

2019-20 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING

On Mon, 3 Feb 2020, 15:08 head mills, <millsduhead@gmail.com> wrote:

Dear Colleagues,

A meeting of the Under Graduate Committee of Courses for Bengali, Tamil and Group 'A' and 'B' Languages will be held on **Monday, 17th February, 2020 at 11 a.m.** in the Seminar Hall, Tutorial Building, University of Delhi, Delhi-110 007

All are requested to attend the meeting.

Please **see** the attachment.

With regards,

G. Rajagopal

Head, Dept. of Modern Indian Languages

and Literary Studies, University of Delhi,

Delhi-110007

2019-20 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION, QUESTION PAPER SETTING

From: **Chairman BRS Arts** <brs_arts@du.ac.in>

Date: Thu, Dec 26, 2019 at 12:35 PM

Subject: Notice for BRS (Arts) meeting held on 01.01.2020.

To: <abnrashmi54@yahoo.com>, <adityagitam@yahoo.com>, <ahmad_imteyaz100@yahoo.co.in>, <aleemashrafkhan@gmail.com>, <amitavaz@yahoo.com>, <anandp0001@yahoo.com>, <anandprakash.headpsychology@gmail.com>, <armonia941@gmail.com>, <arpanabenival@yahoo.com>, <asharma99@gmail.com>, <avikumar74@gmail.com>, <balaganapathid@gmail.com>, <bedamatiraj@gmail.com>, <bnasraldu@gmail.com>, <daxi@ymail.com>, <dkacharya1977@gmail.com>, <docdstiwari@yahoo.com>, <drgurawa@gmail.com>, <drjaspalkaur@gmail.com>, <drpremsingh8@gmail.com>, <drseenivasan@gmail.com>, <enarish.jnu@gmail.com>, <gailcoelho@gmail.com>, <galdhanegi@gmail.com>, <grajagopaldu@gmail.com>, <gvramaiah@gmail.com>, <head.engdepartment.du@gmail.com>, <head@linguistics.du.ac.in>, <ibnekanwal@yahoo.com>, <imteyaz_urdu@gmail.com>, <ishipsycho@gmail.com>, <jafarahrani@gmail.com>, <jameelrzhc@gmail.com>, <karimrteza@gmail.com>, <kkmanii2014@gmail.com>, <kpsingh330@gmail.com>, <ktssarao@hotmail.com>, <kuldeepahwa@gmail.com>, <kusumaggarwal@gmail.com>, <mehtabjahan6@gmail.com>, <minnisawhney@yahoo.com>, <mnkhan04@rediffmail.com>, <mohanhindi.du@gmail.com>, <mohanhindi_du@yahoo.co.in>, <mujeebakhtardi@gmail.com>, <naimulhasanasari@gmail.com>, <nandita.babu@gmail.com>, <negi.sneh@gmail.com>, <niloferkaul@gmail.com>, <pic@clc.du.ac.in>, <pkasav@gmail.com>, <pkwalia2002@gmail.com>, <prakash5385@yahoo.com>, <preetghosh123@gmail.com>, <ramajain.shopertree@gmail.com>, <ramasudhir@gmail.com>, <rameshbharadwaj85@gmail.com>, <ravi4ravinder@gmail.com>, <ravimsingh@gmail.com>, <rawalsingh@gmail.com>, <kumar4983@gmail.com>, <s.neelakshi@gmail.com>, <sanskrit.du.ac.in@gmail.com>, <sheorajsinghbechain@gmail.com>, <shpanja2018@gmail.com>, <ssatyanath.du@gmail.com>, <subhra.barua.pavagadhi@gmail.com>, <utandon26@gmail.com>, <utandon82@yahoo.com>, <waliakhtaradwi@gmail.com>, <kazimdu@gmail.com>, abcmnair <abcmnair@gmail.com>

Respected Sir/Madam,

Please find an attachment for the notice of Board of Research Studies (Arts) meeting.

With regards,

Board of Research Studies
Faculty of Arts
University of Delhi
Delhi - 110007

2019-20 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING



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

Phone : 011-27667443
011-27667985, 011-27667212
Website : www.zoology.du.ac.in

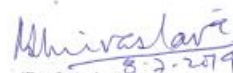
Ref. No. Z/2019
Dated : 8th July, 2019

NOTICE

An emergent meeting of Committee of Courses for minor correction in the title of the LOCF based undergraduate course for B.Sc.(P) Applied Life Science Program, has been scheduled on 8th July, 2019 at 2.00 P.M. in the Committee room.

The members are requested to kindly attend the meeting.

1.	Prof. Rina Chakrabarti	(Head of the Department)
2.	Prof. M.M. Chaturvedi	Member
3.	Prof. Umesh Rai	Member
4.	Prof. Neeta Sehgal	Member
5.	Prof. Vinod Kumar	Member
6.	Prof. R.K. Seth	Member
7.	Prof. D.K. Singh	Member
8.	Prof. Rita Singh	Member
9.	Prof. Shibnath Mazumder	Member
10.	Prof. Anju Shrivastava	Member
11.	Prof. S. Basu -Modak	Member
12.	Prof. Rajagopal Raman	Member
13.	Prof. Mallikarjun Shakarad	Member
14.	Prof. Namita Agrawal	Member
15.	Prof. Yogendra Singh	Member
16.	Prof. Alok Chandra Bharti	Member
17.	Dr. R.K. Negi	Member
18.	Dr. Anita Kamra Verma	Member (Kirori Mal College)
19.	Dr. Sarita Kumar	Member (ANDC)
20.	Dr. Anita Verma	Member (Sri Venkateswara College)
21.	Dr. Vandana Kumari	Member (Hans Raj College)
22.	Dr. Indrakant Singh	Member (Desh Bandhu College)
23.	Dr. Sunil Kumar	Member (Zakir Hussain College)
24.	Dr. Sudhir Verma	Member (Deen Dayal Upadhyay College)
25.	Dr. Shilpa Bharti	Member (Maitreyi College)


