Roll Numbers
- Publish Room Allocation Plan on notice boards and website.
- Preparation and Circulation of Invigilation Duty Charts
- Preparation and Circulation of Internal and External Roving Duty Chart
- Notice for Submission of Internal Marks in pre-printed Tabulation Sheets
- Request for Nomination of Examiner and Head Examiner from Departments
- Compilation of Roving Duty Report and Invigilators Report
- Distribution of Appointment Letter, Answer scripts and pre-printed Tabulation Sheets to Examiners
- Collection of Answer scripts and Tabulated Sheets from Examiners
- Scrutiny of all Answer Script packets
- Make available Answer scripts, Scrutiny Reports and Tabulated Sheets to Head Examiners
- Coordinate completion of 10% Answer scripts checking by Head Examiners
- Collection of Tabulated Sheets of Internal Marks from Departments
- Enter the examination schedule in the online system
- Print day-wise attendance sheet for all examination scheduled from the online system
- Completion of Result Processing
- Publication of Results
- Notice for Review applications
- Collection of approved Review applications from students in prescribed format
- Allocation of Answer scripts for Re-evaluation
- Publication of Review Results

2. Examination Calendar for Session 2018-19

“Academic Calendar” contains key dates important to all student and faculty of the Institution including the start and end dates of classes, holidays, exam dates, Registration dates (for regular and repeater courses) etc. Academic Calendar for all programs was released by the office of the Principal. An academic year in the Institute comprises of two semesters, i.e. ODD and EVEN semesters.



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UG Examination and Result Publication Schedule:

Semester	Date of End of Exam	Date of Declaration of Result
ODD	22/12/2018	2/1/2019
EVEN	15/6/2019	29/6/2019

PG Examination and Result Publication Schedule:

Semester	Date of End of Exam	Date of Declaration of Result
ODD	22/12/2018/	2/1/2019
EVEN	15/6/2019	29/6/2019

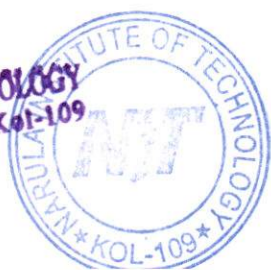
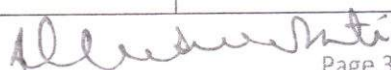
Examination Compliance Report:

Based on the Academic Calendar of the institute, the department of COE prepares the Examination Calendar. It contains the dates for all examinations and related activities such as appointment of paper-setters and moderators, question paper formatting, question paper printing, examination duty charts, sitting arrangements, appointment of examiners and Head Examiners, answer script distribution and collection, Result processing & Result Publication. All examination activities complied with the schedule of examination calendar given below.

Sl. No.	Description of Activity	Odd Semester	
		Schedule	Compliance
1	Notification for Elective Subjects	2/7/2018	2/7/2018
2	Examination Committee meeting for Slot Test 1	04/09/2018	04/09/2018
3	Notification for Slot Test 1	05/09/2018	05/09/2018
4	Submission of marks of Slot Test 1	27/9/2018	27/9/2018
5	Request for Nomination of Paper-setters & Moderators	25/10/2018	25/10/2018
6	Examination Committee meeting for Slot Test 2	02/11/2018	02/11/2018
7	Notification for Slot Test 2	02/11/2018	02/11/2018
8	Submission of Budget for approval	02/11/2018	05/11/2018
9	Issue of Appointment letters to Paper-setters	2/11/2018	2/11/2018



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Sl. No.	Description of Activity	Odd Semester	
		Schedule	Compliance
10	Issue of Appointment letters to Moderators	12/11/2018	12/11/2018
11	Examination Committee meeting for Semester Examination	14/11/2018	14/11/2018
12	Notification for Form fill-up for semester examination for Regular & Backlog	14/11/2018	14/11/2018
13	Publication of Examination Schedule	24/11/2018	24/11/2018
14	Submission of marks of Slot Test 2	29/11/2018	29/11/2018
15	Room Allocation and Seating Arrangements	6/12/2018	6/12/2018
16	Circulation of Invigilation Duty Charts	7/12/2018	7/12/2018
17	Circulation of Roving Duty Chart	7/12/2018	7/12/2018
18	Notice for Submission of Internal Marks in online portal	7/12/2018	5/12/2018
19	Request for Nomination of Examiner and Head Examiner from Departments	7/12/2018	6/12/2018
20	Submission of Examiner and Head Examiner mapping for online system	17/12/2018	17/12/2018
21	Compilation of Roving Duty Report and Invigilators Report	24/12/2018	24/12/2018
22	Coordinate digital evaluation of Answer scripts by Examiners and 10% re-evaluation by Head Examiners	24/12/2018	24/12/2018
23	Coordinate Completion of Result Processing	1/1/2019	1/1/2019
24	Meeting of Examination Committee to discuss the results	2/1/2019	2/1/2019

