

MATA GUJRI COLLEGE, FATEHGARH SAHIBAn Autonomous College
(Secrecy Branch)No. :
Dated..... 04.02.16

From

Deputy Registrar(Secrecy)
Mata Gujri College
Fatehgarh Sahib-140406.

To

The Paper-setter

Dear Sir/ Madam

MOHAMMAD HABIB

IMPORTANT

Identity No.: 032/11/4/16

Kindly do not give your name and address in your correspondence with the College but instead always quote Identity No. Full address may be given only in the Willingness Form.

In case any inquiry please contact:

We have the honour to extend to you this invitation to act as paper-setter in Music (V)

.....Theory

Paper..... (Theory).....forin April 2016 B.A. III (Annual).....examination, to be held
that Two.....alternate sets of question paper are to be set which will be used for various examinations
during the year. The question paper are to be set in the following scripts:-

- (i) The question-papers are to be set in both the scripts i.e. English and Punjabi. Extra remuneration will be paid for setting the question-papers in Punjabi version as per University Rules.
- (ii) The question-papers are to be set in English only.
- (iii) The question-papers in languages are to be set in the respective language.

IMPORTANT INSTRUCTIONS TO BE KEPT IN VIEW WHILE SETTING QUESTION PAPERS**BY THE PAPER-SETTERS.**

1. The question-papers should contain the note regarding the number of questions (alongwith marks) required to be attempted from each section/group by the candidates.
2. The question may be set strictly in accordance with the instructions as given in the syllabus and also as per contents of the syllabus section-wise.
3. Nomenclature of the Paper must commensurate with the one as mentioned in the syllabus.
4. Spell scientific and technical terms in BLOCK LETTERS to help the Printer and make sure of the syllabus for the examination concerned. Similarly, Mathematical symbols may be written distinctively so that these are quite clear to the Printer.
5. If you are not proficient in Punjabi, the question-paper may be set in English only.
6. Give the Printer and the candidates a fair chance by writing everything legibly and neatly. The Printer is layman, probably ignorant of the branch of knowledge which you profess.
7. The question-paper(s) may kindly be set on the enclosed forms marked 'Press Copy' and 'Office Copy' of the question-paper is to be put in the inner envelope subscribed 'Press Copy' and the 'Office Copy' in the inner envelope subscribed 'Office Copy'. These inner envelopes duly gummed and sealed/ taped along with the certificate A and B by Registered Speed Post addressed to Deputy Registrar(Secrecy) Mata Gujri College Fatehgarh Sahib-140406 by 18.02.2016.....at the latest. An intimation in the enclosed form that the question- papers have been sent to 'the Examination office(Secrecy) should be sent simultaneously to the Deputy Registrar(Secrecy), Mata Gujri College Fatehgarh Sahib. These envelope (s) may, on no account, be used for any other purpose such as submission of award-list etc. All correspondence relating to setting of question-papers may kindly be addressed to the Deputy Registrar(Secrecy) Mata Gujri College, Fatehgarh Sahib, for proper and prompt disposal and to ensure proper secrecy. Only the Identity No. as allotted, on the face of the appointment letter may kindly be given in all correspondence instead of full address. Full address may be given only in the Willingness Form or when there is any change in your official and/or residential address.
8. If you are unable to send the question-papers by the date specified above, request be sent in time asking for extension. In case intimation for such extension is not received in the office we may have to make some alternative arrangements.

9. General Instructions to Paper-Setter are given on the back page.

Enclosures:

1. Syllabus etc.
2. Certificate 'A' and 'B'.
3. Inner envelopes for Office Copy and Press Copy for question paper(s).
4. Outer envelopes marked 'B'.
5. Blank sheets for Office Copy.
6. Blank sheets for Press Copy.

Yours faithfully

Deputy Registrar(Secrecy)

9464048273

MATA GUJRI COLLEGE, FATEHGARH SAHIB

An Autonomous College
(Secrecy Branch)

No. :

Dated.....13-8-17.....

From

Deputy Registrar(Secrecy)
Mata Gujri College
Fatehgarh Sahib-140406.

To

The Paper-setter

Dear Sir/ Madam

MOHAMMAD HABIB

IMPORTANT

Identity No:.....

Kindly do not give your name and address in your correspondence with the College but instead always quote Identity No. Full address may be given only in the Willingness Form.

In case any inquiry please contact:

We have the honour to extend to you this invitation to act as paper-setter in Music (V) Theory Paper..... for the B.A. Sem III examination, to be held in Nov. 2017 kindly note that Two alternate sets of question paper are to be set which will be used for various examinations during the year. The question paper are to be set in the following scripts:-

(i) The question-papers are to be set in both the scripts i.e. English and Punjabi. Extra remuneration will be paid for setting the question-papers in Punjabi version as per University Rules.

(ii) The question-papers are to be set in English only.

(ii) The question-papers in languages are to be set in the respective language.

IMPORTANT INSTRUCTIONS TO BE KEPT IN VIEW WHILE SETTING QUESTION PAPERS

BY THE PAPER-SETTERS.