8-7-2019
(Prof. Anju Shrivastava)
IQAC Coordinator
Department of Zoology
University of Delhi

SRI VENKATESWARA COLLEGE
ACTIVITY REPORT
CERTIFICATE COURSE 2020-2021

FACULTY: COMMERCE DEPARTMENT/ COMMITTEE: COMMERCE/ ADD ON COMMITTEE IQAC ACTIVITY No: SVC/2020-21 COM/AK/1

NAME OF THE ACTIVITY: Add on Course on Digital Marketing			
DATE	FACULTY	DEPARTMENT/COMMITTEE	COORDINATOR NAME
16 th Jan,2021- 3 rd April,2021	COMMERCE	COMMERCE/ ADD ON COMMITTEE	DR. MAMTA ARORA & DR. ARPITA KAUL
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor
	GOOGLE MEET	26 STUDENTS	Indoor
SUPPORT/ASSISTANCE:	SRI VENKATESWARA COLLEGE		

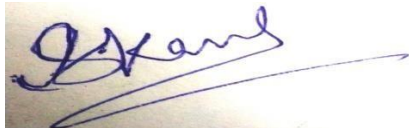
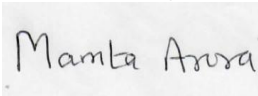
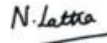
BRIEF INFORMATION ABOUT THE ACTIVITY: (CRITERION NO. - I)

TOPIC/SUBJECT OF THE ACTIVITY	ADD ON COURSE ON DIGITAL MARKETING
OBJECTIVES	The objective was to provide a course on Digital Marketing (which is a very significant subject in today's scenario) keeping in mind the advancement of digital technology and the pandemic at an affordable rate to students of different colleges and industry.
METHODOLOGY	The syllabus was designed with the help of Industry experts and online classes were held on Google Meet Platform.
OUTCOMES	The enrolled students learnt about Google Search, App and YouTube, Google Display Ads, Shopping campaigns using Facebook and Instagram Advertising, Reporting Visualization Tools and Google Analytics etc.

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

Notice & Letters√	Student list of participation √	Activity report √	Photos √	Feedback form√
Feedback analysis	News clip with details	Certificate	Any other√	

IQAC Document No: IQAC/CERTIFICATE Courses/	Criterion No: I/VII	Metric No:
Departmental file no	IQAC file No; 2020-2021	

