

MINUTES

An Emergent Meeting of the Faculty of Commerce and Business was held on Wednesday, September 14, 2016 at 2:30 PM in Room No. 115, Arts Faculty Building, University of Delhi-South Campus to consider the recommendation of the Committee of Courses and studies in Commerce (Hons. , P. G., Research) and Committee of Courses and Studies in Commerce (Excluding Hons.) for Skill Enhancement Papers (SEC) for commerce based discipline papers in BA Program under CBCS . The following members were present:

- | | |
|-------------------------------|---|
| 1. Prof. Muneesh Kumar | Dean, Faculty of Commerce and Business (in Chair) |
| 2. Prof. Kavita Sharma | Head, Department of Commerce |
| 3. Prof. C.P. Gupta | Department of Financial Studies |
| 4. Prof. K. V. Bhanumurthy | Department of Commerce |
| 5. Prof. V. K. Shrotryia | Department of Commerce |
| 6. Prof. S. K. Jain | Department of Commerce |
| 7. Prof. Madan Lal | Department of Commerce |
| 8. Dr. Ajay Kumar Singh | Department of Commerce |
| 9. Dr. Sunaina Kanojia | Department of Commerce (Special Invitee) |
| 10. Dr. Abha Shukla | Department of Commerce |
| 11. Dr. Amitabh Gupta | Department of Financial Studies |
| 12. Ms. Rupali Pabreja | Acharya Narendra Dev College |
| 13. Dr. (Ms.) Vandana Bansal | Bharti College |
| 14. Mrs. Anita | Delhi College of Arts and Commerce |
| 15. Mr. B. R. Sachdeva | Dehbandhu College |
| 16. Ms. Ramanbir Bindra | Gargi College |
| 17. Ms. Anita Banerji | Indraprastha College |
| 18. Dr. (Ms.) Chanchal Chopra | Janki Devi Memorial College |
| 19. Dr. (Ms.) Sunita Kaistha | Jesus and Mary College |
| 20. Mrs. Madhu Khanna | Kamla Nehru College |
| 21. Dr. Savita Gopal | Lady Shri Ram College |
| 22. Ms. Gayatri Verma | Laxmibai College |
| 23. Dr. Pradeep Agarwal | Moti Lal Nehru College |
| 24. Sh. Vijay Singh | Moti Lal Nehru College (E) |
| 25. Sh. Dvijendra Nath Kalia | P. G. D. A. V. College (E) |
| 26. Dr. Paramjeet Kaur | S. G. T. B. Khalsa College |
| 27. Dr. J. S. Sabharwal | Sri Guru Nanak Dev Khalsa College |
| 28. Mrs. Suman Kharbanda | Shivaji College |
| 29. Dr. R. S. Dahiya | Sri Aurobindo College (E) |
| 30. Dr. Mamta Arora | Sri Venkateshwara College |
| 31. Mr. Nesar Ahmad | Industry Expert |

The Faculty of Commerce and Business considered the recommendations of the Committee of Courses Honours, P. G., Non-Hons of the Department of Commerce dated 26th August, 2016 regarding the Ability Enhancement Courses in B. A. Programme. After due deliberations, it was decided to extend the Ability Enhancement Elective Courses (Skill Bases papers) offered under

2016-17 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING

The following items were discussed:

A. Confirmation of Minutes.

- (i) The Minutes of the meeting held on 10th May, 2014 were confirmed.
- (ii) The Minutes of the emergency meeting held on 26th June, 2015 presented to the faculty members were confirmed.

B. Matters arising out of Minutes

Some of the Members raised the issues relating to the implementation of CBCS. Specifically the issue of teaching Economics Papers in B.Com. courses and its implications on workload was discussed. Members were advised to send suggestion/queries in this regard to the CBCS Oversight committee with a copy to Head, Department of Commerce,

C. Nomenclature for Master of Finance and Control (MFC)

The Faculty considered and unanimously approved the recommendations of the Committee of Courses of the Department of Financial Studies to change the nomenclature of Master of Finance and Control (MFC) to MBA (Financial Management)

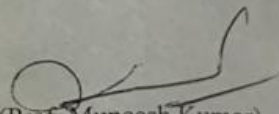
D. New Syllabus for MBA (Financial Management)

The Faculty considered the recommendations of the Committee of Courses of the Department of Financial Studies for the proposed Course Curriculum including the Ordinance for MBA (Financial Management).

The proposed curriculum including the Ordinance (with few suggestions incorporated was unanimously approved by the Faculty).

Dean Faculty of Commerce & Business was authorized to make further changes, wherever necessary, in the proposed syllabus of MBA (Financial Management) before sending it to the University.

The Meeting ended with a vote of thanks to the Chair.


(Prof. Muneesh Kumar)
Dean, Faculty of Commerce and Business

The Dean
Faculty of Commerce and Business
Room No. 329, Arts Faculty Building
University of Delhi South Campus
Benito Juarez Road
New Delhi-110021

MINUTES OF THE EMERGENT MEETING OF THE ACADEMIC COUNCIL
held on Monday, the 19th December, 2016 at 03:00 P.M. and continued until 04:00 A.M. on
Tuesday, the 20th December, 2016 in the Council Hall, University of Delhi, Delhi-110007

NO. 3

PRESENT

1. Prof. Yogesh Kumar Tyagi Vice-Chancellor - Chairman
2. Prof. J.P. Khurana Director, South Campus
3. Prof. Devesh Kumar Sinha Dean of Colleges
4. Prof. C.S. Dubey Officiating Director, Campus of Open Learning
5. Prof. Aleem Ashraf Khan
6. Prof. Amitabha Mukherjee
7. Prof. Avinash Khare
8. Prof. A.K. Kapoor
9. Prof. Anand Prakash
10. Prof. Debi P. Sarkar
11. Prof. Enakshi K. Sharma
12. Prof. Gurmeet Singh
13. Prof. H.S. Prasad
14. Prof. J.M. Khurana
15. Prof. J.P. Dubey
16. Prof. J.S. Virdi
17. Prof. Kavita Sharma
18. Prof. Mohan
19. Prof. Minni Sawhney
20. Prof. M.S. Bhatia
21. Prof. M.L. Singla
22. Prof. Maharaj K. Pandit
23. Prof. Namita Ranganathan
24. Prof. Nandita Babu
25. Prof. Navnita Chadha Behera
26. Prof. N.M. Kamal
27. Prof. Poonam Singh
28. Prof. Paramjit Khurana
29. Prof. Pradeep Kumar Burama
30. Prof. Raj Kumar
31. Prof. Suresh Aggarwal
32. Prof. Suresh Kumar
33. Prof. Sanjay Jain
34. Prof. Sanjay K. Jain
35. Prof. Suneera Kasliwal
36. Prof. S.H. Akhtar
37. Prof. Ved Kumari
38. Prof. Ved Pal Singh
39. Prof. V. Ravichandran
40. Prof. Vinay Kumar Srivastava
41. Dr. Anula Maurya

दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

42. Dr. Bharat Singh
43. Dr. D.V. Singh
44. Dr. Geeta Bhatt
45. Dr. Hem Chand Jain
46. Dr. Hem Lata Reddy
47. Dr. Imteyaz Ahmad
48. Dr. Jyoti Sabharwal
49. Dr. Jatinder Bir Singh
50. Dr. K.P. Singh
51. Dr. Man Mohan Kaur
52. Dr. Mohd. Arif
53. Dr. Md. Riyazuddin Khan
54. Dr. Mahak Singh
55. Dr. Madhu Pruthi
56. Dr. Nachiketa Singh
57. Dr. Naveen Kumar
58. Dr. P.K. Khurana
59. Dr. Poonam Verma
60. Dr. R.N. Dubey
61. Dr. M. Ramananda Singh
62. Dr. Samrendra Kumar
63. Dr. Suneel Kumar
64. Dr. Sunaina Kanojia
65. Dr. Sandeep Tiwari
66. Dr. Shashi Shekhar Prasad Singh
67. Dr. Shailendra Kumar
68. Dr. Sujeet Kumar
69. Dr. V.S. Dixit
70. Dr. Lata
71. Sh. Gaurav Goel
72. Sh. Hans Raj Suman
73. Sh. Rudrashish Chakraborty
74. Sh. Rajiv Ranjan
75. Sh. Sachin N.

SPECIAL INVITEE

1. Prof. D.K. Singh
2. Prof. Yogendra Singh
3. Prof. Ajay Kumar
4. Prof. H.P. Singh
5. Dr. Manoj Sinha
6. Prof. Ramesh Chandra
7. Prof. T.R. Seshadri

Prof. Tarun Kumar Das

Registrar – Secretary

28/ Ref.: A.C. Res. No. 27 dated 29.11.2016

The Council considered the recommendations of the Expanded Committee constituted to look into the operational aspect as per the requirements of the University and its Colleges for the Appointment and Promotion of the Teachers and other Academic Staff (equivalent post in the Library and Physical Education Cadre).

The Council after detailed deliberations recommended that 3rd and 4th Amendment of the Gazette Notifications issued by UGC on 04.05.2016 and 11.07.2016 respectively, regarding Appointment and Promotion of the Teachers and other Academic Staff (equivalent posts in the Library and Physical Education Cadre) be accepted along with explanatory notes annexed herewith and marked as "Annexure-A." The same is recommended to the Executive Council for approval.

The following members of the Academic Council recorded their dissent on the points in the meeting as under:

1. 13 Members on Item 6 (Table - IIIa, Table - IV-a, Table - Va) regarding 50:30:20 weightage for Recruitment of Assistant Professor (Page No. 14 of 42).
2. 10 Members on API-PBAS system regarding Minimum Academic Performance Indicators.
3. 03 Members on the usage of phrase of DPE in respect of Physical Education teachers.
4. 03 Members on the inclusion of Librarian in the Colleges as non-teaching Staff.

