

Letter No.-²⁷³...../COE/BBAU/2017

Dated: 13/11/17

CIRCULAR

REMINDER-II

Please refer this office circular Nos.-239/COE/BBAU/2017 dated 27.10.2017 and 249/COE/BBAU/2017 dated .03.11.2017 vide which Panel of Examiners and copy of Syllabus and last year model question paper have been asked from the Heads/Course Coordinators for the End Semester Examinations scheduled to be held in December, 2017. However, the same has not been received till date from some of the Heads/Course Coordinators.

Therefore, Heads/Coordinators of all Departments/Courses are once again requested to submit the Panel of Examiners for **50% of Core courses of End Semester Examinations of FIRST, THIRD and FIFTH (in case of MCA/MCAC/MCAE) semesters only** for Post Graduate programmes scheduled to be held in the December, 2017 in a sealed cover alongwith a copy of Syllabus and last year/model Question paper to the Controller of Examinations of the University latest by **5 PM of 13.11.2017**. The following norms may be followed for preparing the Panel of Question Paper setters:-

- (i) Panel of Question Paper setter should consist of four experts.
- (ii) The Question Paper setters should be of the rank of Professor/ Associate Professor, but not more than two should be of rank of Associate Professor.
- (iii) At least two question paper setters in the panel should be from outside Uttar Pradesh (other two within UP including Local).
- (iv) Complete postal address, phone/mobile number(s) and e-mail ID of the Question Paper setter should be given.

Further, Heads/Coordinators of Departments/Courses of all Departments/Courses are also requested to **send the above by 5 PM of 13.11.2017**. Those who have already sent may ignore this.

This issues with the approval of Competent Authority and may be adhered strictly.

Controller of Examinations

Copy to: -

- (1) All Heads/Coordinators of Departments/Courses, BBA University, Lucknow.
- (2) All Deans of School of Studies, BBAU, Lucknow; for information.
- (3) SO, VC Secretariat, BBAU, Lucknow; for information of Hon'ble VC.
- (4) Website Incharge, BBAU, Lucknow: for its uploading on University website.
- (5) Hindi Officer for issuing Hindi translation of above circular.

I/c website

2343/MS/12
13/11/17