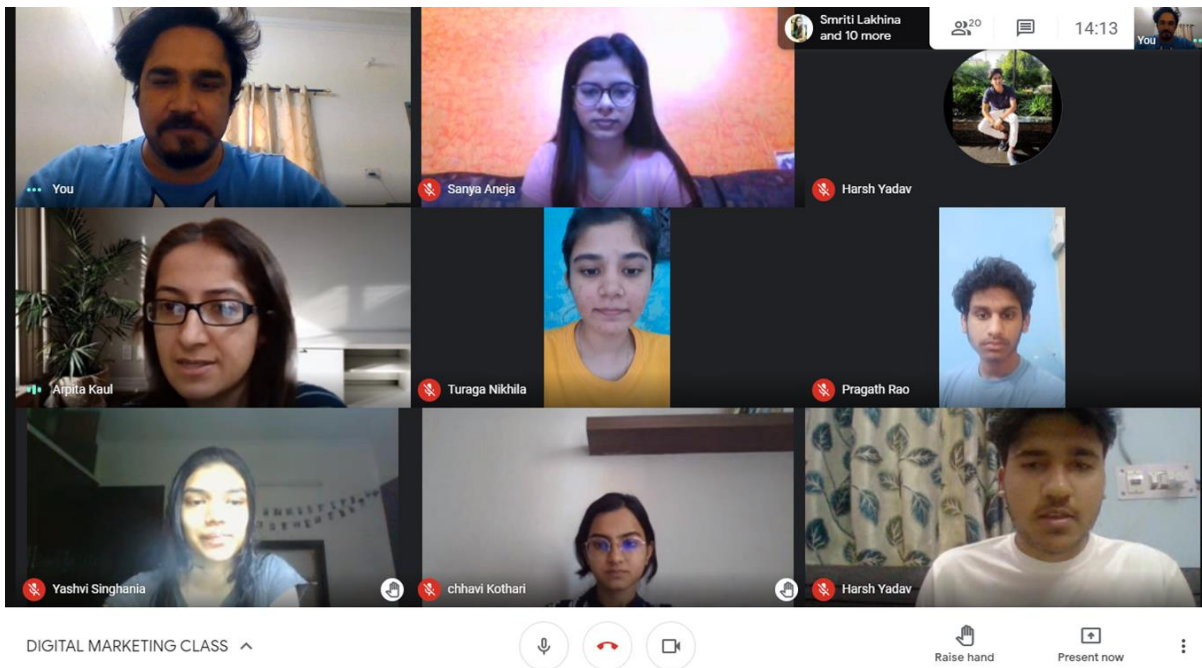
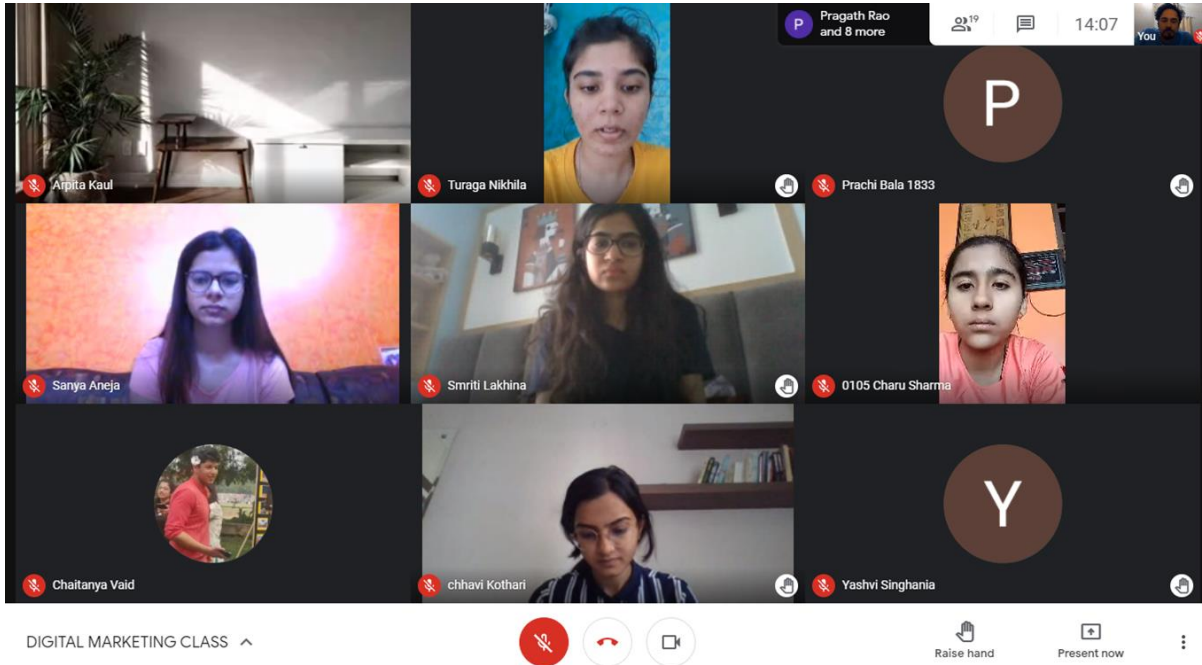
NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
DR. ARPITA KAUL(CONVENER) 	DR. MAMTA ARORA (TIC & CONVENER) 	 Dr. N. Latha Coordinator, IQAC Coordinator, IQAC Sri Venkateswara College (University of Delhi) Dhaula Kuan, New Delhi-110021

For Reference

Criterion I	Curricular Aspects (planning & Implementation)	Criterion V	Student Support & Progression
Criterion II	Teaching Learning & Evaluation	Criterion VI	Governance
Criterion III	Research, Innovations & Extension	Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure		

PROOFS

Pictures



ADVERTISEMENT

SRI VENKATESWARA COLLEGE
(University of Delhi)
Benito Juarez Road, Dhaulta Kuan, New Delhi- 110021

Convener : Dr. Mamta Arora & Dr. Arpita Kaul
Maximum number of Participants: 40
Course Duration: 16th January, 2021 – 3rd April, 2021
Fee Structure: Rs. 3500/-

Eligibility: Students of all streams of Sri Venkateswara College are eligible. Outsiders are also eligible. Selection of the participants will be on first come first basis. Certificates shall be awarded based on the assessment.

Highlights of the Add-on Course

1. Basic knowledge in the area of Digital Marketing.
2. Topics include Google Search, App and Youtube, Google Display Ads, shopping campaigns using Facebook and Instagram Advertising, Reporting Visualization Tools and Google Analytics etc.
3. Lectures by renowned industry experts.
4. Discussion of relevant case studies and screening of relevant movie clippings.
5. Industry interaction.
6. Evaluation an integral part of the curriculum.

For Admission related queries, please contact

Mamta Arora
Dr. Mamta Arora
9811332984
Course Convener

Arpita Kaul
Dr. Arpita Kaul
9873609207
Course Convener

Principal
Principal

DIGITAL MARKETING

(Add - On Course Report)

By:

Department of Commerce

Sri Venkateswara College

16th January 2021 – 3rd April, 2021

ACKNOWLEDGEMENT

We consider it a great privilege to be a part of this prestigious institution Sri Venkateswara College. Not only academically but the college has always excelled in all the fields and it feels extremely great to be a part of one such initiative. We would like to express our special gratitude to our Principal Madam, **Prof. C. Sheela Reddy** for fostering great values in the college environment and inspiring us to do new things.

We are also grateful to the current Vice Principal **Dr. S. Venkata Kumar** who was also the Acting principal back when the course was initiated and started.

We are also very grateful to the resource persons **Mr. Pradeep Singh**, Marketing Head, Zyxel Technology India Pvt Ltd., Zyxel Communications and **Ms. Neeti Sirohi**, Senior Media Planner in Publicis Sapient.

We also thank **Ms. Sunita Chhabra and Dr. Shruti Mathur** for always keeping our morale high and guiding us from time to time. Special mention goes to our team members, **Dr. Sindhumani Bag, Ms. Shilpa, Mr Ajit Singh and Ms. Mohini Yadav** who played a vital role in the fruitful completion of the course.

