



**GURU GOBIND SINGH  
INDRAPRASTHA UNIVERSITY**  
Sector 16-C, Dwarka, New Delhi-110078

Prof. Pravin Chandra  
Controller of Examinations (Operations)

Ph. (Off.): 011-25302252

File No.: GGSIPU/EXAM/BBA(CAM)/2016/

Dated: 28.10.2016

To,

Dr. K. K. Singh  
9013270573

*MV Satpal  
lab+407*

**Subject: Appointment as External Expert for Practical Examination / Viva-Voce.**

Dear Dr. Singh,

The Vice Chancellor, Guru Gobind Singh Indraprastha University is pleased to appoint you as External Examiner for the Practical Examination/Viva Voce looking into your expertise as per details given below:

Date & Time	Programme Code & Course Title	Contact Person & Venue
17/11/2016 10 AM Gurwarah	BBA(CAM) 151% Computer Lab	The Director / Principal, Ideal Institute of Management and Technology, Plot No-16 X, Karkardoma Industrial Area, Near Telephone Exchange Delhi 22372639, 22375961

You are requested to kindly spare your valuable time for conduct of Practical/Viva-Voce as per venue mentioned above. The names of the candidates appearing for the test will be provided by the Principal/Director of the Institute as mentioned above. In case any of your close relation is appearing in the examination or you are not able to spare your time for the conduct of Practical examination/viva-voce, you are requested to kindly intimate the same to the Institute under intimation to the University so that suitable alternative arrangements be made.

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

I shall be grateful if you kindly help us in conduct of above practical examination/ viva-voce.

With kind regards,

Yours sincerely,

*Pravin Chandra*  
(Prof. Pravin Chandra)

Kindly inform on 011-25302259, 25302260, 25302261, 25302262,  
E-mail: [examconduct2@gmail.com](mailto:examconduct2@gmail.com)

*(Signature)*

(A.D. Lamba)  
Officer Incharge (Conduct)

Copy forward for kind information:

1. Principal /Director, IIMT, Delhi
2. Guard file