The meeting ended with a vote of thanks to the Chair



(Prof. Tarun Kumar Das)
Registrar - Secretary



(Prof. Yogesh Kumar Tyagi)
Vice Chancellor - Chairman



DEPARTMENT OF ECONOMICS
DELHI SCHOOL OF ECONOMICS
UNIVERSITY OF DELHI

No.Econ/4-CC/2016-17/
23rd March, 2017

Dear Colleague,

The Committee of Courses and Studies for B.A. (Programme) will meet on Friday 31st March, 2017 at 3.00 pm in Room No. 013 Ground Floor, Department of Economics, University of Delhi, Delhi – 110 007 to decide on the recommendation of the following existing Core Economics courses as Generic Electives in Semesters V and VI of the BA (Programme) for students of other disciplines:

Core Economics I: Principles of Microeconomics–I
Core Economics III: Principles of Macroeconomics–I

It is advised that any other suggestions should be circulated in advance to members of the Committee by email, for final decision at the meeting.

Thanking you,

Yours Sincerely,

Head of the Department

Prof. Aditya Bhattacharjea, Head of the Department
Prof. Shreekant Gupta
Dr. Param Jit
Dr. Sugata Bag
Dr. Akhilesh Yadav, Satyawati College
Dr. Krishna Kumar, Sri Venkateshwara College
Dr. Rubina Naqvi, Hindu College
Dr. Deb Kusum Das, Ramjas College
Dr. Saumyajeet Bhattacharya, K.M. College
Dr. Manjula Singh, St. Stephen's College
Dr. Shilpa Chaudhury, Janki Devi Mahavidalaya



DEPARTMENT OF ZOOLOGY
UNIVERSITY OF DELHI
DELHI-110007 (INDIA)

Phone : 011-27667985
011-27667212
011-27667725 / 1408, 1409
Website : www.zoology.du.ac.in

Dated: 10th March, 2017

NOTICE

A meeting of Committee of Courses for Under-Graduate, Honours, Post-Graduate and Research Studies in Zoology will be held on Thursday, the 16th March, 2017 at 10.00 A.M. in the office of Head, Department of Zoology, University of Delhi.

Agenda of the meeting is to finalize the list of Examiners for practical papers for Undergraduate courses in Zoology Hons. and Life Sciences.

All the members are requested to make it convenient to attend the same.

Members

01. Prof. Neeta Sehgal
02. Prof. Rup Lal
03. Prof. Rina Chakrabarti
04. Prof. Vinod Kumar
05. Prof. R. K. Seth
06. Prof. D. K. Singh
07. Prof. Rita Singh
08. Prof. Shibnath Mazumdar
09. Prof. Anju Shrivastava
10. Prof. Sharmila Basu Modak
11. Prof. Rajagopal Raman
12. Prof. Mallikarjun Shakarad
13. Prof. Namita Agrawal
14. Dr. Renu Gupta (Ramjas College)
15. Dr. Sarita Kumar (A.N.D.C.)
16. Dr. Tanushri Saxena (SSN College)
17. Dr. Anita Kamra Verma (KMC)
18. Dr. Anita Verma (SVC). Co-opted member
19. Dr. Neerja Sood (DSC). Co-opted member
20. Dr. Kamal Kumar Gupta (DBC). Co-opted member
21. Dr. Versha Goel (Maitreyi College). Co-opted member



(Prof. M.M. Chaturvedi)
Head of the Department

No. SVC/TBS/EXAM-P-23 BIST-401/I
Date: 30/03/2017

To

DR. P. JAYARAJ (c)
The Convener/ Examiner,
DEPT. OF ZOOLOGY

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester – II/IV/VI Examinations, May-June, 2015 for the Academic Year 2014-15 – regarding.

Sir/Madam,

1. I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming U.G. Three Year Semester – II/IV/VI Examination May / June - 2015 in line with the Executive Council Resolution No. 05 dated 01-05-03 .The said E.C Resolution is reproduced below:

"Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course".

2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner : DR. P. JAYARAJ (Convener)
2. Examiner : DR. ADITI KOTHARI CHHAJER
3. Examiner : _____
4. Examiner : _____
(If any)

Note: Meeting at committee room for finalisation
& moderation Contd...P/2

Time : 2 PM

Date : 7/4/17

2016-17 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION, QUESTION PAPER SETTING

No. SVC/SBS/EXAM-C-VII/III

Date: 30/03/2017

To

The Convener/Examiner-III

Dr. P. Jayaraj (Dept. of Zoology)

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations:

Examinations held in the month of : May/June 2017
Nov/Dec. _____

- i) CBCS Semester
- ii) Erstwhile F.Y.U.P.
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No.105 dated 01-05-2013 which reads as under:-

"Examination and evaluation/ revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course."

2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

1. Examiner Dr. Anita Verma (Convener) (Zoology dept.)
2. Examiner Dr. Akhilesh Kr. Yadav (Botany dept.)
3. Examiner _____
4. Examiner _____
(If any)

Date of meeting + moderation
at Committee Room on 6/4/2017
at 2 PM

2016-17 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING

No. _____
Date: 16/3/17

To
Dr. Muresh K. Bultar
The Convener/Examiner,
Keshav Mahavidyalaya

Subject: Request for setting of question papers by the Board of Examiners
(paper setters) for the forthcoming Undergraduate Examinations;
Examinations held in the month of : May/June 2017
 Nov/Dec

i) CBCS Semester
ii) Erstwhile FYUP
iii) Semester Examination
iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

"Examination and evaluation / revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course."

2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

1. Examiner	<u>Dr. Muresh K. Bultar</u> (Keshav) 9891303900 (Convener)
2. Examiner	<u>Dr. Pratikha Tannur</u> (DBC) 9899367030
3. Examiner	<u>Dr. Upasana Issar</u> (KMC) 9810160325
4. Examiner	<u>Dr. Saya Devi</u> (Shivaji) 9660801145

(If any)

No. 255
Date: 20/11/16

To

Dr. Vijya Sati
The Convener/Examiner,

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : Nov./Dec. 2016

- i) CBCS Semester ✓
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

"Examination and evaluation / revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course."

2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- | | | |
|-------------|---|-----------------------------------|
| 1. Examiner | : | <u>Dr. Vijya Sati (MLN)</u> |
| 5308-A | : | (Convener) 8587093235 |
| 2. Examiner | : | <u>Dr. Dhanrajay Dubey (MLN)</u> |
| 5308-B | : | 9811335071 |
| 3. Examiner | : | <u>Dr. Ramkrishna Yadav (SVC)</u> |
| 5308-C | : | 9871600448 |
| 4. Examiner | : | _____ |
| (If any) | : | _____ |

No. 1061
Date: 23/3/12

To

Dr. Jushil Gupta
The Convener/Examiner,

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of :

May/June, 2017

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination ✓

Sir/Madam,

- With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

"Examination and evaluation / revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course."

- The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- | | | |
|-------------|---|-----------------------------------|
| 1. Examiner | : | <u>Dr. Jushil Gupta (SVC)</u> |
| BC-137-A | : | (Convener) |
| 2. Examiner | : | <u>Dr. Veera Sharma (Gang)</u> |
| BC-137-B | : | 9871410494 |
| 3. Examiner | : | <u>Dr. Ramkishore Yadav (SVC)</u> |
| BC-137-C | : | 9810547596 / 9650536258 |
| 4. Examiner | : | <u>_____</u> |
| (If any) | : | 9871600418 |

No. 1061
Date: 23.3.2017

To

Dr. Kamlesh Mahajan
The Convener/Examiner,

Subject: Request for setting of question papers by the Board of Examiners
(paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June, 2017

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

"Examination and evaluation / revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course."

2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- | | | |
|-------------------------|---|--|
| 1. Examiner
BC 1361A | : | <u>Dr. Kamlesh Mahajan</u> (JML)
(Convener)
9810836641 |
| 2. Examiner
BC 136B | : | <u>Dr. Ramkishore Yadav</u> (SVL)
98108 9871600448 |
| 3. Examiner
BC 136-C | : | <u>Dr. Archang Tripathi</u> (JML)
9891021839 |
| 4. Examiner
(If any) | : | _____ |

No. _____

Date: 7-10-16

To

Dr. Rekha Yadav.
The Convener/Examiner,
Dept. of Chemistry
SVC, N. Delhi

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June
Nov./Dec.

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

"Examination and evaluation/ revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course."

2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- | | |
|-------------|--|
| 1. Examiner | : <u>Dr. Shefali Shukla (SVC)</u> (Convener) |
| 2. Examiner | : <u>Dr. Jagsam Meena (SVC)</u> |
| 3. Examiner | : <u>Dr. Rekha Yadav (SVC)</u> |
| 4. Examiner | : _____ |
| (If any) | |

()

No. _____

Date: 7/11/2016

To

Dr Aditi K. Chhajjan
The Convener/ Examiner,
Department of Botany
SVC

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year of CBCS Semester – II Examinations, May – June, 2016 for the Academic Year 2015 - 16 – regarding.

Sir/Madam,

1. I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming U.G. Three Year CBCS Semester – II Examinations, May – June, 2016 in line with the Executive Council Resolution No. 05 dated 01-05-03 .The said E.C Resolution is reproduced below:

“Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course”.

2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner : Dr Rajendra Prasad (Convener)
2. Examiner : Dr Aditi K. Chhajjan
3. Examiner : _____
4. Examiner : _____
(If any)

Contd...P/2

Ecology

No. SVC/PBS/EXAM-P-10 BIST-203/II

Date: _____

To

DR. ADITI KOTHARI CHHATER
The Convener/Examiner, -II
DEPT. OF BOTANY

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June 2017
Nov./Dec. _____

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

"Examination and evaluation / revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course."