Last but not the least, a special thanks to all administrative, accounting and ICT department for their cooperation throughout this beautiful journey.

(Dr. Mamta Arora) & (Dr. Arpita Kaul)

(Course Convener)

FROM THE PRINCIPAL'S DESK



It give me immense pleasure to note that the Department of Commerce, this year has offered an Add on Course on Digital Marketing. Since 2019, the Department has been offering an Add on Course on Entrepreneurship but this year keeping up with the industry trend and demand the Department has gone ahead and offered the students of the University of Delhi the opportunity to learn the technicalities of Digital Marketing. Keeping in mind the changes brought in the business environment due to the pandemic the subject has gained a lot of weight, therefore, this subject has been offered this year.

The industry experts Mr. Pradeep Singh and Ms. Neeti Sirohi, as resource persons have helped bridge the gap between theory and practice. This initiative of the Department aims at making students industry ready by learning the art of Digital Marketing.

I congratulate the two Conveners Dr. Mamta Arora and Dr. Arpita Kaul for shouldering this responsibility together with the other team members Dr. Sindhumani Bag, Ms. Shilpa, Mr. Ajit Singh and Ms. Mohini Yadav. Hope the Department will continue the trend of offering more such meaningful and significant courses to the student fraternity.

Prof C. Sheela Reddy

Principal

MESSAGE FROM THE VICE PRINCIPAL



It gives immense pleasure on learning about the successful completion of the Add on Course “**DIGITAL MARKETING**” an initiative of the Department of Commerce.

I commend the efforts of **Dr. Mamta Arora** and **Dr. Arpita Kaul** in particular and their wonderful team comprising other teachers from the **Department of Commerce** for their thought to start this new Add on Course in online mode.

The dynamics of the COVID PANDEMIC has seen phenomenal distortions as well as opportunities. With no chance of physical marketing and the fear of meeting people, however, has not taken away the spirit to buy. It was this dilemma which led to leaning towards the online marketing and consequentially digital transactions has increased significantly.

DIGITAL PLATFORM, has evolved as the meeting place for both the buyer and seller, necessitating the sellers to showcase their products and complete the sale in virtual mode.

I am sure that this 36 hour course spanning over three months would have immensely benefited the students. Hopefully the interaction with both **Mr. Pradeep Singh** and **Ms. Neeti Sirohi**, experts in their fields and the learned resource persons for this course, has enhanced the knowledge of every student in the development of IT networks and designing the appropriate media for advertising. This digital literacy is in sync with the Honble. Prime Minister’s call for more digital financial transactions which also is the need of the hour.

Dr. S. Venkata Kumar
Vice Principal

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1. INTRODUCTION

In the current times of Coronavirus pandemic, face to face marketing has lost its meaning and importance. Digital Marketing has become the need of the hour for businesses to promote their products and services. Even though Digital Marketing is not a new concept but our Honorable Prime Minister's Digital India Campaign and the Coronavirus pandemic have been two primary reasons for the growing interest of industry in this concept.

The **Department of Commerce, Sri Venkateswara College**, under the able guidance of our Acting Principal, **Dr. S. Venkata Kumar** understood the need of the hour and therefore took the initiative of starting an add – course on 'Digital Marketing' for the students. This course aimed at infusing the digital marketing skills, which can help our students to understand the key requirements of the business environment. The students also learnt about Facebook campaigns, Instagram advertisements, Google ads, reporting and Google analytics. They also gained insights in analyzing and generating leads.

Expected Learning outcomes

The students who took up this course learnt:

- The art of marketing digitally through platforms like Facebook, Instagram & Google ads
- Creating value digital advertisements in the online space
- Promoting the products and services on online platforms
- Understanding, reporting and analyzing data generated online

Course Duration

This was a three months course with a 36 hour duration which started on 16th January, 2021 and ended on 3rd April, 2021. The classes were held on Saturdays and Sundays.

Twenty six students from different courses of different colleges of University of Delhi enrolled for the course. Students were from different courses like BA Programme, B.Sc. Biochemistry (Hons), B.Com (Hons), B.Com and B.Sc. Statistics (Hons). The students were from following colleges

1. Sri Venkateswara College (University of Delhi)
2. Gargi College (University of Delhi)
3. Miranda House (University of Delhi)
4. Shyama Prasad Mukherjee College (University of Delhi)
5. P.G.D.A.V College

2. TEAM BEHIND THE COURSE

COURSE CONVENERS



TEAM MEMBERS



The journey of this add on course on **Digital Marketing** right from idea inception to materialization, would not have been possible without the collective initiative taken by the team conveners and its members, in terms of creativity, techno-savvy skills, diligence and patience. **Dr. Mamta Arora, the Teacher In Charge** who has always supported new initiative and creative ideas of the Department colleagues has added another feather in her cap by supporting the idea of offering this course. The course was started at the initiative of **Dr. Arpita Kaul** who was fully supported by **Dr. Mamta Arora**. **Dr. Sindhumani Bag** (Assistant Professor), **Ms. Shilpa** (Assistant Professor), **Mr. Ajit Singh** (Assistant Professor) and **Ms. Mohini Yadav** (Assistant Professor) also deserve a special mention for their valuable inputs and untiring efforts for the successful completion of this program.

3. RESOURCE PERSONS

Our resource persons included two eminent industry experts.