1. The question-papers should contain the note regarding the number of questions (alongwith marks) required to be attempted from each section/group by the candidates.
2. The question may be set strictly in accordance with the instructions as given in the syllabus and also as per contents of the syllabus section-wise.
3. Nomenclature of the Paper must commensurate with the one as mentioned in the syllabus.
4. Spell scientific and technical terms in BLOCK LETTERS to help the Printer and make sure of the syllabus for the examination concerned. Similarly, Mathematical symbols may be written distinctively so that these are quite clear to the Printer.
5. If you are not proficient in Punjabi, the question-paper may be set in English only.
6. Give the Printer and the candidates a fair chance by writing everything legibly and neatly. The Printer is layman, probably ignorant of the branch of knowledge which you profess.
7. The question-paper(s) may kindly be set on the enclosed forms marked 'Press Copy' of the question-paper is to be put in the inner envelope subscribed ' Press Copy'. These inner envelopes duly gummed and sealed/ taped along with the certificate A and B by Registered Speed Post addressed to Deputy Registrar(Secrecy) Mata Gujri College Fatehgarh Sahib-140406 by 25-8-17 at the latest. An intimation in the enclosed form that the question- papers have been sent to 'the Examination office(Secrecy) should be sent simultaneously to the Deputy Registrar(Secrecy), Mata Gujri College Fatehgarh Sahib. These envelope (s) may, on no account, be used for any other purpose such as submission of award-list etc. All correspondence relating to setting of question-papers may kindly be addressed to the Deputy Registrar(Secrecy) Mata Gujri College, Fatehgarh Sahib, for proper and prompt disposal and to ensure proper secrecy. Only the Identity No. as allotted, on the face of the appointment letter may kindly be given in all correspondence instead of full address. Full address may be given only in the Willingness Form or when there is any change in your official and/or residential address.
8. If you are unable to send the question-papers by the date specified above, request be sent in time asking for extension. In case intimation for such extension is not received in the office we may have to make some alternative arrangements.
9. General Instructions to Paper-Setter are given on the back page.

Enclosures:

1. Syllabus etc.
2. Certificate 'A' and 'B'.
3. Inner envelopes for Press Copy for question paper(s).
4. Outer envelopes marked 'B'.
5. Blank sheets for Press Copy.

Yours faithfully

Deputy Registrar(Secrecy)

9464048273



General Shivdev Singh Diwan Gurbachan Singh

KHALSA COLLEGE PATIALA

Under the Management of S.G.P.C Sri Amritsar Sahib and Affiliated to Punjabi University Patiala
NAAC Accredited 'A' Grade and College with 'Potential for Excellence' Status by UGC

AN AUTONOMOUS COLLEGE

CONFIDENTIAL BRANCH

From

Controller of Examination
General Shivdev Singh Diwan Gurbachan Singh
Khalsa College
Patiala- 147001

In addition to **HARD COPY**,
Paper Setter is requested to
PROVIDE THE SOFT COPY
of the paper on given E-mail Id.
'**confidentialkcp@gmail.com**'
and must mention
'Identity Number' of the Paper.

To

The Paper-Setter

Identity No.: 6465/20

Kindly do not give your name and address in your correspondence with the college outside the envelope. Instead, always quote your identity number. Full address may be given only in the Certificate 'A' and 'B'.

IMPORTANT

Dear Sir/Madam, MOHAMMAD HABIB

In case of any inquiry, please contact +91-62833-61402

We have the honour to extend to you this invitation to act as paper-setter in theory paper Music (Vocal)?
Historical and Theoretical Study of Indian Music
for the BA 4th semester examination
to be held in May 2020. Kindly note that 02 alternate sets of question paper are to be set.
The question papers are to be set in the following scripts:-

- (i) The question-papers are to be set in both the scripts i.e. English and Punjabi. Extra remuneration will be paid for setting the question-papers in Punjabi version as per College Rules.
- (ii) The question-papers are to be set in English only.
- (iii) Language concerned.

Important Instructions to be kept in view while Setting Question Papers by the Paper-setters.

1. The question should be set strictly in accordance with the instructions as given in the syllabus and also as per contents of the syllabus section-wise.
2. Nomenclature of the Paper must commensurate with the one as mentioned in the syllabus.
3. The question-papers should contain the note regarding the number of questions (along with marks) required to be attempted from each section/group by the candidates.
4. If you are not proficient in Punjabi, the question-paper may be set in English only.
5. The question paper(s) may kindly be set on the enclosed forms marked 'Question Paper Set' which is to be put in the inner envelope subscribed Set No. 1 and Set No. 2 for question papers. These inner envelopes duly gummed and sealed/taped are to be put in the Outer Envelope marked 'B', which may kindly be sent duly gummed and properly sealed along with the certificate A and B by Speed Post addressed to Controller of Examinations, GSSDGS Khalsa College, Patiala by 3-MAR-2020 at the latest. All correspondence relating to setting of question papers may kindly be addressed to the Deputy Registrar, GSSDGS Khalsa College, Patiala, for proper and prompt disposal and to ensure proper secrecy.
6. If you are unable to send the question-papers by the date specified above, request be sent in time asking for extension. In case no intimation for such extension is received in the office, we may have to make some alternative arrangements.
7. General Instructions to Paper-Setters are given on the back page.

Enclosures:

1. Syllabus etc.
2. Certificate 'A' and 'B'
3. Inner envelopes for Set No. 1 and Set No. 2 for question paper(s)
4. Outer envelope marked 'B'
5. Blank sheets for Set No. 1 and Set No. 2.

Yours faithfully,

Controller of Examination