

Code :

Branch :-

Dear Sir/Madam,

(M.C.Q Type)

I am directed to appoint you as Paper setter, Examiner, Moderator In THEORY in the subject Examination to be held in October 2021 .

This appointment is made under section 48(3),(4) of Maharashtra Public Universities Act, 2016 and on the following assumptions :-

- 1) You are not qualified to be a Paper-setter/Moderator/Examiner -
 - i) If you're relative has appeared for the same concerned examination (Father, Mother, wife, Husband, son, daughter, grandson, grand-daughter, brother, sister, nephew, niece, uncle, Aunt, first cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law.) (N.B.: Son, daughter, brother, sister will be understood to include also step-son, Step-daughter, step-brother or step-sister as the case may be.)
 - ii) If you are conducting private tuitions for the students for any examination.
 - iii) If you are student appearing for the same concerned examination.
 - iv) If you have written guides, annotation, solved example of the same examination.
- 2) This appointment is made under Section 48(3),(4) of M.P.U. Act, 2016 and it is compulsory. Non acceptance of this order will be treated as misconduct. Kindly send your acceptance immediately to the office and to the concerned Chairperson.
- 3) If you have received two or more appointments for different examination work during same period, You should accept the work as per the following priority decided by university and inform this office accordingly. So as to enable the university to make alternative arrangement.
 - 1) Vigilance Squad, 2) Setting of Question Paper, 3) Assessment and Moderation of Answer Books, 4) Practical Examinations, 5) Director of Central Assessment Work, 6) External Senior Supervisor, 7) Internal Senior Supervisor, 8) Junior Supervisor.
- 4) As per Right to Information Act. And as per University ordinances answer book is given to the student hence you have to take utmost care for complete, fair and correct assessment And for the allotment of the marks and its recording.
- 5) a) The date of commencement of the THEORY examination is :-
b) You are requested to attend the without fail.
i) CAP (Assessment/Moderation) on _____
ii) Paper Setting Meeting on _____ Immediately
c) Place - _____
Kindly accept the appointment and co-operate.

Yours faithfully

(Principal/SUK Dept. HOD)

Coordinator

Shivaji University Semester Exam.
Centre: Kisan Veer Mahavidyalaya
Tal. Dist. Satara

INSTRUCTIONS FOR PAPER SETTERS:

Paper setting should be based on the syllabus in force. It should cover the syllabus. Paper pattern and scheme of marking accepted by authorities must be observed. Utmost care should be taken to avoid out of syllabus questions. Correct instructions to solve the question paper should be given at the top of the paper. Headings and titles of the papers should be as per the approved syllabus.