

R.2 Appointment of Examiners for End Semester Examinations

- 1) No person can claim appointment as paper setter/examiner/moderator or any other examination work as a matter of right.
- 2) The HOD/Chairperson of the Board of Studies (BoS) of the respective courses/Course coordinators will recommend the names of the examiners for each subject to the Controller of Examination for approval.
- 3) The Controller of Examination will appoint the examiners on recommendations from the Heads of Department/Chairperson of the BoS of the respective courses,
- 4) Wherever more than one examiner needs to be appointed, one of them shall be designated as a Senior Examiner, who will coordinate the work with the office with respect to setting of question papers and submission of marks.
- 5) The appointment letters to examiners would be issued by the Controller of Examinations.
- 6) The appointment letter should accompany the following:
 - (i) Timetable of the examination concerned (ii) Regulations pertaining to paper setting/assessment such as R.3 etc. (iii) The relevant question paper/s of at least one previous examination. (iv) Deadline for submission of the question paper by the examiner.
- 7) The paper setters/examiners shall not refuse to accept the assignment of the examination work.
- 8) The paper setters/examiners shall follow all the directions given by the Institute from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
- 9) A teacher will not be appointed as an examiner, whose spouse or any relative is appearing for the examination.
- 10) The HoD/BoS chairman shall furnish the titles of the Project Work, names of internal examiners and names of the persons with qualifications for appointment as External Examiners for the Project Work and Oral Examinations.
- 11) While furnishing the required information, due care be taken to see to it that the persons whose names are recommended as Internal Examiners and External Examiners shall satisfy the following criteria and they are available for the smooth conduct of the Project Viva-Voce Examination.

‘No person shall ordinarily be eligible for appointment as an examiner unless he/she has obtained the same or higher level of degree in the same subject in the First or Second Class and has had five years’ of

experience in the same subject in a college or industry or attained recognized eminence in the same subject.'

Sr No.	Name of Internal Examiner, Address and qualification	Details of Teaching and professional experience of the Internal Examiner and date of Superannuation	Name of External Examiner, Address, qualification	Details of Teaching and professional experience of the External Examiner	Remark of Dean