A Charutar Vidya Mandal's Institution

B. J. VANIJYA MAHAVIDYALAYA

(AUTONOMOUS) (GRANT-IN-AID)
(Affiliated to Sardar Patel University)
Accredited with CGPA of 2.78 on four point scale at B++ Grade by NAAC
Vallabh Vidyanagar-388 120, Dist. Anand, Gujarat, India

Dr. Sanjay K. Radadiya, (Ph.D., M.Com., NET, DTLP, C.A. (Inter), B.Com.)
I/C. Principal

Date: 21.10.2026

Instructions for Paper Setters for External Examination
BBA/B.COM (Sem- I)

To,
Esteemed Paper Setters & Examiners

All paper setters and examiners are hereby informed that the external examinations will commence on **27/11/2026.**

Date of Commencement of Exam: **27-11-2026**
Last Date of Manuscript Submission: **2-11-2026**

You are requested to download the related syllabus, question paper format, circulars, etc. from the following website: **www.bjvm.ac.in**

Paper setters and examiners shall receive remuneration as per the prevailing norms of the college, upon submission of the remuneration bill along with the necessary documents.

(Note: Question papers must be prepared in accordance with Bloom's Taxonomy. Kindly draft your question papers in coordination and consultation with your designated Subject Convener).

1. For **BBA/B. Com. 4-Credit Courses**:
   - Duration: **2** hour **30** minutes
   - Marks: **50**

   For **BBA/B. Com. 2-Credit Courses**:
   - Duration: **1** hour **30** minutes
   - Marks: **25**
2. For theory question papers, a combined paper (English & Gujarati) must be prepared.
3. The paper setter must submit the hard copy (in a sealed cover) to **Shri Niraj Patel / Shri Akshay Navik** on or before **2/11/2026**, so that printing of the paper can be carried out on time.
4. Paper setters must also submit the solutions for both calculative and theory courses, along with the marking scheme, together with the question paper.
5. Paper setters and examiners are instructed to complete their assessment work within the stipulated time.
6. Ensure that the remuneration form is filled in **properly and completely** (incomplete forms will not be accepted).
7. It is **compulsory** to attach a **hard copy of your bank details** along with the remuneration form.
8. This procedure is mandatory to ensure **smooth and timely payment**.

Dr. Sanjay K. Radadiya
(Chief Controller of Examinations)