

JHARGRAM RAJ COLLEGE

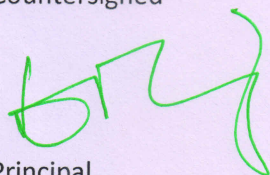
O/Cir. No. 07

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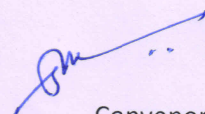
It is hereby notified for all concerned in relation to the **UG CBCS SEM -V Practical Examinations, 2022** that –

1. The name of Paper Setters, Internal and External Examiners along with the date of examination and venue, for the concerned papers are to be submitted in hard copy to the Office of the Principal by the Head of the Departments within 20.01.2023, in the soft copy of the format, to be provided by the External Examination Sub-committee for intimation to the University for approval.
2. The soft copy of the format for preparation of the Appointment Letters (for the Paper Setters, Head Examiners, and Examiners Internal/External), Award Lists, and Work Done Certificates will be provided by the Committee.
3. The concerned departments will prepare all this examination related papers by their own and issue the same duly signed by the Principal, Jhargram Raj College & distribute the same to the respective examiners. A copy of the entire set has to be submitted to Smt. Srimani Saren, UDC Jhargram Raj College, after completion of the Examination.
4. By virtue of the post, Head of the Department will be the Head Examiner for all the Practical Examinations of their respective Department.

Countersigned



Principal
Jhargram Raj College



Convenor
External Examination Sub-Committee
for UG CBCS Sem I, III & V

Copy to:

1. All the HODs – Botany, Chemistry, Commerce, Physical education, Physics, Physiology, Zoology.
2. Convenor, External Examination subcommittee for UG CBCS Sem I, III & V.
3. Co-ordinator, IQAC, Jhargram Raj College.
4. T. C. Secretary, Jhargram Raj College.
5. Convenor, Website Sub-Committee.
6. Guard file.