

Savitribai Phule Pune University

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SET Bhavan
Ganeshkhind, Pune-411007.
E-mail : setco@unipune.ac.in

Ref. SPPU/SET/ 17

Date : 31/01/2015

CONFIDENTIAL

To,
Dr. Kirti Dharwadkar
Professor,
A-1/18-B, Goyal Residency,
Nashik Phata, Kasarwadi,
Pune -411034.

Subject : Appointment as Paper Setter in the Subject Management.

Dear Sir/Madam,

The Government of Maharashtra has nominated the Savitribai Phule Pune University as the State Agency to conduct the State Eligibility Test (SET) for Maharashtra and Goa States.

I am happy to inform you that you have been appointed as a member of the panel of paper setters for Paper – II & III for the SET examination in the subject mentioned above. The relevant syllabus for the Paper – II & III of said subject is available on the SET website <http://setexam.unipune.ac.in>

Please note that your appointment is strictly confidential and you are expected to maintain confidentiality of the same.

You are requested to prepare **three sets** of questions from the area(s) of your specialization in the subject. Each question should have four options viz., A, B, C & D). **Please ensure that you avoid options such as 'none of the above', 'all of the above' and very obviously incorrect choices.** While setting question please set questions of two marks each. It is expected that entire syllabus of Paper – II & III is covered in the question paper. **Each examiner will be required to authenticate his/her questions and their key answers by signing at the end of the list of questions set.**

The meeting of panel of paper setters is scheduled from 16/03/2015 to 18/03/2015. It is mainly expected that all the questions brought by the examiners be discussed before finalization of the sets of Paper – II & III. It will be helpful if you come with the questions and correct/key answers. Your presence and participation throughout the meeting will be very valuable for us.

In order to facilitate your T.A. bill payments as per SET rules, you are requested to bring along with you, all receipts, tickets (air, train, bus or hired taxi) in relation to your travel. If you travel by Own Car, attested Xerox copy of RCTC book is necessary. In absence of such documents payment of the T.A. bill becomes difficult.

Please note that your accommodation is reserved in the SET Guest House Shikshak Bhavan, next to University Guest House, for the duration of the meeting.

In case, any of your dependent(s) and/or relations are appearing for the SET examinations scheduled in 2015, I request you to decline this assignment. I am sure that you will accept this invitation and extend all the help and co-operation in this work.

An immediate reply on or before 7/2/2015, will be highly appreciated. You can convey your acceptance /non acceptance by **fax, email (Fax no. 25699250, Email id- setco@unipune.ac.in)** or by sending SMS on Mobile No. 9423586137 -Dr. B. P. Kapadnis, Coordinator, SET Unit or 9422188562 - Mr. Rajesh Rahekar, Assistant Registrar, SET Unit immediately.

PLEASE TREAT THIS CORRESPONDENCE AS CONFIDENTIAL.

MEETING DETAILS

SUBJECT - Management
DATES - 16/03/2015 to 18/03/2015
TIME - 10.30 A.M. TO 5.30 P.M.
**PLACE - SET GUEST HOUSE,
SAVITRIBAI PHULE PUNE UNIVERSITY,
GANESHKHIND ROAD, PUNE - 411007.**

Thanking you,

Yours sincerely,



Coordinator(SET)