



AGGARWAL COLLEGE BALLABGARH

A Post Graduate Co-educational College

(Affiliated to M.D. University, Rohtak)

NAAC ACCREDITED A++ GRADE (CGPA : 3.57)

ISO 9001:2015 & ISO 14001:2015 Certified
COLLEGE WITH POTENTIAL FOR EXCELLENCE

File No: ACB/EXAM/20.....

Date:

Dear.....

I am pleased to appoint you as External Examiner for the Practical examination/ Viva-Voca looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	External Examiners	Venue

You are requested to kindly spare your valuable time for conduct of Practical/Viva-Voca as per venue mentioned above. The names of the candidates appearing for the exam will be provided by the HOD of the department as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare time for the conduct of Practical/Viva-Voca, you are requested to kindly intimate the same to the college so that suitable alternative arrangements be made.

The payment of Honorarium/ Remuneration/ Conveyance etc will be made as per the norms of the University. A proforma for filling up the remuneration bill is available with the college which may kindly be filled up and may be submitted to the Principal to process your payment. Expert invited from out station is eligible for TA/DA as per the norms of the University.

I shall be grateful if you kindly help us in conduct of the above Practical examination/ Viva-Voca.

With kind regards

Yours sincerely

Dr. Sanjeev Kumar Gupta

Off. Principal

P.S.: Kindly inform on.....

CC to:

1. Controller of Exams, M.D. University Rohtak
2. Guard File