2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

1. Examiner : DR. RAJENDRA PHARTI (Convener) (Dept. of Zoology)
 2. Examiner : _____
 3. Examiner : _____
 4. Examiner : _____
- (If any)

Note: Meeting at committee room for finalization and moderation

Date: 6/4/17

Time: 2 pm

G&R.

No. SVC/TBS/EXAM-P-23 BIST-40/II
Date: 30/03/2017

To

DR. ADITI KOTHARI CHHAJER
The Convener/ Examiner, II
DEPT. OF BOTANY

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester – II/IV/VI Examinations, May-June, 2015 for the Academic Year 2014-15 – regarding.

Sir/Madam,

1. I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming U.G. Three Year Semester – II/IV/VI Examination May / June - 2015 in line with the Executive Council Resolution No. 05 dated 01-05-03 .The said E.C Resolution is reproduced below:

“Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course”.

2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner : DR. P. JAYARAJ (Convener)
2. Examiner : _____
3. Examiner : _____
4. Examiner : _____
(If any)

Note : Meeting at committee room for finalisation Contd...P/2
4 Moderation

Date : 7/4/17

Time : 2 pm

No. SVC/TBS/P-39 BIST-602/I
 Date: 31/03/17

To

DR. ADITI KOTHARI CHHAJER (CONVENER)
 The Convener/ Examiner, - I
DEPT. OF Botany

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester – II/IV/VI Examinations, May-June, 2015 for the Academic Year 2014-15 – regarding.

Sir/Madam,

1. I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming U.G. Three Year Semester – II/IV/VI Examination May / June - 2015 in line with the Executive Council Resolution No. 05 dated 01-05-03. The said E.C Resolution is reproduced below:

"Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course"


2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner : DR. ADITI KOTHARI (Convener)
2. Examiner : DR. P. JAYARAJ (DEPT. OF ZOOLOGY)
3. Examiner : DR. P. DHANARAJ (DEPT. OF ZOOLOGY)
4. Examiner : _____
(If any)

Note: Meeting at committee room for finalisation Contd...P/2
 and Moderation

Date: 28/4/2017

Time: 2 PM

7/4/2017 

No. SVC/BICF-101/07
Date: 11/11/12

To

Dr. Adik. Kothari
The Convener/ Examiner,
Dept of Botany
SVC

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester - ~~II IV/VI~~ Examinations, ~~May-June, 2015~~ for the Academic Year ~~2014-15~~ - regarding. Nov-Dec 2012

Sir/Madam,

- 2012-18 (FYUR)
1. I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming U.G. Three Year Semester - II IV/VI Examination May - June - 2015 in line with the Executive Council Resolution No. 05 dated 01-05-03. The said E.C Resolution is reproduced below:

"Examination and evaluation revaluation work to mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course".

2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener/ Examiner.

1. Examiner : Dr. Adik. K. (Convener)

2. Examiner : Dr. Rajendra Pharyal

3. Examiner : _____

4. Examiner : _____
(If any).

Contd...P/2

No. SVC/BS-C2/L
Date: 1/11/17

To :

Dr. Aditi Kothari-Chajer (Convener)
The Convener/ Examiner,
Dept. of Botany
SVC

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester - ~~IIIV/VI~~ Examinations, ~~May/June~~, 2017 for the Academic Year 2017-18 - regarding. ^{Nov-Dec}

Sir/Madam,

(CBCS)

1. I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming U.G. Three Year Semester - IIIV/VI Examination May / June - 2015 in line with the Executive Council Resolution No. 05 dated 01-05-03. The said E.C Resolution is reproduced below:

Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course.

2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner : Dr. Aditi Kothari-Chajer, SVC (Convener)
2. Examiner : Dr. Rajendra Phartyal, SVC
3. Examiner : _____
4. Examiner : _____
(If any)

Contd.. P/2

No. Bot./18/21
Date: February 28, 2018

To

Dr Reetu Sharma
The Convener,
Ramjas College
University of Delhi, Delhi – 110007

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the following forthcoming Undergraduate Examination to be held in May / June 2018 for the Academic Year 2017-2018 :-

- (i) **Three year Semester Examination – II / IV / VI**
- (ii) **Three year CBCS Semester Examination – II / IV / VI**

Sir/Madam,

1. This is to state that question papers for the above mentioned forthcoming Under Graduate Courses are required to be set in line with the Executive Council Resolution No. 05 dated 01/05/2003. The said E.C. Resolution is reproduced below:-

“Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course”.

2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner : Dr Reetu Sharma, RJC (9810610624) (Convener)
2. Examiner : Dr Dharmendra Kumar Mallick, DBC (9811501596)
3. Examiner : Dr. Aditi Kothari-Chhajer, SVC (9810336240)
4. Examiner : _____
(If any)

To

Dr. ADITI KOTHARI
The Convener/ Examiner,
Department of BOTANY
Sri Venkateswara College
University of Delhi, Delhi-21

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester- I / III / V Examinations, Nov / Dec - 2018 for the Academic Year 2018-19- (Principal Approval Ref. No. SVC/Exam/Th/BS/2018/2 dt. 4th September, 2018) – Regarding.

Sir/Madam,

1. This is to state that question papers for the above mentioned forthcoming Under Graduate Courses are required to be set in line with the Executive Council Resolution No. 05 dated 01/05/2003. The said E.C. Resolution is reproduced below:-

“Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course”.

2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner : Dr. Aditi Kothari (Convener)
2. Examiner : Dr. Rajendra Pharyal
3. Examiner : _____
4. Examiner : _____
(If any)

To

Dr. ADITYA KOTHARI
The Convener/ Examiner,
Department of BOTANY
Sri Venkateswara College
University of Delhi, Delhi-21

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester- I / III / V Examinations, Nov / Dec - 2018 for the Academic Year 2018-19- (Principal Approval Ref. No. SVC/Exam/Th/BS/2018/2 dt. 4th September, 2018) – Regarding.

Sir/Madam,

1. This is to state that question papers for the above mentioned forthcoming Under Graduate Courses are required to be set in line with the Executive Council Resolution No. 05 dated 01/05/2003. The said E.C. Resolution is reproduced below:-

"Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course".

2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner : Dr. ADITYA KOTHARI (Convener)
2. Examiner : Dr. RAJENDRA PHAROYA
3. Examiner : _____
4. Examiner : _____
(If any)

To

Dr. ADIN KOTARI
The Convener/ Examiner,
Department of BOTANY
Sri Venkateswara College
University of Delhi, Delhi-21

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester- II / IV / VI Examinations, May / June – 2019 (CBCS & TYUP) for the Academic Year 2018-19 (Courses Committee Ref. No. SVC/BS/Th.Exam./May-2019/1 dt. 26th February, 2019) – Regarding.

Sir/Madam,

1. This is to state that question papers for the above mentioned forthcoming Under Graduate Courses are required to be set in line with the Executive Council Resolution No. 05 dated 01/05/2003. The said E.C. Resolution is reproduced below:-

“Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course”.

2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner : Dr ANITA VERMA (Convener)
2. Examiner : Dr ADIN KOTARI
3. Examiner : _____
4. Examiner : _____
(If any)

Utmost Urgent
CONFIDENTIAL _ By E mail

Ref.No. SVC/BS/Exam/OBE/2021/____

Dated: 16th February, 2021

Dr. Aditi Kothari Chhajer
Department of Botany
Sri Venkateswara College
University of Delhi
New Delhi-110021.

Dear Sir/Madam,

I am to inform you that the Courses Committee of Biological Sciences (COC), University of Delhi and Sri Venkateswara College authorities have appointed you as the (Head or Convener/Examiner) for the paper Light and Life of the course B.Sc. Hon's. Biological Science, with UPC _____.

Last date for sending the question papers is 25th February, 2021.

Guidelines for the Question paper in OBE online mode.

- 1. As per University guidelines, three sets of each theory paper should be set.**
- 2. Each question paper will have 06 questions (without any sub- parts) of equal marks (18.75**

Ref No. - SVC/PREX/Nov, 2016

To
Dr. Aditi Kothari Chajjer
Dept. of Botany
Sri Venkateswara College
University of Delhi
Delhi - 110021

Dated 02/11/2016

Dear Sir/Madam

I am to inform you that the Sri Venkateswara College authorities have appointed the following persons as joint examiners to conduct the practical examination in paper LSPP-512 entitled Genetics and Gene pool of B.Sc. (Hons.) / B.Sc. Prog. (Life Science) Semester Vth Practical Examinations, November, 2016 at Sri Venkateswara College.

Code	Internal Examiner	Code	External Examiner
5160213	Dr. Aditi Kothari Chajjer	5160214	Dr. V. Prabhakarathi

Marks: 50

Duration 4 Hrs.

Time: 9:30 AM - 1:30 PM ; 2:00 PM - 6:00 PM

Date: 11.11.2016 ; 12.11.2016
(Total four batches)

This is to inform you that according to the decision taken by the university for conducting the practical examinations on Sundays or holidays or during vacation, the teachers are entitled to claim conveyance charges from the place of residence to the place of examination and back irrespective of whether the examination is held at the place of duty or at a place other than the place of duty.

The question will be set by the examiners concerned on the spot.

The department concerned will notify, through the Principal of the college concerned, such guidelines to the examiners as may be necessary to ensure that the uniformity of the standard is being mentioned in setting the questions of the practical examination.

I therefore request you to kindly confirm your acceptance to the undersigned on the enclosed form, IMMEDIATELY after the receipt of the appointment letter. Change of address, if any, along with telephone no. may kindly be intimated to the undersigned.

You are requested not to accept the examinership in case any of your near relations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law, brother-in-law, daughter-in-law and son-in-law) is a candidate for this examination.

You are particularly requested to treat the matter dealt within this letter as **STRICTLY CONFIDENTIAL**. The University takes great care not to discuss the name of the examiners.

I am sure you will kindly extend your help and cooperation.

