

Rayat Shikshan Sanstha's
Sadguru Gadage Maharaj College, Karad
(An Autonomous College affiliated Shivaji University, Kolhapur)

Confidential

Ref. No. : Exam / April / Oct / 2024

To,

Prof. Dr. Phadatare D.R.
Balasaheb Desai College,
Patan

Dear Sir / Madam,

I am directed to appoint you as,

~~PAPER SETTER / MODERATOR / EXTERNAL EXAMINER / INTERNAL EXAMINER~~ in
PRACTICAL / THEORY in the Subject Mathematics
Examination to be held in OCT / NOV / MAR / APRIL - 2024

This appointment is made under section 32(5) (g) of Maharashtra Universities Act 1994 and on the following assumptions :-

- 1) You are not qualified to be a Paper - setter / Moderator / Examiner if.....
 - i) Your 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 sister as the case may be.)
 - ii) You are conducting private tuitions for the students for any examination
 - iii) You are student appearing for the same concerned examination
 - iv) You have written guides, annotation, solved example of the same examination
- 2) This appointment is made under Section (5) (g) of Maharashtra Universities Act 1994 and is compulsory. Non acceptance of this order will be treated as misconduct. Kindly send your acceptance immediately to the office and to be concerned chairperson.
- 3) If you have received two or more appointment for different examination work during same period you should accept the work as per the following priority decided by college and inform this office accordingly. So as to enable the college to make alternative arrangement
 1. Vigilance Squad 2. Setting of Question Paper 3. Assessment and Moderation of Answer Book,
 4. Practical / Theory Examination 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 college 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 Practical / Theory examination is - 13/03/2024 to 15/03/2024
b) You are requested to attend without fail -
 - i) CAP (Assessment / Moderation) on ii) Paper Setting on

Kindly accept the appointment and co-operate.

Yours faithfully,



Controller of Examinations

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. Heading and titles of the papers should be as per the approved syllabus.