**CONTROLLER EXAM.**

**SHRI G.S. INSTITUTE OF TECHNOLOGY AND SCIENCE, INDORE (M.P.)-3.**

**(An Autonomous Institute)**

**FAX No. : 0731-2432540 EPABX : 0731-2434095/2541567/2538760**

**Controller Exam : 0731 - 2545476**

**E-mail: ctrlexam@sgsits.ac.in**

**Exam. Code No: {code}**

**To**

**{name}**

**{dept}**

**{address}**

Sir,/Madam

As per the decision of Examination committee, I am pleased to inform you that you have been appointed as **paper-setter and examiner** in **Nov-Dec 2017** Exam for the subject **{nomenclature}** of the B. E. / B. E. (PTDC) /B.Pharm /M.E. / M.Sc. / M.Tech/M.Pharm/MCA/MBA Exam. /Ph.D. course work course exam.

1.The invitation is issued on the following assumptions:-

* That no examiner has any relation of the following type appearing at this examination of the Institute: Wife, Husband, Son, Daughter, Grand-Son, Grand-Daughter, Brother, Sister, Niece, Nephew, Grand-Niece, Grand Nephew, Uncle, Aunt, First-Cousin and Son-in-Law.

That no examiner has coached separately any student or students for this examination of the Institute.

* That no examiner has written any books as guides, annotations, digests or criticism or any book of solved example for students with reference to this examination of the Institution.
* In papers, where numbers of answer books are likely exceed 200, one or more co-examiners are appointed who will value answer books under the overall guidance of main examiner (Paper Setter). Co-examiner must contact main examiner before starting valuation work.

2. The remuneration for this work is payable as per the Institute’s norms after the

Examination is over.

3. Each paper is to be set in full by one examiner only.

4. External examiner should send the manuscript duly sealed in the envelope ‘Q’

(Provided herewith) by registered post (duly insured).

5. Internal examiners are required to submit the typed manuscript in template sent by E-mail [if you have not received the template then please contact the undersigned by E- mail ([ctrlexam@sgsits.ac.in](mailto:ctrlexam@sgsits.ac.in)) or it can be obtained from the respective HOD] duly sealed in the given envelope. **Handwritten manuscript should also be sent along with typed copy.**

**Contd……2**