You may contact the Superintendent for practical examinations for any information, if necessary at _____

Yours Faithfully


PRINCIPAL


2.11.16

Sri Venkateswara College
Dhauli Kuan, New Delhi - 110 021

Ref No. - SVC/PREX/Nov, 2016

To

Dr. Sujata Senha
Dept of Botany
Sri Venkateswara College
University of Delhi
Delhi

Dated 9/11/16.

Dear Sir/Madam

I am to inform you that the Sri Venkateswara College authorities have appointed the following persons as joint examiners to conduct the practical examination in paper LSPP-512 entitled Genetics + Genomics of B.Sc (Hons.) B.Sc. Prog (Life Science) Semester VII Practical Examinations, November, 2016 at Sri Venkateswara College

Code	Internal Examiner	Code	External Examiner
5160213	Dr. Aditi Kothari Chajjar	5160214	Dr. Sujata Senha

Marks: 50

Time: 9:30 AM - 1:30 PM; 2:00 PM - 6:00 PM

Duration 4 Hrs.

Date: 11/11/16 & 12/11/16
(4 Batches)

This is to inform you that according to the decision taken by the university for conducting the practical examination on Sundays or holidays or during vacation, the teachers are entitled to claim conveyance charges from the place of residence to the place of examination and back irrespective of whether the examination is held at the place of duty or at a place other than the place of duty.

The question will be set by the examiners concerned on the spot.

The department concerned will notify, through the Principal of the college concerned, such guidelines to the examiners as may be necessary to ensure that the uniformity of the standard is being mentioned in setting the questions of the practical examination.

I therefore, request you to kindly confirm your acceptance to the undersigned on the enclosed form, IMMEDIATELY after the receipt of the appointment letter. Change of address, if any, along with telephone no. may kindly be intimated to the undersigned.

You are requested not to accept the examinership in case any of your near relations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law, brother-in-law, daughter-in-law and son-in-law) is a candidate for this examination.

You are particularly requested to treat the matter dealt within this letter as **STRICTLY CONFIDENTIAL**. The University takes great care not to discuss the name of the examiners.

I am sure you will kindly extend your help and cooperation.

You may contact the Superintendent for practical examinations for any information, if necessary at _____.

Yours Faithfully



PRINCIPAL

Sri Venkateswara College
(Dhaura Kuan, New Delhi - 110 021)




9/11/16

Ref No. - SVC/PREX/Nov, 2016

To
Dr. Aditi Kothari - Chhajjer
Dept. of Botany
SVC
N-Delhi - 21

Dated: 7/11/16

Dear Sir/Madam

I am to inform you that the Sri Venkateswara College authorities have appointed the following persons as joint examiners to conduct the practical examination in paper Core - entitled Economic Botany of B.Sc. (Hons.) / B.Sc. Prog. (Life Science) Semester III Practical Examinations, November, 2016 at Sri Venkateswara College.

Code	Internal Examiner	Code	External Examiner
3160201	Dr. Aditi Kothari - Chhajjer	3160202	Dr. Vibha G. Checker

Marks: 50

Time: 15.11.16

Duration: 3 Hrs.

Date: 9:30AM - 12:30PM
1:00 - 4:00 PM

Two Batches

This is to inform you that according to the decision taken by the university for conducting the practical examinations on Sundays or holidays or during vacation, the teachers are entitled to claim conveyance charges from the place of residence to the place of examination and back irrespective of whether the examination is held at the place of duty or at a place other than the place of duty.

The question will be set by the examiners concerned on the spot.

The department concerned will notify, through the Principal of the college concerned, such guidelines to the examiners as may be necessary to ensure that the uniformity of the standard is being mentioned in setting the questions of the practical examination.

I therefore request you to kindly confirm your acceptance to the undersigned on the enclosed form, IMMEDIATELY after the receipt of the appointment letter. Change of address, if any, along with telephone no. may kindly be intimated to the undersigned.

You are requested not to accept the examinership in case any of your nearrelations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law, brother-in-law, daughter-in-law and son-in-law) is a candidate for this examination.

You are particularly requested to treat the matter dealt within this letter as **STRICTLY CONFIDENTIAL**. The University takes great care not to discuss the name of the examiners.

I am sure you will kindly extend your help and cooperation.

You may contact the Superintendent for practical examinations for any information, if necessary at _____

Yours Faithfully


PRINCIPAL

Sri Venkateswara College
Dheera Kuan, New Delhi - 110 021


7.11.16

Ref No. - SVC/PREX/NOV, 2017

To
Dr Aditi Kottari Chajjer
SVC

Dated 1-11-17

Dear Sir/Madam

I am to inform you that the Sri Venkateswara College authorities have appointed the following persons as joint examiners to conduct the practical examination in paper CC-6 entitled Economic Botany of B Sc (Hons) / B.Sc. Prog. (Life Science) Semester I, III, V, Practical Examinations, Nov, 2017 at Sri Venkateswara College

Code	Internal Examiner	Code	External Examiner
3170203	Dr Aditi Kottari Chajjer	3170204	Dr Rajkumari Sanayaima Devi

Marks:

Time: 9-30 - 12-30pm (II Batches)
1-00 - 4-00pm

Duration 3 Hrs.

Date: 18-11-17

This is to inform you that according to the decision taken by the university for conducting the practical examinations on Sundays or holidays or during vacation, the teachers are entitled to claim conveyance charges from the place of residence to the place of examination and back irrespective of whether the examination is held at the place of duty or at a place other than the place of duty.

The question will be set by the examiners concerned on the spot.

The department concerned will notify, through the Principal of the college concerned, such guidelines to the examiners as may be necessary to ensure that the uniformity of the standard is being mentioned in setting the questions of the practical examination.

I, therefore, request you to kindly confirm your acceptance to the undersigned on the enclosed form, IMMEDIATELY after the receipt of the appointment letter. Change of address, if any, along with telephone no. may kindly be intimated to the undersigned.

You are requested not to accept the examinership in case any of your nearrelations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law, brother-in-law, daughter-in-law and son-in-law) is a candidate for this examination.

You are particularly requested to treat the matter dealt within this letter as STRICTLY CONFIDENTIAL. The University takes great care not to discuss the name of the examiners.

I am sure you will kindly extend your help and cooperation.

You may contact the Superintendent for practical examinations for any information, if necessary at _____

Yours Faithfully

PRINCIPAL

Sri Venkateswara College

Dhaua Kuan, New Delhi - 110 021

Ref No. - SVC/PREX/APRIL, 2018

To

Dr. Anupama Razdan Tikku.
Ranjana College
Delhi

Dated 10/4/18

Dear Sir/Madam

This is to inform you that the Sri Venkateswara College authorities have appointed the following Teachers as joint examiners to conduct the practical examination in paper 42164401 entitled Pt. Physio. & Metabolism of B.Sc (Hons) + B.Sc Prog. (Life Science) Semester II, IV, IV, Practical Examinations, April, 2018 at Sri Venkateswara College.

Code	Internal Examiner	Code	External Examiner
<u>4180209</u>	<u>Dr. Aditi Kothari Chhajver.</u>	<u>4180210</u>	<u>Dr. Anupama Razdan Tikku.</u>

Marks:

Time: 9:00-12:00am 1:00-4:00pm (4 Batches)

Duration 3 Hrs.

Date of Exam 25.4.18
26.4.18

This is further informed that according to the decision taken by the university for conducting the practical examinations on Sundays or holidays or during vacation, the teachers are entitled to claim conveyance charges from the place of residence to the place of examination and back irrespective of whether the examination is held at the place of duty or at a place other than the place of duty.

The question will be set by the examiners concerned on the spot.

The department concerned will notify, through the Principal of the college concerned, such guidelines to the examiners as may be necessary to ensure that the uniformity of the standard is being mentioned in setting the questions of the practical examination.

I, therefore, request you to kindly confirm your acceptance to the undersigned on the enclosed form, IMMEDIATELY after the receipt of the appointment letter. Change of address, if any, along with telephone no. may kindly be intimated to the undersigned

You are requested not to accept the examinership in case any of your near relations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law, brother-in-law, daughter-in-law and son-in-law) is a candidate for this examination.

You are particularly requested to treat the matter dealt within this letter as STRICTLY CONFIDENTIAL. The University takes great care not to discuss the name of the examiners.

I am sure you will kindly extend your help and cooperation.

You may contact the Superintendent for practical examinations for any information, if necessary at 9811757636

Yours Faithfully



PRINCIPAL

Sri Venkateswara College

Dhaura Kuan, New Delhi - 110 021

Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2, Dwarka, New Delhi – 110 075.
Accredited by NAAC with 'A' Grade

Ref. No. BCAS/7(1)/College Exams/ND19/1634
Bot.-E8

Date: 06.11.2019

Dr. Aditi Kothari Chhajer
Alexandra E - 503,
Grand Omaxe, Sec - 93B,
Noida
aditikoth@gmail.com

Dear Sir/Madam,

I am pleased to inform you that you have been appointed as an **External Examiner** for conducting practical examination, as per the following details:

Examiner Code : BCAS/ND19/0916
Course : B.Sc. (H) Botany, V Semester
Paper Code : 32167501
Paper Title : Analytical Techniques in Plant Sciences
Date of Exam : 13-Nov-2019, Wed
Time : 9:30 a.m. onwards
Internal Examiner : Dr. Shikha Srivastav
Assistant Professor,
Deptt. Of Botany, BCAS

You are requested to confirm the acceptance and also requested to reach the College on time to conduct the practical examination smoothly.

Thanking you,

Yours sincerely,



(Coordinator)

Ref No. - SVC/PREX/Nov, 2019

To

Dr. Aditi Kothari - Chhajer
Department of Botany,
Sri Venkateswara College,
Delhi - 110021

Dated: 5.11.19

Dear Sir/Madam

This is to inform you that the Sri Venkateswara College authorities have appointed the following teachers as joint examiners to conduct the practical examination in paper _____ entitled Analytical Tech. in Plants of B.Sc. (Hons.)/ B.Sc. Prog. (Life Science), B.Com Semester I, III, V, Practical Examinations, in November, 2019 at Sri Venkateswara College.

