



(An Autonomous Institution, Affiliated to Bangalore University, NAAC 'A' Grade)

Ref: IFIM/COE/ 72 /2021-22

COE Phone No: 9845659168

Date: 27/9/2022

CONFIDENTIAL

Dr. /Prof.....Levin Bhanumani.....SFS College.....

Subject: Appointment as Paper Setter for II Semester U.G / P.G Degree (Autonomous) Semester End Examinations
Nov 2022

On behalf of the Director/Principal, IFIM College, Bangalore-560100, It is my pleasure to appoint you as the Paper Setter for setting the question paper for the subject/s shown below:

Sl. No.	Subject Code	Subject Title	No. of Set/s	To be submitted before
1.	<u>21BBA</u> <u>23</u>	<u>Business mathematics</u>	<u>01</u>	<u>03/10/2022</u>

You are requested to confirm your acceptance over the phone. Your immediate response is highly solicited. In case, you are unable to accept this assignment, please return all the enclosures to the undersigned by registered/speed post immediately.

INSTRUCTIONS TO PAPER SETTERS

1. Questions shall strictly be set from Autonomous syllabus of IFIM College, Bangalore-560100.
2. Prescribed text books/reference books mentioned in the syllabus shall only be referred.
3. **Questions shall not be set by mixing the topics from different units.**
4. Provide necessary instructions to students, such as use of data hand books, tables, charts, etc.,
5. **Furnish detailed scheme and solution for the questions set.**
6. **The scheme does not mean breaking up of final marks for a question into its component parts.** The scheme shall clearly indicate the expected answer for each component. In case the questions are of descriptive nature, the solutions shall contain salient/important points of answer.
7. It is imperative that the question paper shall be prepared by the paper setter only. **Do not preserve or make a copy of the question paper/scheme and solution in any form.**
8. Compulsorily scrutinize the question paper for its completeness, such as subject code, subject title, time duration, maximum marks, instructions to students, marks allocation, etc.,
9. **Ensure complete confidentiality.**
10. **For scheme of examination (Question paper pattern), a copy of the syllabus and model question paper is enclosed herewith for your reference.** You can contact the Controller of Examinations for any other details, if required