

UTTAR BANGA KRISHI VISWAVIDYALAYA

Pundibari, Cooch Behar, West Bengal – 736165, India



প্রফেসর অয়ন রায়

Dr. Ayon Roy

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Ref. No. 1326 /EXAM/UBKV

Date: 29.01.2026

NOTIFICATION

With due accordance of the Hon'ble Vice-Chancellor of the University, the Examination section is going to destroy the documents enlisted below following the UG and PG regulations clause nos. 18.1 and 9.1.4.3, respectively on 06.02.2026 at suitable adjoining place of boundary wall of PG Boys' Hostel. The standard operating procedure is given hereunder

Standard operating procedure (SOP)

(i) The documents to be destroyed are (a) Evaluated answer scripts of mid term, end term and practical examinations of UG, PG and Ph.D conducted during the period 2019-2023; (b) unused mid and end term question papers (c) old printed outdated unfilled forms (remuneration bill, thesis evaluation report, marks submission forms, etc.); (d) spiral bounded extra copies of M.Sc. and Ph.D. thesis; (e) Old prospectus, teared envelop, etc. and (f) unused entyrance examination (M.Sc. and Ph.D.) question paper.

(ii) On 06.02.2026 morning a ditch of 15'×15'×10' shall be excavated

(iii) The disposed materials as stated above shall be carried by trolley van from Agriculture Faculty building to the excavated site.

(iv) After putting all the materials in the ditch it will be buried with soil.

(v) All the operations shall be photo and videographed to avoid any future unforeseen legal obligation.

Any teaching or non-teaching staffs of the University may inspect the documents to be destroyed between 03.02.2026 to 05.02.2026 during office hours at the office of the undersigned. He/she may also be present on 6th February during the destroying operation.

All concerned are requested to act accordingly.

Sd/-

Deputy Registrar (Actg.)

Ref. No. 1326 /EXAM/UBKV

Date : 29.01.2026

Copy to -

- (i) VC Secretariate (ii) Registrar, UBKV for information (iii) Dean, Faculty of Agriculture/ Horticulture/Technology (iv) Dean, Post Graduate Studies for information (v) Dean, Student's Welfare, UBKV for information (vi) Director of Research, UBKV (vii) Director of Extension Education, UBKV (viii) Director of Farms, UBKV (ix) Development Officer, UBKV (x) The Heads of the Department, Agronomy □/ Plant Pathology □/ Agricultural Economics □/ Soil Science and Agricultural Chemistry □/ Agricultural Entomology □/ Genetics and Plant Breeding □/ Agricultural Statistics □/ Bio-Chemistry □/ Agricultural Extension □/ Seed Science and Technology □/ Pomology and Post Harvest Technology □/ Forestry □/ Plantation Crops and Processing □/ Floriculture, Medicinal and Aromatic Plants □/ Vegetables and Spice Crops □, UBKV (xi) Medical Officer, UBKV, (xii) Comptroller (Actg.), (xiii) Convenor, Examination Committee (xiv) NSS Co-ordinator cum Resident Superintendant (xv) Office copy

Ayon Roy 29/01/2026
Deputy Registrar (Actg.)