The Principal,
Bharati Vidyapeeth Deemed University
College of Engineering, Pune-43

Sir / Madam,

The appointment of Examiners / Paper setters for the work of the paper setting, practical / viva / oral examinations and for the assessment of answer books are made by the University. It is the responsibility of the concerned Chairman to ensure the presence of the external examiner(s) for the above examination work.

In case the external examiner do not attend any of the examination duty as mentioned above, then the Chairman of the subject should forward the name (s) of the substitute examiner(s) to the University for approval with the recommendations of the concerned Dean.

It has been noticed that the Chairman of the subject do not follow the instructions given by the University and the changes in the appointment of examiners are made without the approval of the University.

Henceforth, the appointments of substitute examiners are to be forwarded throughDean to the University for necessary approval. Appointments made without sending them to the University for approval will be treated as invalid.

I am further directed to inform that the work of the examination is compulsory for the internal staff members and no staff member should make any grievances or excuse to avoid or delay the examination activities. Cases of such nature should be sent to the University with relevant documents for further necessary action.

The contents of this letter may please be brought to the notice of all the concerned staff members.

Yours faithfully,

Controller of Examinations