Code	Internal Examiner	Code	External Examiner
5190201	Dr. Aditi Kothari Chhajer	5190202	Dr. D. K. Mallick.

Marks: _____

Time: 9:30 am - 12:30 pm

Duration 3 Hrs.

Date of Exam 14.11.19.

This is further informed that according to the decision taken by the university for conducting the practical examinations on Sundays or holidays or during vacation, the teachers are entitled to claim conveyance charges from the place of residence to the place of examination and back irrespective of whether the examination is held at the place of duty or at a place other than the place of duty.

The question will be set by the examiners concerned on the spot.

The department concerned will notify, through the Principal of the college concerned, such guidelines to the examiners as may be necessary to ensure that the uniformity of the standard is being mentioned in setting the questions of the practical examination.

I, therefore, request you to kindly confirm your acceptance to the undersigned on the enclosed form, IMMEDIATELY after the receipt of the appointment letter. Change of address, if any, along with telephone no. may kindly be intimated to the undersigned.

You are requested not to accept the examinership in case any of your nearrelations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law, brother-in-law, daughter-in-law and son-in-law) is a candidate for this examination.

You are particularly requested to treat the matter dealt within this letter as **STRICTLY CONFIDENTIAL**. The University takes great care not to discuss the name of the examiners.

I am sure you will kindly extend your help and cooperation.

You may contact the Superintendent for practical examinations for any information, if necessary at _____

Yours Faithfully

PRINCIPAL

Sri Venkateswara College
Dhaura Kuan, New Delhi - 110 021


SUPERINTENDENT
Annual Practical Examination
Deptt. of Botany
Sri Venkateswara College
Dhaura Kuan, New Delhi - 110 021

Ref No. - SVC/PREX/April, 2019

To

As. Aditi Kothari
Sri Venkateswara College
University of Delhi
New Delhi - 110021

Dated: 7/11/19

Dear Sir/Madam

This is to inform you that the Sri Venkateswara College authorities have appointed the following teachers as joint examiners to conduct the practical examination in paper _____ entitled Light and Life of B.Sc. (Hons.) / B.Sc. Prog. (Life Science) Semester I, IV, VI, Practical Examinations, in April, 2019 at Sri Venkateswara College.

Code	Internal Examiner	Code	External Examiner
1191003		1191004	

Marks: _____

Time: _____

Duration _____ Hrs.

Date of Exam _____

This is further informed that according to the decision taken by the university for conducting the practical examinations on Sundays or holidays or during vacation, the teachers are entitled to claim conveyance charges from the place of residence to the place of examination and back irrespective of whether the examination is held at the place of duty or at a place other than the place of duty.

The question will be set by the examiners concerned on the spot.

The department concerned will notify, through the Principal of the college concerned, such guidelines to the examiners as may be necessary to ensure that the uniformity of the standard is being mentioned in setting the questions of the practical examination.

I, therefore, request you to kindly confirm your acceptance to the undersigned on the enclosed form, IMMEDIATELY after the receipt of the appointment letter. Change of address, if any, along with telephone no. may kindly be intimated to the undersigned.

You are requested not to accept the examinership in case any of your near relations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law, brother-in-law, daughter-in-law and son-in-law) is a candidate for this examination.

You are particularly requested to treat the matter dealt within this letter as **STRICTLY CONFIDENTIAL**. The University takes great care not to discuss the name of the examiners.

I am sure you will kindly extend your help and cooperation.


You may contact the Superintendent for practical examinations for any information, if necessary at _____.

Yours Faithfully

PRINCIPAL

Sri Venkateswara College

Dhaura Kuan, New Delhi - 110 021


SUPERINTENDENT
Annual Practical Examination
Deptt. of Botany
Sri Venkateswara College

No. SVC/SBS/EXAM-SEC-2/II
Date: 30/03/2017

DR. MANSI VERMA
The Convener/ Examiner,
DEPT. OF ZOOLOGY

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester – II/IV/VI Examinations, May-June, 2015 for the Academic Year 2014-15 – regarding.

dam,

I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming U.G. Three Year Semester – II/IV/VI Examination May / June - 2015 in line with the Executive Council Resolution No. 05 dated 01-05-03. The said E.C Resolution is reproduced below:

“Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course”.

The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

Examiner : DR. NIMISHA SINHA (Convener)

Examiner : DR. NEETI MEHLA

Examiner : _____

Examiner : _____
(If any)

Meeting at committee room for finalization Contd...P/2
and Moderation

Date :

Time :

This Board of Examiners would be responsible for setting of question papers as per following details:

Name of Course : B. Sc. Biological Science
Semester : IV
Name of the Paper: Recombinant DNA Technology
Unique Paper Code: SEC-2
Medium of setting the Question paper: English / English & Hindi Language

It would be the responsibility of the Convener to ensure that the paper is set as per the syllabus and the scheme of examination. The syllabus and the schemes of examination is available on the University of Delhi website.

The three schemes of Undergraduate examination viz. *three year semester mode, erstwhile FYUP Semester mode and Annual mode are running simultaneously*, therefore the boards of examiners are required to ensure to set question papers for the mode for which paper setting is to be done as per Unique Paper Code alongwith relevant course content / syllabus, scheme of examinations, number of question papers required etc.

The board of examiners shall ensure the compliance of relevant guidelines for disable candidates, wherever applicable. Para XV of the notification dated 28/01/2014 in this regard is reproduced below :-

Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment."

It will be highly appreciated if you kindly go through the entire contents of the letter and ensure that the procedure mentioned overleaf and above is scrupulously adhered to.

Question papers for which question papers have to be set, schedule of examination for such work alongwith various proforma / envelope etc. as mentioned in the body of the letter is enclosed for appropriate usage.

Yours faithfully,


PRINCIPAL

Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021
(Head of the Department)

above

NIMISHA SINHA, Examiner I

NEETI MEHLA, Examiner II

_____, Examiner III (if any)

No.Bot./17/12
Date:23/03/2017

To

Dr. Jasmeet Kaur Abat
The Convener,
Gargi College,
Siri Fort Road, New Delhi - 110049

Subject: Request for setting of question papers by the Board of Examiners
(paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June 2017

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

“Examination and evaluation / revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course.”

2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

1. Examiner : Dr Jasmeet Kaur Abat, **Gargi** (Convener)
2. Examiner : Dr Sunita Yadav, **HRC(Mobile: 9899749008)**
3. Examiner : Dr Neetu Chaudhary, **MH (Mobile: 9958889999)**
4. Examiner : _____
(If any)



DEPARTMENT OF STATISTICS
सांख्यिकी विभाग
FACULTY OF MATHEMATICAL SCIENCES
गणितीय विज्ञान संकाय
UNIVERSITY OF DELHI / दिल्ली विश्वविद्यालय
DELHI-110007 / दिल्ली ११०००७

Phone : 91-11-27666671 Extn. 301
: 91-11-27666810
Fax : 91-11-27666671 Extn. 316
Web : <http://Statistics.du.ac.in>
E-mail : dustatistics@gmail.com
head@stats.du.ac.in

Ref. No.: Stats./

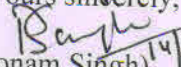
Dated/तिथि:- September 14, 2016

Dear Colleague,

The following Sub-Committee has been formed to prepare and finalize the **guidelines** and the **pattern of the Question Paper** for Paper Stat-C-303- (Mathematical Analysis) of Semester-III of the CBCS B.Sc. (Hons.) Course in Statistics already implemented from the academic session 2016-17.

1. Mrs. Raj Kumari, Sri Venkateswara College, Convener (M) 9971230588
2. Mrs. Savitri Sharma, Kirorimal College, Co-Convener (M) 9868345093
3. Dr. I.J.Arora, PGDAV College, (M) 9868554110
4. Dr. Veena Budhraj, Sri Venkateswara College, (M) 9818970981
5. Dr. Sanjay Roy Chowdhury, LSR College, (M) 9873300560
6. Mr. Rajesh Sachdev, RLA College, (M) 9911824474
7. Mrs. Seema Joshi, RLA College, (M) 9868814825
8. Dr. M.K. Jha, PGDAV College, (M) 9868417047
9. Mr. Narender Kumar, Hindu College, (M) 9213290031
10. Dr. Gajraj Singh, Ramjas College, (M) 9015061941
11. Mrs. Shruti Nandchal, Ramjas College, (M) 9891141014
12. Mr. Kunal Kapoor, Kirorimal College, (M) 9899559096

The Convener is requested to call a meeting of the above Sub-Committee and finalize the aforesaid **guidelines** and the **pattern of the Question Paper** and submit the same to the undersigned latest by **September 22, 2016**.

Yours sincerely,

(Poonam Singh) 14/09/2016
Professor & Head

Dr. Subhash Kumar
 The Convener (Head Examiner)
 Acharya Narendra Dev College
 Delhi-

Subject: Request for setting of question papers by a Board of Examiners (paper setters) for forthcoming Undergraduate Examinations ;

Examination^{to be} held in the month of : May/June2017

- I) CBCS Semester
- II) Erstwhile FYUP
- III) Semester Examination
- IV) Annual Examination

Sir/Madam,

1. With reference to the above cited matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Under Graduate in Examination in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which read as under:-

“Examination and evaluation/revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course”.