Mr. Pradeep Singh, Marketing Head, Zyxel Technology India Pvt Ltd., Zyxel Communications is the World's largest manufacturer for IT Networking Devices. Prior to that, he has held the various marketing positions at different Multi National Companies. He is also a leading public speaker and career consultant.

Mr. Singh is an MBA from GGSIPU and certificate holder from IIT Delhi. He has attended general management program conducted by Ross School of Business, University of Michigan. Mr. Singh has been associated with the IT industry both in India and overseas for more than 10 years. He has handled assignments in General Management, Marketing, Corporate Planning and International Operations. Prior to his current assignment he has worked with BenQ, Barco, IBM and ESSAR in India.

As the Marketing Head of Zyxel India, India's premier Networking products and services company, Mr. Singh spearheaded the growth of IT Networking deployment in India. He is actively involved with various professional bodies associated with the Indian Networking and Marketing industry. He is currently member of FICCI Committee. He is also former member of Marketing Association and was honored with Fellowship in the year 2018. He has also been honored and acknowledged by several leading media houses for his pioneering contribution to the Indian Marketing Industry by creating awareness and demonstrating benefits of this wonderful tool in different walks of life in India.



Ms. Neeti Sirohi, is a Senior Media Planner in Publicis Sapient. She is an accomplished Digital Marketing Manager offering over 9+ years of experience driving revenue through building and maintaining client relationships. She has worked in various verticals (Airlines, Hotels, Education, E-Commerce, B2B, Pharma) and understood their nuances and go to strategy. Creative and dynamic marketer with proven expertise in consistently penetrating new markets to ensure sustainable revenue growth. Responsible for workflow management of the Account Managers and Account growth. Strategize marketing activities for clients on basis of KPI. Identifying new needs of the business and granting solution to them. Worked closely with automation (machine learning) team to create new solutions via machine learning/API to make client's campaign more efficient and cost saving. **The resource persons used interactive pedagogy including group discussions, case studies and Audio visual tools to deliver the content.**

4. SYLLABUS AND STRUCTURE OF THE COURSE

The Course covers four modules:

- **Module 1: Google Search, App & YouTube**
- **Module 2: Google Display Ads**
- **Module 3: Shopping campaigns using Facebook & Instagram Advertising**
- **Module 4: Reporting, Visualization Tools and Google Analytics**



SRI VENKATESWARA COLLEGE (University of Delhi)
Benito Juarez Road, Dhaula Kuan, New Delhi- 110021

ADD ON COURSE ON DIGITAL MARKETING SYLLABUS

STRUCTURE OF THE COURSE: The total course duration is 36 hours including:

- *Teaching :* 30 hours
- *Assessment:* 6 hours

COURSE CONTENTS (30 teaching hours)

Unit 1

10 hrs

Google Search, App & YouTube

- Campaign setup & targeting details
- Keywords & Match types
- Negative keywords
- Remarketing list for search ads (RLSA) & Industry's best practises
- In-market for search ads
- Call only Ads
- Quality score performance tracking & how to improve
- Ad-Extensions – sitelinks, structured snippet, message, callouts, phone extension etc
- Different Ad types – RSA, DKI, countdown, Ad customizers, ETA
- Search campaign strategy for new and returning users
- Keyword planner
- Campaign optimization approach & best practises
- Search query analysis & text mining
- Auto tagging & manual tagging
- Search Attribution modelling

- Conversion tracking setup for website & Phone calls
- Store sales direct (SSD) campaigns
- Advanced bidding strategies (target CPA, Target ROAS, ECPC, manual cpc, maximize conversion, target impression share)
- Auction insight reporting
- Competitive metrics
- Ads scripting & Automate rules
- YouTube campaigns / YouTube analytics
- Google App Campaigns (UAC 1.0, 2.0 & 3.0)
- App Engagement campaigns & App tracking

Unit 2

5 hrs

Google Display Ads

- In-market
- Affinity audiences
- Custom Affinity / Custom Intent campaigns
- Contextual targeting
- Different Ad format – HTML, static, gif banners, Responsive Image Ads
- Remarketing / dynamic remarketing campaigns
- Smart display Campaigns
- Dynamic remarketing campaigns for retail, hotel, flights & real estate industry & their tracking & implementation guidelines

Unit 3 Shopping campaigns using Facebook & Instagram Advertising

10 hrs

- Product listing ads (PLA) ads
- Smart shopping campaigns
- Best Practises
- Difference b/w Reach & frequency (R&F) and auction campaigns
- Reach & frequency buying on Facebook
- Lead generation campaigns & best guidelines to setup the campaigns
- Product catalogue campaigns
- Creative approach at branding, consideration & purchase phase
- Pixel tracking & Event setup
- Lookalike & Value based lookalike audiences and approach for the best marketing strategies
- Facebook Analytics
- Facebook offline conversions
- Ads Reporting & Insights
- Automated Rules
- Split testing (A/B testing)
- Instagram shopping

- Creatives types for Facebook & Instagram
- How to evaluate & optimize campaigns
- Boost your marketing strategies for Facebook pixel
- Targeting options in Facebook
- In-stream video ads
- Bid strategies in Facebook
- Attribution in Facebook
- Troubleshooting of pixel tracking, setup & guidelines
- Significance of learning phase
- Campaign objectives- video views, conversions, website traffic, brand awareness,

