

SRI RAAJA RAAJAN COLLEGE OF ENGINEERING AND TECHNOLOGY, KARAIKUDI

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Appointment Order - External Examiner

To

Sir / Madam,

Sub: Appointment of External Examiner for End Semester Practical
Examinations - _____ - Intimation - Reg.

I am pleased to appoint you as External Examiner to conduct Semester End Practical Examinations for _____ as per the schedule of the examination given below.

S.No.	Degree & Branch	Name of the Practical Subject with code	Date	Time	No of Students Appearing (approx.)
1					
2					
3.					
4.					

You are requested to ensure the conduct of the practical examinations as per the above schedule. You are further requested to prepare the following documents pertaining to the practical examinations along with the Internal Examiner.

- The mark statement signed by both Internal and External Examiner in a sealed cover after entering the marks in our ERP at examination wing.
- The Attendance sheets of the students.
- A copy of the Question Paper.

Remuneration and TA/DA will be provided after the completion of the Practical Examinations and other documentations assigned for you.

The above orders have to be kept **strictly confidential**. Your kind cooperation is requested in this regard.

Thanking You,

Yours faithfully,
Controller of Examinations