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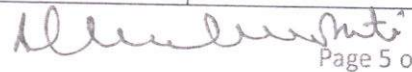
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Sl. No.	Description of Activity	Odd Semester	
		Schedule	Compliance
25	Publication of Results	2/1/2019	2/1/2019
26	Notice for Review applications	2/1/2019	2/1/2019
27	Submission of approved Review applications from students for online system	9/1/2019	9/1/2019
28	Coordination of Re-evaluation of Answer scripts	16/1/2019	16/1/2019
29	Publication of Review Results	18/1/2019	18/1/2019

Sl. No.	Description of Activity	Even Semester	
		Schedule	Compliance
1	Notification for Elective Subjects	2/1/2019	2/1/2019
2	Examination Committee meeting for Slot Test 1	14/2/2019	14/2/2019
3	Notification for Slot Test 1	15/2/2019	15/2/2019
4	Submission of marks of Slot Test 1	16/3/2019	16/3/2019
5	Examination Committee meeting for Slot Test 2	03/4/2019	03/4/2019
6	Notification for Slot Test 2	03/4/2019	03/4/2019
7	Request for Nomination of Paper-setters & Moderators	16/4/2019	16/4/2019
8	Submission of Budget for approval	6/5/2019	8/5/2019
9	Examination Committee meeting for Semester Examination	9/5/2019	9/5/2019
10	Issue of Appointment letters to Paper-setters	10/5/2019	10/5/2019
11	Notification for Form fill-up for semester examination for Regular & Backlog	10/5/2019	10/5/2019
12	Submission of marks of Slot Test 2	16/5/2019	16/5/2019
13	Issue of Appointment letters to Moderators	17/5/2019	17/5/2019
14	Publication of Examination Schedule	17/5/2019	17/5/2019

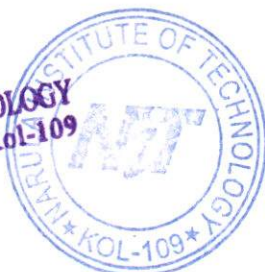



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Sl. No.	Description of Activity	Even Semester	
		Schedule	Compliance
15	Circulation of Invigilation Duty Charts	23/5/2019	23/5/2019
16	Circulation of Roving Duty Chart	23/5/2019	23/5/2019
17	Room Allocation and Seating Arrangements	25/5/2019	25/5/2019
18	Notice for Submission of Internal Marks in online portal	30/5/2019	30/5/2019
19	Request for Nomination of Examiner and Head Examiner from Departments	30/5/2019	30/5/2019
20	Submission of Examiner and Head Examiner mapping for online system	3/6/2019	3/6/2019
21	Compilation of Roving Duty Report and Invigilators Report	14/6/2019	14/6/2019
22	Coordinate digital evaluation of Answer scripts by Examiners and 10% re-evaluation by Head Examiners	14/6/2019	14/6/2019
23	Coordinate Completion of Result Processing	26/6/2019	26/6/2019
24	Meeting of Examination Committee to discuss the results	27/6/2019	27/6/2019
25	Publication of Results	29/6/2019	29/6/2019
26	Notice for Review applications	27/6/2019	27/6/2019
27	Submission of approved Review applications from students for online system	3/7/2019	3/7/2019
28	Coordination of Re-evaluation of Answer scripts	10/7/2019	10/7/2019
29	Publication of Review Results	12/7/2019	12/7/2019

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3. Examination Committee

To conduct the end semester examinations, to conduct and monitor the slot tests and to monitor the evaluation of students including continuous evaluation and internal assessment, an Examination Committee has been formed consisting of HODs of all department and Registrar before the commencement of 2018-19 Academic Session. In addition to these members the Examination Committee has the following members.