Unit 4 Reporting, Visualization Tools and Google Analytics

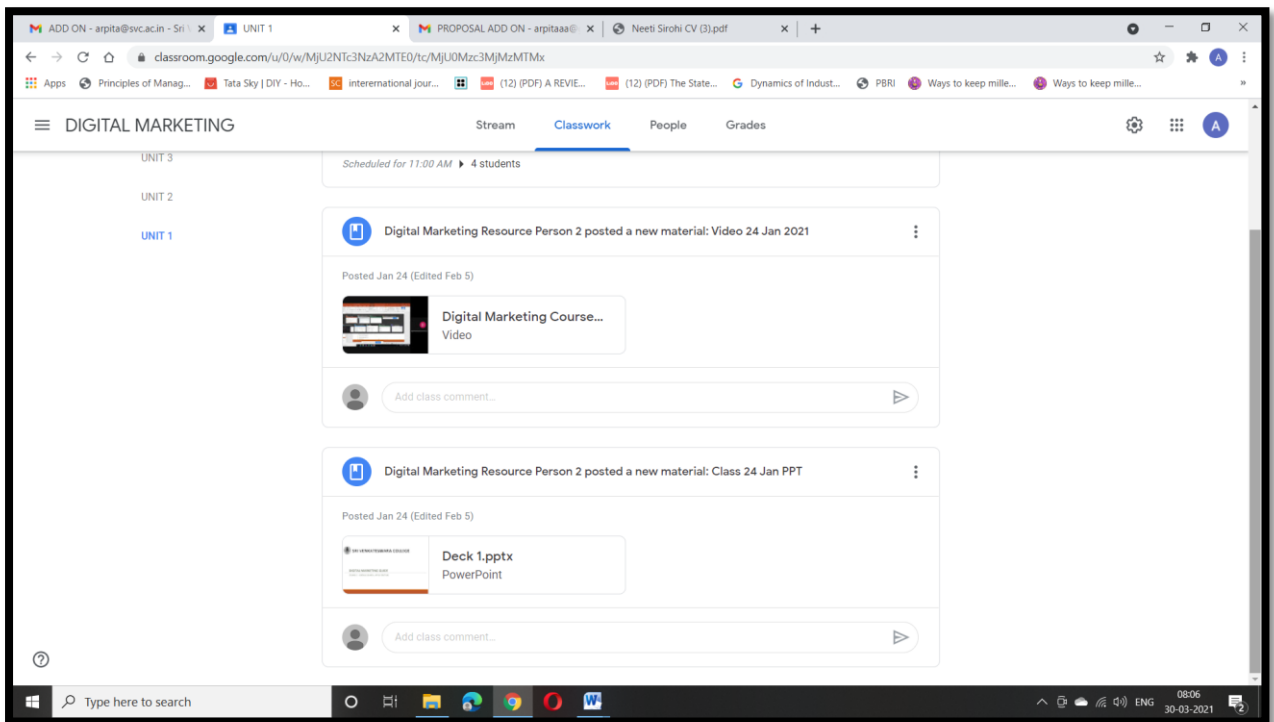
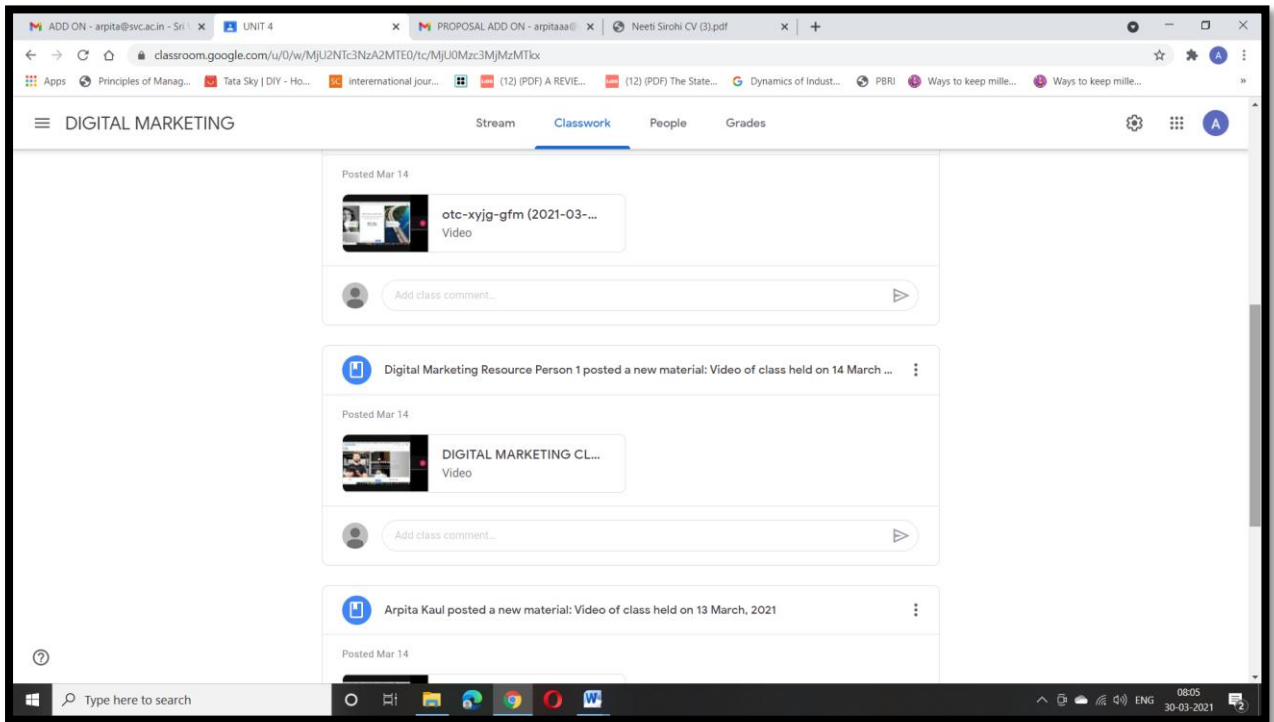
5 hrs

