

Dear **Dr. Chandra Chud Singh, Dr. Jaya Kerala, Dr. Jitendra, Dr. Bhavnath Jha**

It is my pleasure to inform you that you have been appointed members of the Board question paper setters/ examiners for **B. Com (Prog.) Political Science, Sem.-III, (Paper code 52321322)** titled “**Introduction to Political Theory**” by the Committee of Courses.

You are requested to come to the Department on **01.11.18** and prepare Two sets of question papers. Kindly note that while the members of your board can collectively decide the time what they will arrive in the Department to undertake this task, however no change in dates is permissible. This is being done to ensure smooth conduct of exams boards in a timely fashion.

Please ensure that the members of your Board bring a draft of the question paper.

The senior most member of the Board will be the convenor. The Board is also expected to provide the Hindi translation of the question papers. Please find enclosed the syllabus of the concerned course and a web link to the last year's question paper for your ready reference.

The convenor of the board is expected to utilize the contingency grant (approx. Rs. 600) and submit the bill. All colleagues must carry the full bank details to facilitate speedy transfer remuneration.

Members of the Board:

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The Department will provide a certificate of work on the basis of which you may claim Departmental Leave.