- Controller of Examination (Convener).
- Assistant Controller of Examination
- Registrar.
- HODs of all Department

4. Question Papers for Semester Examinations

All paper-setting was made in three sets for each subject. One of the sets was prepared by internal faculty and other two sets were from external faculty. All moderation was done by external faculty.

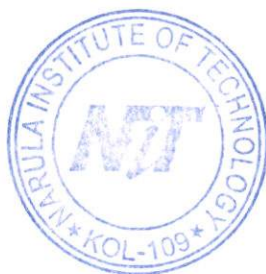
After moderation, Question Papers were reformatted in PDF files, and uploaded to a central server at the same location where all moderation of questions were carried out. The answer scripts are printed from M/s Saraswaty Press with security impressions on each page and specially designed top sheet.

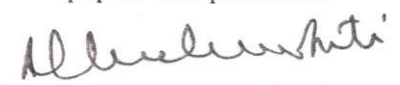
Everyday two hours before each examination, three secured set of keys with color codes were sent from the central server to the Principal, COE and Assistant COE. These secured keys were entered in the Question Paper printing servers available at department of COE. The question papers as per schedule date and number of examinees were accessed and printed from the Question Paper printing servers after validation of the secured keys. The question papers and blank answer scripts were then distributed to invigilators of specific examination halls at the department of COE. The invigilators carried the question papers, blank answer scripts and other examination material to the examination halls. After examination the invigilators collected the answer scripts from the students and submitted answer scripts for each subject in separate packets at department of COE. A summary of the question bank preparation has been given below.

All paper-setting for slot examination was done by internal faculty members for each subject. After notification of the slot test examination internal faculties have to submit the question papers within stipulated time in specific format. Then all these question papers are processed and arranged day wise and time wise before examination.



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Summary of Question Banks / Question Papers for Session 2018-19

Description	ODD Semester	EVEN Semester
Number of Question Banks Allocated	717	690
Number of Internal Paper-setters	239	230
Number of External Paper-setters	478	460
Number of Moderators (External)	239	230
Number of Question Papers Generated	239	230
Number of slot question paper-setters	All internal Faculty	All internal Faculty

5. Conduct of the Semester Examinations

During examinations, the Room Allocation, Seating Plan and the Rules of Examination were pasted on the entrance door of all examination halls as well as all notice boards in the institute premises. An Officer-in-Charge was appointed by the Chief Controller to coordinate the following activities for the semester examinations in Academic Session 2018-19.

- Examination Duty Chart
- Room Allocation
- Seating Plan
- Invigilation Duty Chart
- Distribution of Question Papers, Answer Scripts and Attendance Sheet to the invigilators
- Collection of Answer Scripts, Attendance Sheet and Invigilator Report from the invigilators
- Provide support to the External and Internal Roving Duty Teams

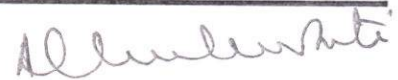
A summary of the examination center details for the academic session has been presented below.

Summary of Examination Center Details for Session 2018-19

Semester Examination	ODD Semester	EVEN Semester
Number of Rooms Allocated	24	24
Examination Sessions per day	2	2
Number of Staff on duty at Examination Cell	12	12
Number of Supervisors	3	3
Number of Internal Roving Observer per session	1	1
Number of External Roving Observer per session	1	1
Number of Invigilators per session	48	48
Number of Students Appeared	2930	2895



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The following examination activities:

- Examination Form fill up by students using integrated examination portal
- Admit Card printing by students from online portal
- Secured 128 bit PKI Question Paper printing two hours before examination

Three-step approval process was introduced from this semester for examination form fill up by students.

Step 1 – Accounts approval for Semester Fee clearance

Step 2 – Head of the Department approval for class attendance in the semester

Step 3 – Accounts approval for Examination Fee payment

All paper-setting was made in three sets for each subject. One of the sets was prepared by internal faculty and other two sets were from external faculty. All moderation were done by external faculty. All paper-setting and moderation were done using dedicated computer facilities in a central control room

After moderation, Question Papers were reformatted in PDF files and uploaded to a central server using integrated examination portal. The answer scripts were printed from M/s Saraswaty Press with security impressions on each page and specially designed top sheet.