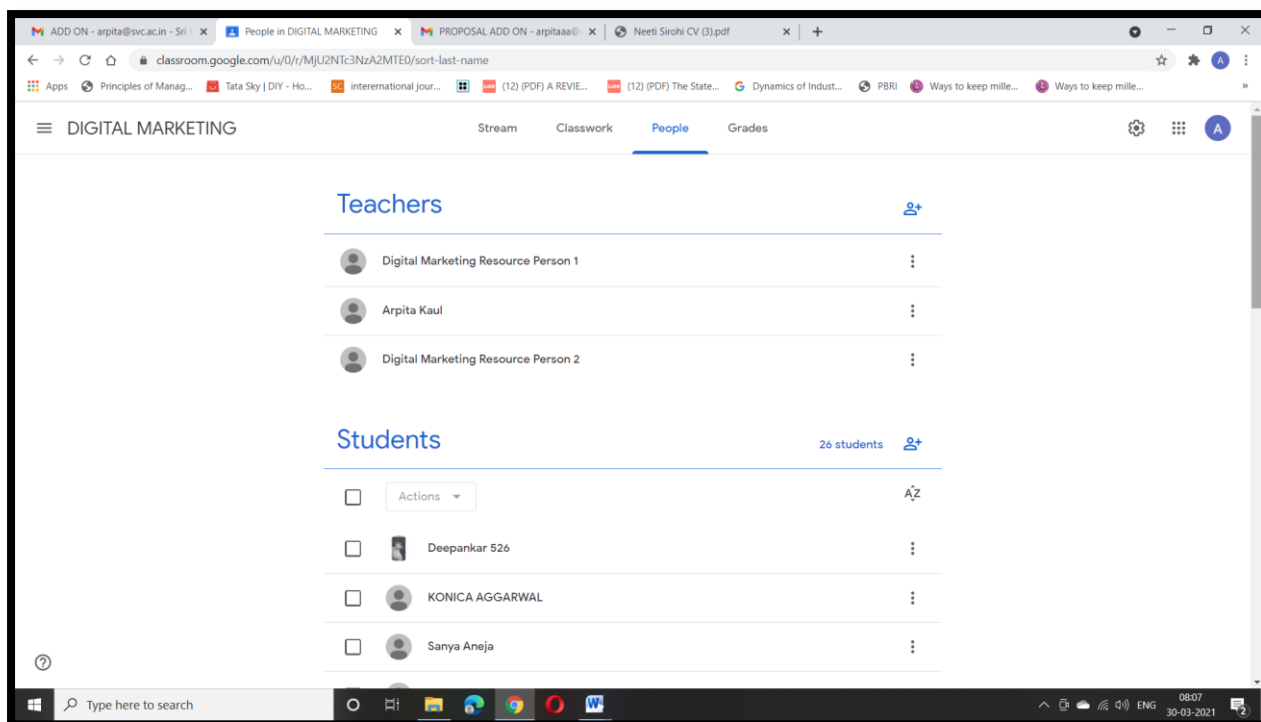
- Google Data Studio
- Google Console
- Spreadsheet
- Ms-Excel
- Account setup
- Real time reporting
- Event & Goal Setup
- Advanced filtration & Segmentation
- Audience approach & best practises
- Attribution reporting
- Conversion segment
- Metric calculation – sessions, bounce rate, exit rate, bounces, session unification, page views, session duration act
- Custom metrics
- Difference b/w Account, property & view and settings available at each level
- Dashboard, custom reporting & Saved reports
- Multi-channel funnel reporting
- Behaviour reporting
- Channel level reporting
- Difference b/w standard & analytics 360
- Calculated metric, content grouping
- Google Tag Manager
- Google Ads Editor
- Attribution modelling
- Media Planning
- Amazon search Ads (H S A, Automatic & Manual Targeting)
- Advanced Google Analytics

Assessment

Four Assignments will be given to students, one each from each unit at the end of completion of each unit. Each assignment will be for 25 marks adding up to a total of 100 marks.

The content was also made available through the Google Classroom. The recording of all the classes were also uploaded on GCR.

