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I/C. Principal

Date: 1.10.2025

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 10/11/2025.

Date of Commencement of Exam: **10-11-2025**

Last Date of Manuscript Submission: **16-10- 2025**

Last Date of Assessment: **30-11-2025**

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.

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 **16/10/2025**, 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 Examination)

Pioneer in Launching B.B.A. Programme in Western India