6. Evaluation and assessment

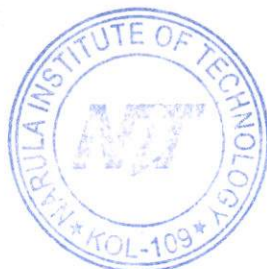
After examination answer scripts were sent for central scanning facility for scanning and upload to Digital Valuation Server (DVS). The scanning and uploading was done through an external agency. All logistic operation for distribution and collection of hard copy answer scripts were done by staff under department of COE.

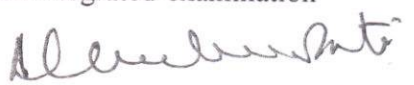
All faculty were provided with separate login ID and password for access to the DVS system. Evaluation of all scripts were done by the faculty in online mode using their laptop or PC client at Compute Lab after login to the integrated examination portal. The faculty were provided online with scanned answer script, question paper with section, sub-section and number break-ups. The faculty were also provided with categorized annotation facility and answer key. Marks were awarded by the faculty for each question number only. The internal marks were directly entered online by respective faculty from the logins provided to respective departments. The tabulation and result processing were automated.

After result processing, TR sheets were sent by the external agency vide email to COE and after verification consent was given for online result publication. After online publication, semester grade cards of all students were printed at department of COE from the integrated examination portal for distribution to the students.



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Evaluation of Theory Papers (70 marks)

All appointment for examination of answer scripts were awarded to external faculty. After examination answer scripts were manually scanned and uploaded to the main server. The external faculty checked each answer script and entered marks awarded for each question. All evaluation was carried out by the examiners with annotations in red color by accessing the DVS system using internet through separate login IDs for each Examiner. Tabulation was completely automated.

Scrutiny was completely automated using the Digital Valuation System (DVS).

For distribution to Head Examiners, 10% of the answer script packets were randomly selected by the DVS and mapped to Head Examiners. All such re-evaluation was carried out by the Head Examiners with annotations in green color by accessing the DVS system using internet through separate login IDs for each Head Examiner.

Internal Marks for Theory Papers (30 marks)

The internal marks were awarded by the internal faculty for the respective courses conducted by them as follows:

Average of two Slot Tests: 15 marks

Assignment & Quiz: 10 marks

Attendance: 5 marks

All marks were entered in the Examination Portal from the department using login IDs of faculty. A printout of all marks entered was taken out from the faculty login and submitted to the department of COE.

Evaluation of Practicals / Sessionals (100 marks)

For the Semester Examination of Practicals / Sessionals, external examiners were appointed.

In the semester examination of each laboratory practical course, the course teacher had assigned experiments to be conducted by groups of 4 or less number of students after holding a lottery. The assessment of the student performance for experiment was done in consultation with the external examiner (40 Marks). Viva-voce was conducted in presence of the external faculty and the course teacher. The assessment of student performance in viva-voce was done by each internal faculty in consultation with the external faculty (20 marks).

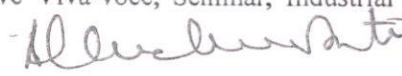
The course teacher had awarded the marks for student performance in laboratory classes based on the Continuous Evaluation sheets for each student (40 Marks).

For Sessional items where the formal Institutional contact hours are not specified, (viz. Online courses, Internships, Co-curricular/Extra-curricular activities etc.), or there are no formal End-semester examination of the written kind, (viz. Comprehensive Viva-voce, Seminar, Industrial Visits, etc.), an



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External Expert of the relevant field was appointed. For all items under these categories, assessment of student performance in viva-voce was done by the internal faculty in consultation with the external expert (100 marks).

All marks were entered in the Examination Portal from the department using login IDs of faculty. A printout of all marks entered was taken out from the faculty login and submitted to the department of COE. A summary of evaluation for theory papers has been given below.

Summary of Evaluation of Theory Papers for Session 2018-19		
Description	ODD Semester	EVEN Semester
Number of Answer scripts	15440	15320
Number of Evaluators (External)	65	65
Number of Head Examiners (Internal)	30	30

7. Result Publication

Result Processing was automated through an internet enabled server using a software supported by an external agency. After result processing, TR sheets were sent by the external agency vide email to COE. The result from the TR sheets were verified and summarized at department of COE. Before publication of results of each semester, a meeting of the Board of Examination was conducted and the summary of the results were discussed. After verification consent was given to the external agency for online result publication. After online publication, semester grade cards of all students were printed at the department of COE and distributed to the students.