2. The Board of Examiners consists of the following teachers where you will act as the Convener/Examiner:-

- | | | |
|----|----------------------|--|
| 1. | Examiner (Convener): | Dr. Subhash Kumar (ANDC), 9810926151
Examiner Code no. 17HGE322254181 |
| 2. | Examiner : | Dr. Chetana Jain(HR), 9818945708
Examiner Code no. 17HGE322254182 |
| 3. | Examiner : | Dr. Garima Saxena (SVC), 9650585966
Examiner Code no. 17HGE322254183 |

3. This Board of Examiners would be responsible for setting of question papers as per following details:

- | | | | |
|----|---------------------------------------|---|---------------------------------|
| a) | Name of Course | : | B.Sc. (Hons.) Physics- CBCS- GE |
| b) | Scheme/Mode of Examinations: | : | IV- Semester |
| c) | Name of the Paper | : | Astronomy and Astrophysics |
| d) | Unique Paper Code/Subject Code | : | 32225418 |
| m) | Medium of setting the Question paper: | : | English |

3. This Board of Examiners would be responsible for setting of question papers as per following details:-

a) Name of course : **B.A (Prog) STATISTICS**

b) Scheme/Mode of Examinations *:- **SEMESTER- I**

c) Name of the Paper: **Basic Statistics & Probability**

d) UPC/Subject Code: **237151**

e) Medium of setting the Question paper : English / English & Hindi
Language

* (Semester, FYUP, CBCS or Annual)

4. It would be the responsibility of the Convener to ensure that the paper is set as per the syllabus and the scheme of examination. The syllabus and the schemes of examination is available on the University of Delhi website OR may be obtained from the Department Concerned.

5. The four schemes of Undergraduate examinations viz. ***CBCS mode, three year semester mode, erstwhile FYUP Semester mode and Annual mode are running simultaneously***, therefore the board of examiners are required to ensure to set question papers for the mode/scheme for which paper setting is to be done as per Subject Code / Unique Paper Code alongwith relevant course content / syllabus, scheme of examinations, number of question papers required etc.

6. **The board of examiners shall ensure the compliance of relevant guidelines for P.W.D. category candidates, wherever applicable. Para XV of the notification dated 28-01-2014 in this regard is reproduced below:-**

“Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs for persons with Visual Impairment.”

7. The Board of examiners shall be required to prepare and submit the sets of Question Papers to the University in the following manner:-

- | | | |
|---------------------------------|---|---|
| 1) For Honours Courses | : | 02 (two) sets of Question Papers |
| 2) For Programme Courses | : | 02 (two) sets of Question Papers |
| i) For B.A. (Prog.) | | |
| Discipline Course – I/II | : | 04 (four) sets of Question Papers |
| ii) For B.A. (Prog.) | | |
| Language Courses | : | 03 (three) sets of Question Papers |

There should not be any preference of any particular set. The sets should be numbered as A, B, C & D (as the case may be). Each page of such set of question paper is required to be certified by the Board of Examiners at an appropriate place as mark of authenticity, **but personal details should not be mentioned on the question paper such as Name of Deptt./College of Paper Setter, telephone number, address etc.**

8. While undertaking this exercise, you are required to take into consideration the following instructions ;

- (i) When a teacher is acting a part of the Board of Examiners, it should be ensured that no near relations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law or daughter-in-law, brother-in-law etc.) of the teacher is a candidate for the examinations under reference. A certificate is required to be signed by all concerned for this purpose. A copy of the certificate to be filled in by the members of the Board is enclosed as Appendix-III to this letter.
- (ii) **Any two sets of question papers should not have questions common in any of the papers. This means, there should not be any repetition of questions in the sets.**
- (iii) Utmost care and attention would be required while setting of question papers by the Board of Examiners with special reference to the course content/syllabus, scheme of examinations etc. The convener of the Board of Examiners should ensure such matters.
- (iv) **The question papers set by a Board of Examiners must be moderated by the Moderation Committee at the department level.**

(v) Following technical specifications should be strictly adhere to while setting the question papers:

- | | | | |
|-----|-------------------------------|---|--------------------------|
| (a) | Font (in English) | - | Times New Roman |
| (b) | Font (in Hindi) | - | unicode / kruti dev |
| (c) | Font size | - | 12 |
| (d) | Space | - | Single Space |
| (e) | Paper size | - | Standard A4 size |
| (f) | Printing | - | On one side of the page |
| (g) | Certification/ Authentication | - | On the back of each page |

(vi) A standard format for the first page of question paper is enclosed for ready reference as Appendix-I. However, instructions to the examinee relating to the structure of the question paper has to be specified at the time of setting of question papers by the Board of Examiners based on the syllabus and scheme of examination prescribed for the subject / paper like use of calculator, graph paper, log tables etc.

(vii) Utmost care should be given to ensure that name and identity of the Board of Examiners are not disclosed as it is strictly confidential to facilitate free & fair conduct of examination.

(viii) Translation is required to be carried out wherever needed. Each set of question paper, either in English or bilingual (English and Hindi) is to be packed in a separate sealed envelope alongwith a soft copy of the entire content of that corresponding set of Question Paper in Microsoft Word Format in the form of a CD. Please note that hand written scanned copy of the question papers will not be accepted under any circumstances.

(ix) There will be separate envelopes - for each set of question paper and it's CD. These envelopes should be signed and sealed separately and put inside a larger envelope and signed and sealed again by the Board of Examiners. The envelopes must be superscribed with the following details :

- (a) Name of the Department
- (b) Name of the Course
- (c) Name of the Paper
- (d) Scheme / Mode of Examinations
- (e) Unique Paper Code /Subject Code

Such sealed packet should be handed over to the Head of the Department by the convener of the Board of Examiners immediately on completion of the exercise. The Board of Examiners would be entirely responsible for this exercise.

9. You would be required to submit the remuneration bill for the members of the Board of Examiners to the Head of Department. Necessary proforma for settlement of claim/settlement of advance alongwith guidelines of remuneration payable to the teachers in this regard is enclosed herewith for appropriate usage Appendix-II. However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.
10. Matters relating to South Delhi Campus should be taken up with the Examination Branch (South Delhi Campus) as such matters are separately dealt by the Examination Office of the South Delhi Campus.
11. **The Question paper/s must reach in the Department Office within 02 (two) weeks time from the date of issue of this letter.**
12. It will be highly appreciated if you kindly go through the entire contents of this letter and ensure that the procedure mentioned overleaf and above is scrupulously adhered to.
13. List of papers for which question papers have to be set, schedule of remuneration for such work alongwith various proforma / envelope etc. as mentioned in the body of the letter is enclosed for appropriate usage.

Yours faithfully,

(Head of the Department)

Encl.: As above

Copy to:

1. **Mrs. Raj Kumari (SV, (M) 9971230588)** Examiner I
2. **Dr. Ashish Shukla (Ramanujam, (M) 981885116)** Examiner II
3. _____, Examiner III
4. _____, Examiner IV (if any)

Format of the First page of a Model Question Paper in A4 size page

Unique Paper Code : 237151
Name of the Paper : Basic Statistics and Probability
Name of the Course : B.A. (Prog) STATISTICS
Semester : I
Duration : 3 hours
Maximum Marks : 75 Marks

Instructions for Candidates

UNIVERSITY OF DELHI
EXAMINATION – I / II
CHECK-LIST FOR CONVENER

S. No.	Type of Item	Quantity	Remarks Yes / No
1.	Letter of Appointment of Convener from the HOD	01	
2.	Copy of Undertaking of the examiners / paper setters to be submitted to the Head of the Department (Appendix-I)	04	Yes
3.	Format of First Page of Question Paper for essential details (Appendix-II).	03	Yes
4.	Remuneration schedule alongwith remuneration claim form for examiners / paper setters (Appendix-III)	03	Yes
5.	Envelops along with proper superscription of details of Unique Paper Code etc. for each set of question paper to be set (a & b as the case may be) size of [10"x12"] .	02	Yes
6.	CD covers along with CD's for each paper. CD cover should mention Set-A & Set-B along with details of Unique Paper Code etc.	02	Yes
7.	Envelope along with proper superscription of details of Unique Paper Code etc. in which all the set of the question papers is to be put by the convener and sent to the Head of the Department confidentially. [12"x16"]	01	Yes
8.	Envelope for enclosing remuneration claim bills	02	Yes

University of Delhi

(To be filled up by the Head of the Department and returned to the Examination Office within 10 days of the receipt of the latter)

*I have not found any incompleteness (such as any missing papers etc.) or any inaccuracy in the details of papers to be set by the Department as provided by the Examination Office of the University in Annexure I.

OR

*I have found the following discrepancies in the details provided by the Examination Office of the University in Annexure - I. Kindly make the necessary corrections in the details of the papers to be set by the Department which is as follows. (Attach extra sheets, if necessary)

*Strike out whichever is not applicable

Head of the Department

Department of _____

OSD - Examinations

No. 1061
Date: 23/3/17

To Dr. Chandramohan, Rawat
The Convener/Examiner,

Subject: Request for setting of question papers by the Board of Examiners
(paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June, 2017

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination ✓
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

"Examination and evaluation / revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course."

2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- | | | |
|-------------|---|---|
| 1. Examiner | : | <u>Dr. Chandramohan Rawat (SVE)</u>
<u>282-A</u>
<u>(Convener)</u>
<u>9811377709</u> |
| 2. Examiner | : | <u>Dr. Seema Ranj. CDRC</u>
<u>282-B</u>
<u>9868409165</u> |
| 3. Examiner | : | <u>Dr. N.N. Das (SOTBK halsg)</u>
<u>282-C</u>
<u>9868532228/</u> |
| 4. Examiner | : | |
| (If any) | : | |

CONFIDENTIAL

No. _____

Date: 29-9-2016

To

Dr. K. Nirmala
The Convener/Examiner,
Dept. of Biochemistry,
D.R.C., Delhi - 11

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June _____
Nov./Dec. 2016

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

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2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- 1. Examiner : Dr. K. Nirmala (D.R.C.) (Convener)
- 2. Examiner : Dr. Nimisha Sinha (S.V.C.)
- 3. Examiner : Dr. Sunita Singh (S.H.C.)
- 4. Examiner : _____ (S.H.C.)
- (If any)

Such sealed packet should be handed over to the Head of the Department by the convener of the Board of Examiners immediately on completion of the exercise. The Board of Examiners would be entirely responsible for this exercise.

