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news list

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Annual Examination Paper Setters



Sardar Patel University, Mandi
(A State Government University)

P.S. No.: UG/2022/SPU(Secrecy)-225

Date: 17.12.2023

From:

Controller of Examination
Sardar Patel University, Mandi -175001

To

Dr. Purnima Thapar
Deptt. Of Public Administration,
Govt. College Sanjauli Shimla-6.

Dear Sir/Madam,

I am directed to request you to act as Paper-Setter in the following Examination:-

Name of the Examination/Subject/Semester: B.A. Public Administration UG Annual
CBCS-I-Year

Subject Code: PUBA 101- A Title: Administrative Theory (Core)

Year and Session of the Examination: (March, 2023 SET-I) (Sept, 2023 SET-II)

Time Allowed: 03 (Three) Hours Maximum Marks: 70

The Medium of question paper: English & Hindi

Kindly set question papers as per the **instructions contained in the syllabus/sample papers.**

Kindly note that both sets of question papers must be different to each other so that these are utilized in different session(s) as to avoid repetition.

Detailed syllabus and other paper setting materials are attached herewith.

The offer however is subject to fulfilment of the conditions given below:

- (a) None of your relations is appearing in this examination (wife, husband, son, daughter, sister, wife's brother, wife's sister, brother's son and daughter, first cousin, husband's brother, husband's sister, nephew, grandson, grand-daughter and brother).

(b) You have not been disqualified by this University for the year for which this appointment pertains.

(c) You have not written or revised a help book or guess paper Guide relating to the Paper for use of candidates for the examination in which you have been appointed.

(d) You are neither teaching nor have taught during the preceding semester/year this particular course to the class.

(e) No one shall ordinarily be appointed as an examiner either for theory or for practical examination unless he/she is a permanent teacher and has put in at least three (3) years of teaching experience at the University/Constituent/Affiliated or recognized Colleges of that University. In case of examiners from institutions other than Universities/Colleges, he/she should be a permanent employee with a minimum of three years' experience.
- If you do not fulfil any of the conditions mentioned above, the offer may please be considered cancelled and **this office be informed about it by mail immediately**. If you fulfil the conditions, kindly communicate your acceptance through same email id immediately.

3. Kindly set two question papers. The question should be typed in the word format as: Font Style Times Roman, Font Size 12, Line Space 1.5 and each page must be numbered display (e.g.) page 1 of 2, at the middle of the page please type 'END OF PAPER' immediately after the last

4. (a) The question paper should be fairly distributed over the whole course of study and not concentrated on any one or few portions only.
(b) Kindly note that the paper is to be set strictly according to the syllabus not according to the last year's question paper which is being sent just as a sample.
(c) The name of the University, i.e., Sardar Patel University Mandi should not figure in any question paper.

5. Send soft copy of both question papers by creating separate PDF file as attachment of each paper on email id- coespumandi@gmail.com at the earliest. The Name of attachment should be SET 1 and SET 2.

6. You may kindly inform the undersigned by email whenever there is any change in your address.
7. The instructions to the examiners if any may also be prepared and sent by email in a separate attachment.
8. Remuneration bills are prepared by the University itself. Hence attached mandate form may be filled properly.

9. Remuneration of Rs 600/- will be paid for each set. For two different sets it will be Rs. 1200/-. Five percent deduction is made from the remuneration bill/s of the Teacher's towards the Teacher Welfare Fund

NOTE: IN CASE OFFER IS NOT ACCEPTABLE PLEASE INFORM THE UNDERSIGNED ON MOBILE NO.98163-16601

Yours Faithfully



Dr. Gaurav Kapoor
Coordinator Examination
Mobile No. 98163-16601

Attachments:

1. Letter to Paper Setter S-1
2. Detailed Syllabus.
3. **Since the examination is to be conducted for the first time hence no sample of Question paper enclosed.**
4. Sample sheet(s) for Question Paper
5. General instructions to the paper setters S-4
6. Certificate to be filled by paper setter along with Bank details- S-5.

You will send the Question papers set by you through Email:coespumandi@gmail.com along with following attachments:

1. Question paper set no. 1.
2. Question paper set no 2.
3. Certificate to be filled by paper setter along with Bank details- S-5