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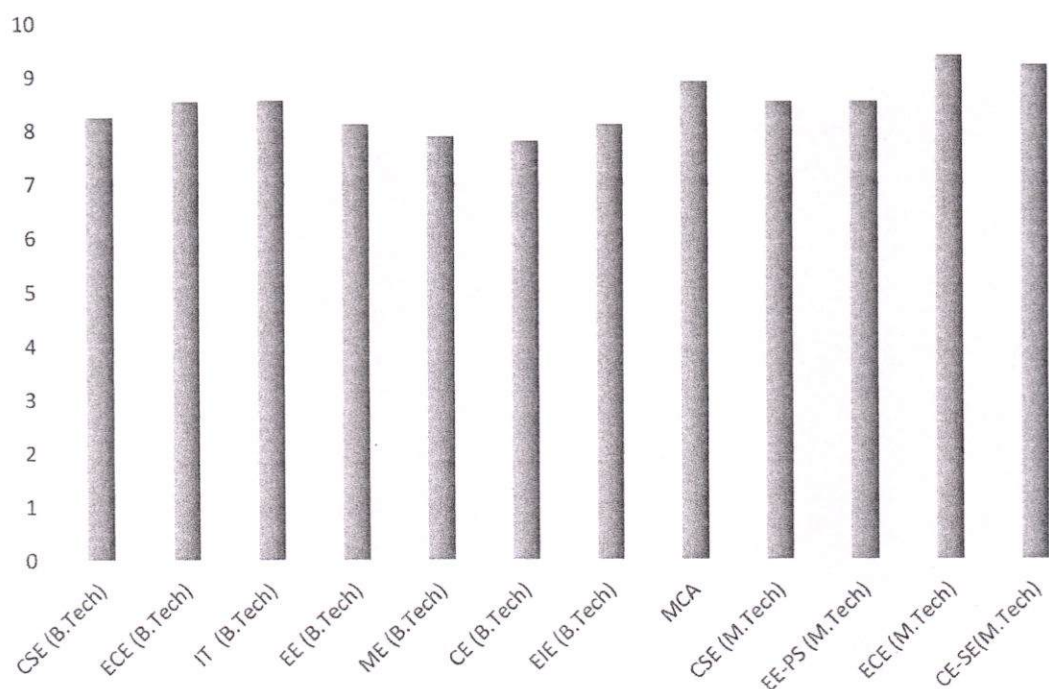
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8. Result Analysis

Department wise SGPA analysis of ODD and EVEN semester is presented here.

The average SGPA of the college for odd semester 2018 is 7.75.

Department wise average SGPA for 2018 ODD semester



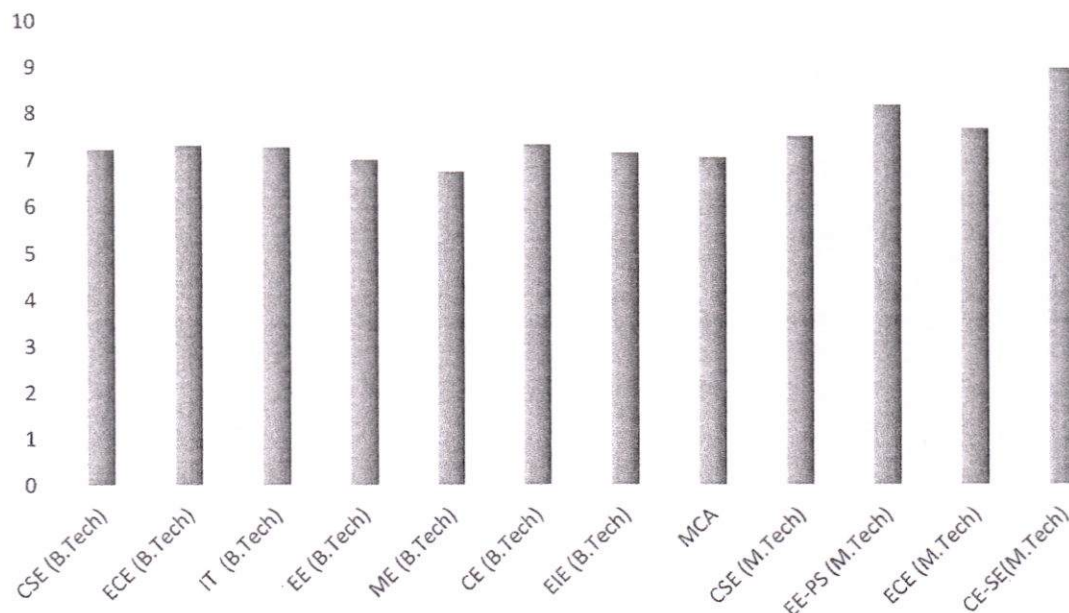
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The average SGPA of the college for even semester 2019 is 8.49.