9. You would be required to submit the remuneration bill for the members of the Board of Examiners to the Head of Department. Necessary proforma for settlement of claim/settlement of advance alongwith guidelines of remuneration payable to the teachers in this regard is enclosed herewith for appropriate usage Appendix-II. However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.
10. Matters relating to South Delhi Campus should be taken up with the Examination Branch (South Delhi Campus) as such matters are separately dealt by the Examination Office of the South Delhi Campus.
11. **The Question paper/s must reach in the Examination Branch within 03 (three) weeks time from the date of issue of this letter.**
12. It will be highly appreciated if you kindly go through the entire contents of this letter and ensure that the procedure mentioned overleaf and above is scrupulously adhered to.
13. List of papers for which question papers have to be set, schedule of remuneration for such work alongwith various proforma / envelope etc. as mentioned in the body of the letter is enclosed for appropriate usage.

Yours faithfully,

(Head of the Department)

Encl.: As above

Copy to:

1. Dr. K. Nirmala Chary, Examiner I
2. Dr. Nimisha Sinha, Examiner II
3. Dr. Sunita Singh, Examiner III
4. _____, Examiner IV (if any)

To

Dr. Rashmi Warden
The Convener/Examiner,
S.H.C
New Delhi

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June 2017
Nov./Dec.

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

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2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- 1. Examiner
- 2. Examiner
- 3. Examiner
- 4. Examiner
- (If any)

Dr. Rashmi Warden (Convener) (S.H.C)
Dr. Nimisha Sinha (S.V.C)
Dr. K. Nirmala (D.R.C)

Such sealed packet should be handed over to the Head of the Department by the convener of the Board of Examiners immediately on completion of the exercise. The Board of Examiners would be entirely responsible for this exercise.

9. You would be required to submit the remuneration bill for the members of the Board of Examiners to the Head of Department. Necessary proforma for settlement of claim/settlement of advance alongwith guidelines of remuneration payable to the teachers in this regard is enclosed herewith for appropriate usage Appendix-II. However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.
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Yours faithfully,

(Head of the Department)

Encl.: As above

Copy to:

1. Dr. Nimisha Sinha (SVC), Examiner I
2. Dr. K. Nirjala (PRC), Examiner II
3. _____, Examiner III
4. _____, Examiner IV (if any)

No. _____
Date: 22-2-2017

To: Dr. Nimisha Sinha
The Convener/Examiner,
S.V.C
New Delhi-21

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June 2017
Nov /Dec _____

- i) CBCS Semester
- ii) Firstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

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2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

1. Examiner
2. Examiner
3. Examiner
4. Examiner
(If any)

Dr. Nimisha Sinha (Convener) S.V.C)
Dr. Satwinder Singh (S.H.C)
Dr. Kamana Singh (D.B.C)

Such sealed packet should be handed over to the Head of the Department by the convener of the Board of Examiners immediately on completion of the exercise. The Board of Examiners would be entirely responsible for this exercise.

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Yours faithfully,

(Head of the Department)

Encl.: As above

Copy to:

1. Dr. Satvinder Singh, Examiner I (C.S.H.C)
2. Dr. Kamana Singh, Examiner II (C.D.B.C)
3. _____, Examiner III
4. _____, Examiner IV (if any)

CONFIDENTIAL

No. _____
Date: 29-9-2016

To

Dr. Archana Burman (IHE)
The Convener/Examiner,
Deptt. of Biochemistry
I. H. E., New Delhi

Subject: Request for setting of question papers by the Board of Examiners
(paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June _____
 Nov./Dec. 2016 _____.

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

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2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- | | |
|---|--|
| 1. Examiner | : <u>Dr. Archana Burman</u> (Convener) |
| <input checked="" type="checkbox"/> 2. Examiner | : <u>Dr. Niti Ka Kaulshal</u> (I.H.E.) |
| 3. Examiner | : <u>Dr. Renu Baweja</u> (S.H.C.) |
| 4. Examiner | : _____ |
| (If any) | |

3. This Board of Examiners would be responsible for setting of question papers as per following details:-

a) Name of course : B.Sc. (Hons.) Biochemistry

b) Scheme/Mode of Examinations *:- CBCS

c) Name of the Paper: Molecules of Life

d) UPC/Subject Code: 32491101 (Semester I)

e) Medium of setting the Question paper : English / English & Hindi
Language

* (Semester, FYUP, CBCS or Annual)

4. It would be the responsibility of the Convener to ensure that the paper is set as per the syllabus and the scheme of examination. The syllabus and the schemes of examination is available on the University of Delhi website OR may be obtained from the Department Concerned.

5. The four schemes of Undergraduate examinations viz. **CBCS mode, three year semester mode, erstwhile FYUP Semester mode and Annual mode are running simultaneously**, therefore the board of examiners are required to ensure to set question papers for the mode/scheme for which paper setting is to be done as per Subject Code / Unique Paper Code alongwith relevant course content / syllabus, scheme of examinations, number of question papers required etc.

6. **The board of examiners shall ensure the compliance of relevant guidelines for P.W.D. category candidates, wherever applicable. Para XV of the notification dated 28-01-2014 in this regard is reproduced below:-**

“Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs for persons with Visual Impairment.”

No. _____
Date: 22/2/2017

To Dr. Nitika Kaushal
The Convener/Examiner,
SVC
New Delhi

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June 2017
Nov./Dec. _____

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

“Examination and evaluation / revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course.”

2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- 1. Examiner : Dr. Nitika Kaushal (Convener) (SVC)
- 2. Examiner : Dr. Savita Bansal (IHE)
- 3. Examiner : Dr. Renu Bawaja (SAC)
- 4. Examiner : _____
(If any)

3. This Board of Examiners would be responsible for setting of question papers as per following details:-

- a) Name of course : B.Sc. (Hons) Biochemistry
- b) Scheme/Mode of Examinations *:- CBCS
- c) Name of the Paper: Fundamentals of Cell Biology & Immunology (GE0-5)
- d) UPC/Subject Code: 32495905
- e) Medium of setting the Question paper : English / English & Hindi Language
- * (Semester, FYUP, CBCS or Annual)

4. It would be the responsibility of the Convener to ensure that the paper is set as per the syllabus and the scheme of examination. The syllabus and the schemes of examination is available on the University of Delhi website OR may be obtained from the Department Concerned.
5. The four schemes of Undergraduate examinations viz. ***CBCS mode, three year semester mode, erstwhile FYUP Semester mode and Annual mode are running simultaneously***, therefore the board of examiners are required to ensure to set question papers for the mode/scheme for which paper setting is to be done as per Subject Code / Unique Paper Code alongwith relevant course content / syllabus, scheme of examinations, number of question papers required etc.
6. The board of examiners shall ensure the compliance of relevant guidelines for P.W.D. category candidates, wherever applicable. Para XV of the notification dated 28-01-2014 in this regard is reproduced below:-

“Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs for persons with Visual Impairment.”

CONFIDENTIAL

No. _____

Date: 29-9-2016

To

Dr Rajni Jain
The Convener/Examiner,
Dept. of Biochemistry
D.B.C., New Delhi -

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June _____
~~Nov./Dec.~~ 2016 _____.

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

"Examination and evaluation / revaluation work be mandatory for all Colleges and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching the concerned course."

2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- | | |
|-------------|---|
| 1. Examiner | : <u>Dr. Rajni Jain (D.B.C.)</u> (Convener) |
| 2. Examiner | : <u>Dr. Rashmi Wardhan (S.H.C.)</u> |
| 3. Examiner | : <u>Dr. Vandana Malhotra (S.V.C.)</u> |
| 4. Examiner | : |
| (If any) | _____ |

Such sealed packet should be handed over to the Head of the Department by the convener of the Board of Examiners immediately on completion of the exercise. The Board of Examiners would be entirely responsible for this exercise.

9. You would be required to submit the remuneration bill for the members of the Board of Examiners to the Head of Department. Necessary proforma for settlement of claim/settlement of advance alongwith guidelines of remuneration payable to the teachers in this regard is enclosed herewith for appropriate usage Appendix-II. However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.
10. Matters relating to South Delhi Campus should be taken up with the Examination Branch (South Delhi Campus) as such matters are separately dealt by the Examination Office of the South Delhi Campus.
11. **The Question paper/s must reach in the Examination Branch within 03 (three) weeks time from the date of issue of this letter.**
12. It will be highly appreciated if you kindly go through the entire contents of this letter and ensure that the procedure mentioned overleaf and above is scrupulously adhered to.
13. List of papers for which question papers have to be set, schedule of remuneration for such work alongwith various proforma / envelope etc. as mentioned in the body of the letter is enclosed for appropriate usage.

Yours faithfully,

(Head of the Department)

Encl.: As above

Copy to:

1. Dr. Rajni Jain (D.B.C), Examiner I
2. Dr. Rashmi Wardhan (S.H.C), Examiner II
3. Dr. Vandana Malhotra (S.V.C), Examiner III
4. _____, Examiner IV (if any)

Semester V - 16-17

Ref No. - SVC/PREX/Nov, 2016

To,

Dr. Padamshree Mudgal
DEPT. OF BIOCHEMISTRY
DAULAT RAM COLLEGE

7/11/2016

Dear Sir/Madam

With reference to you that the Sri Venkateswara College authorities have appointed the following persons for the practical examination in paper BCHP-508 entitled Membrane Biology (Biochem) Semester Vth Practical Examinations, November, 2016 at Sri Venkateswara College:

Code	Internal Examiner	Code	External Examiner
5160101	Dr. Vandana Malhotra (SVC)	5160102	Dr. Padamshree Mudgal (DRC)

Marks 50

Time 9.00 AM

Duration 4 Hrs.