Department wise average SGPA for 2019 EVEN semester



8.1 Average Pass percentage of final year students:

Student Appeared	Student Passed	Pass Percentage
748	736	98.40%

9. Grievances Reported by Students

9.1 Answer Script Scrutiny by Students

Notices inviting application for post-publication scrutiny (PPS) from students were issued within 7 days of publication of result. Students not satisfied with the grades, could apply for scrutiny of answer script of specific subjects by filling up a prescribed format and submitting the same within a time window specified in the notice. In presence of the faculty who scrutinized the answer scripts after evaluation, students were permitted to scrutinize an answer script. The details regarding students who submitted PPS applications in the academic year 2018-19 are given below.



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Description of Parameter	ODD Semester	EVEN Semester
Number of Answer Scripts involved in PPS Applications submitted by students	4	3
Number of Answer Scripts where awarded marks changed after scrutiny	2	nil

9.2. Review Application and Re-evaluation

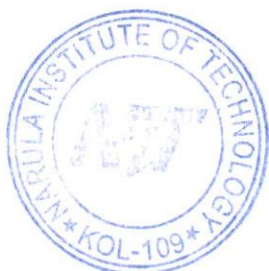
Notices inviting application for post-publication review (PPR) from students were issued within 7 days of publication of result. Students not satisfied with the evaluation, could apply for re-evaluation by filling up a prescribed format and submitting the same within a time window specified in the notice. Since all main evaluation was done by an external faculty, the re-evaluation was assigned to an internal faculty. The details regarding students who submitted PPR applications in the academic year 2018-19 are given below.

Description of Parameter	ODD Semester	EVEN Semester
Number of Answer Scripts involved in Review Applications submitted by students	5	5
Number of Answer Scripts where awarded marks changed after Re-evaluation	2	1

10. Automation of Examination System

The following examination activities were fully automated.

1. Examination Form fill up by students using online portal
2. Attendance approval from HOD was introduced which is automatically approved based on their class attendance.
3. Students can submit examination fees and form online
4. Students can download the admit card from the examination portal
5. List of students appearing in examination is prepared automatically
6. Examination schedule was entered into the online system so that questions can be printed only on that day and at specified time for the transparency of examination.
7. Print day-wise attendance sheet for all examination schedule from the online system.



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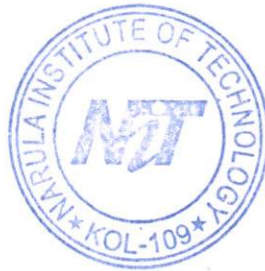
8. All evaluation was carried out by the examiners with annotations in red color by accessing the DVS system using internet through separate login IDs for each Examiner.

9. Scrutiny was completely automated using the Digital Valuation System (DVS).

10. Re-evaluation was carried out by the Head Examiners with annotations in green color by accessing the DVS system using internet through separate login IDs for each Head Examiner.

11. Internal marks were entered in the examination portal from the department using login IDs.

12. Result Publication



Allex Manti
Controller of Examinations
Narula Institute of Technology
81, Nilgunj Road, Agarpara, Kolkata-700109

A handwritten signature in blue ink, appearing to be "M. S. Ghosh", written over a horizontal line.

Principal
NARULA INSTITUTE OF TECHNOLOGY
81, Nilgunj Road, Agarpara, Kol-109