Date 15th Nov. 2016

The question will be set by the examiners concerned on the spot.

The question will be set by the examiners concerned on the spot.

Therefore request you to kindly confirm your acceptance to the undersigned in the enclosed form, IMMEDIATELY after the receipt of the above said letter. Change of address, if any, along with telephone number, may kindly be intimated to the undersigned.

You are particularly requested to treat the matter dealt within this letter as STRICTLY CONFIDENTIAL. The University takes great care not to disclose the name of the examiners.

I am sure you will kindly extend your help and cooperation.

You may contact the Superintendent for practical examinations for any information if necessary at 9810400139

(Dr. Nandita N)


PRINCIPAL

Sri Venkateswara College

Ref No. - SVC/PREX/APRIL, 2016

To Dr. Preeti Karwal

Deshbandhu College

Dated 21/4/17

Dear Sir/Madam

C9

I am to inform you that the Sri Venkateswara College authorities have appointed the following persons as joint examiners to conduct the practical examination in paper Biochem IV entitled, Gene Org. Repli Rep of B.Sc. (Hons.) / B.Sc. Prog. (Life Science) Semester III/IV/VI Practical Examinations, April / May, 2016 at Sri Venkateswara College.

Code	Internal Examiner	Code	External Examiner
<u>4170103</u>	<u>Dr Vandana Malhotra</u>	<u>4170104</u>	<u>Dr Preeti Karwal</u>

Marks: 50

Time: 9:00 am

Duration 3 Hrs.

Date: 27/4/2017

This is to inform you that according to the decision taken by the university for conducting the practical examinations on Sundays or holidays or during vacation, the teachers are entitled to claim conveyance charges from the place of residence to the place of examination and back irrespective of whether the examination is held at the place of duty or at a place other than the place of duty.

The question will be set by the examiners concerned on the spot.

The department concerned will notify, through the Principal of the college concerned, such guidelines to the examiners as may be necessary to ensure that the uniformity of the standard is being mentioned in setting the questions of the practical examination.

I, therefore, request you to kindly confirm your acceptance to the undersigned on the enclosed form, IMMEDIATELY after the receipt of the appointment letter. Change of address, if any, along with telephone no. may kindly be intimated to the undersigned.

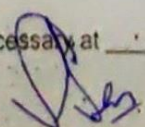
You are requested not to accept the examinership in case any of your nearrelations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law, brother-in-law, daughter-in-law and son-in-law) is a candidate for this examination.

You are particularly requested to treat the matter dealt within this letter as **STRICTLY CONFIDENTIAL**. The University takes great care not to discuss the name of the examiners.

I am sure you will kindly extend your help and cooperation.

You may contact the Superintendent for practical examinations for any information, if necessary at _____

Yours Faithfully


SUPERINTENDENT
Annual Practical Examination
Dept. of Bio-chemistry
Sri Venkateswara College Centre
Dhaula Kuan, New Delhi-110 021

PRINCIPAL
Sri Venkateswara College
Dhaula Kuan, New Delhi - 110 021



190 A

EXAMINERS ARE REQUESTED TO MAIL THIS LETTER IMMEDIATELY

ACCEPTANCE LETTER

Dated: 27.2.2017

Dr. Ashok Kr. Jaryal
Associate Dean (Exams)
Examination Section
A.I.I.M.S., Ansari Nagar
New Delhi - 110 608

subdeanexamsaiims@hotmail.com

Tel. 26589447, 26594971
Mobile No. 0-9868397001 Fax: 011-26588789

Dear Dr. Jaryal,

I acknowledge receipt of your letter No.F.11-2/M-2017/E.S. [190A] dated offering me Examinership for **EVALUATION OF THESIS** submitted by a postgraduate student **Neha Chaudhary** registered for **M. Biotechnology** course at your Institute.

I **ACCEPT** this examinership as well as other guidelines mentioned in the offer letter. Accordingly, you are therefore, requested to kindly send the thesis on the below mentioned address:

Signature	Vandana Malhotra		
Name	Dr. VANDANA MALHOTRA		
Address (Complete mailing address with Pin Code)	Dr. VANDANA MALHOTRA		
	ASSISTANT PROFESSOR		
	DEPARTMENT OF BIOCHEMISTRY		
	SRI VENKATBSWARA COLLEGE		
	BBNITO JUAREZ MARG, DHAULA KUAN		
	NEW DELHI	Pin Code	110021
Mobile No.	9910466006		
E-mail ID	vmal71@gmail.com		
	Telephone No. with STD Code	Fax No. with STD Code	
Office	011-24112196	N/A	
Residence	011-40513948		

No. _____

Date: _____

To

Dr. Vark K P Mathan 9810386575
 The Convener/Examiner,
Sri Veekanteshwar College

Subject: Request for setting of question papers by the Board of Examiners
 (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June 2017
 Nov/Dec _____

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
- iv) Annual Examination

Sir/Madam,

1. With reference to the above cited subject matter, I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming Undergraduate Examinations in accordance with the Executive Council Resolution No. 05 dated 01-05-2013 which reads as under:-

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2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

1. Examiner :
2. Examiner :
3. Examiner :
4. Examiner :
- (If any)

(Convener)
Dr. Shailly Anand, PDU. - 98992 of
Dr. Amanjyoti, DRC-

3. This Board of Examiners would be responsible for setting of question papers as per following details:-

- a) Name of course : Skill Enhancement Course
- b) Scheme/Mode of Examinations *:- Semester - IV
- c) Name of the Paper: Research Methodology
- d) UPC/Subject Code: 32233904
- e) Medium of setting the Question paper : English / English & Hindi
Language

* (Semester, FYUP, CBCS or Annual)

4. It would be the responsibility of the Convener to ensure that the paper is set as per the syllabus and the scheme of examination. The syllabus and the schemes of examination is available on the University of Delhi website OR may be obtained from the Department Concerned.
5. The four schemes of Undergraduate examinations viz. *CBCS mode, three year semester mode, erstwhile FYUP Semester mode and Annual mode* ~~and~~ *therefore* the board of examiners are required to ensure to set question papers for the mode/scheme for which paper setting is to be done as per Subject Code / Unique Paper Code alongwith relevant course content / syllabus, scheme of examinations, number of question papers required etc.
6. The board of examiners shall ensure the compliance of relevant guidelines for P.W.D. category candidates, wherever applicable. Para XV of the notification dated 28-01-2014 in this regard is reproduced below:-

"Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs for persons with Visual Impairment."

No. _____

Date: _____

To Dr. VARTIKA MATHUR 9810386575
~~Dr. Anjali Singh~~ 981105327
 The Convener/Examiner,
~~Dr. Anjali Singh~~
Venketeshwar College

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the forthcoming Undergraduate Examinations;

Examinations held in the month of : May/June 2017
Nov./Dec.

- i) CBCS Semester
- ii) Erstwhile FYUP
- iii) Semester Examination
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Sir/Madam,

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2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- 1. Examiner : Dr. Neeraj Saxena (Convener) DY - 987311028
 - 2. Examiner : Dr. Chaitali Chhabra - Gorge - 9818833035
 - 3. Examiner : _____
 - 4. Examiner : _____
- (If any)

3. This Board of Examiners would be responsible for setting of question papers as per following details:-

- a) Name of course : B.Sc. (H) Exam, Set Z
- b) Scheme/Mode of Examinations *:- Sem IV
- c) Name of the Paper: Environmental Management
- d) UPC/Subject Code: 91607 BTH 507
- e) Medium of setting the Question paper : English / English & Hindi Language

* (Semester, FYUP, CBCS or Annual)

4. It would be the responsibility of the Convener to ensure that the paper is set as per the syllabus and the scheme of examination. The syllabus and the schemes of examination is available on the University of Delhi website OR may be obtained from the Department Concerned.

5. The four schemes of Undergraduate examinations viz. *CBCS mode, three year semester mode, erstwhile FYUP Semester mode and Annual mode are running simultaneously*, therefore the board of examiners are required to ensure to set question papers for the mode/scheme for which paper setting is to be done as per Subject Code / Unique Paper Code alongwith relevant course content / syllabus, scheme of examinations, number of question papers required etc.

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Sri Venkateswara College

(University of Delhi)

Benito Juarez Road, Dhaula Kuan, New Delhi-110021
Ph.: 011-24112196, 24118590, Telefax : 011-24118535
principal@svc.ac.in

P. Hemalatha Reddy
Principal

Ref No. SVC/Evaluation/PA

Date: 07.11.2016

Dr. Nandita Narayanasamy
Associate Professor
Depart of Bio-Chemistry
Sri Venkateswara College
New Delhi-110 021.

Dear Dr. Nandita,

I am pleased to inform you that you are appointed as Dy. Coordinator for Central Evaluation Centre for Applied Science Courses in our college for November/December semester Examinations 2016.

If the offer of this appointment is acceptable to you, kindly give your consent to the undersigned immediately.

Further, you are requested to ensure before accepting the assignment that none of your relation is a candidate in I/III/ V semester of three years degree course, I/III semester of CBSC and III/V/VIII semester of erstwhile FYUP (including allied subjects) examinations.

Thanking you,

Yours sincerely,

PRINCIPAL
& COORDINATOR
CEC,SVC

The Convener/Examiner-II
✓

No. SVC/SBS/EXAM-C-X/II
Date: 30/03/2017

Dr. Nandita Nayanasamy (Dept. of Biochem.)

Subject: Request for setting of question papers by the Board of Examiners
(paper setters) for the forthcoming Undergraduate Examinations:

Examinations held in the month of:

May/June 2017
Nov./Dec.

- i) CBCS Semester
- ii) Erstwhile FYUP
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- 2. Examiner
- 3. Examiner
- 4. Examiner
- (If any)

Dr. Nitika Kaulhal (Convener)] Dept. of Biochem.
Dr. Kamleshwar Sharan