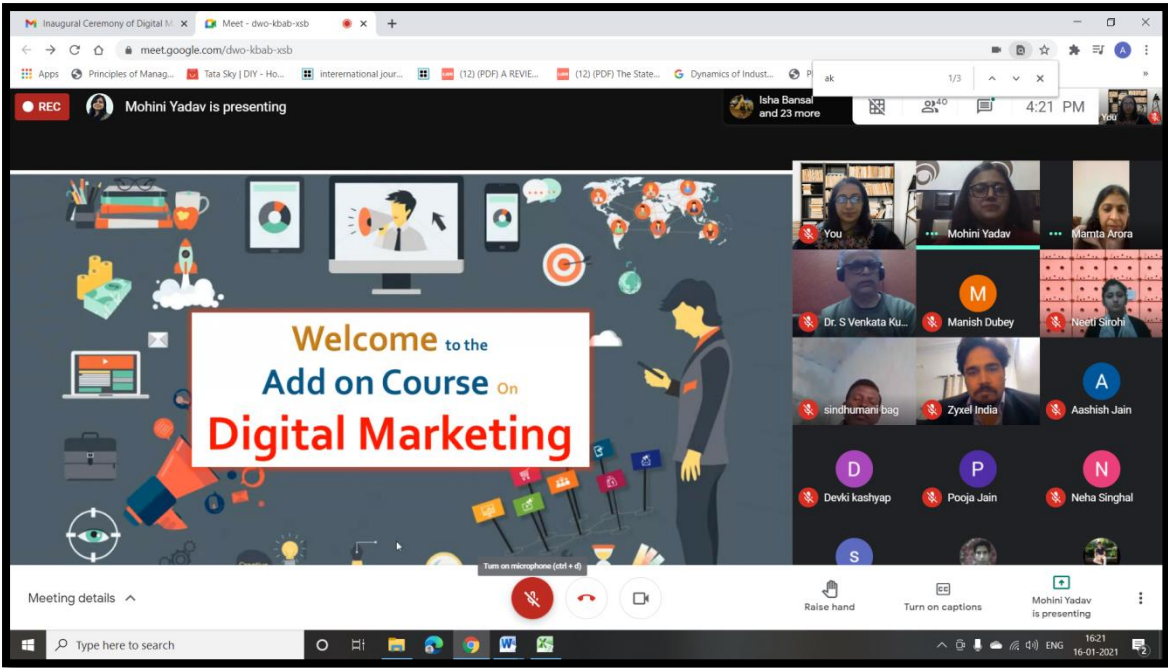




5. INAUGURAL CEREMONY

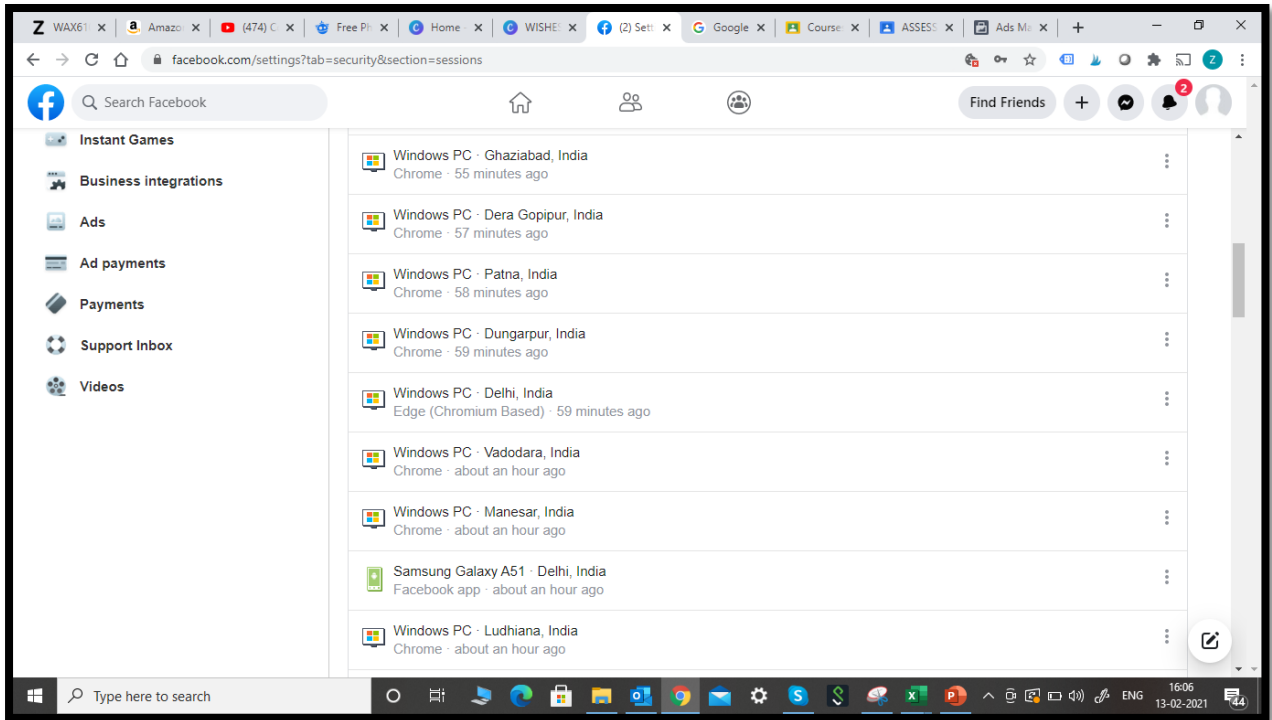
The Inaugural Ceremony of the Digital Marketing Add on Course was held on 16th January 2021 at 4 p.m. on Google Meet Platform. 23 students out of 26 registered students and the Department of Commerce faculty attended the inaugural. The Inaugural began with Dr. Arpita Kaul, Convener, Add on Course introducing the need and importance of the course and then inviting Dr. Mamta Arora, Convener, Add on Course and Teacher In-Charge, Department of Commerce. She talked about how Digital Marketing has become the buzzword and how it has changed the industry landscape. Then, Dr. S. Venkata Kumar, Acting Principal and senior most faculty member of the Department of Commerce welcomed the Resource persons and illustrated why Digital Marketing is better than the traditional Marketing. He also thanked the conveners for taking this responsibility of starting an Add on Course on such a significant theme. After this, Ms. Mohini Yadav gave a presentation on Course structure and curriculum. This was followed by a brief introduction of the Resource persons by Dr. Arpita Kaul.

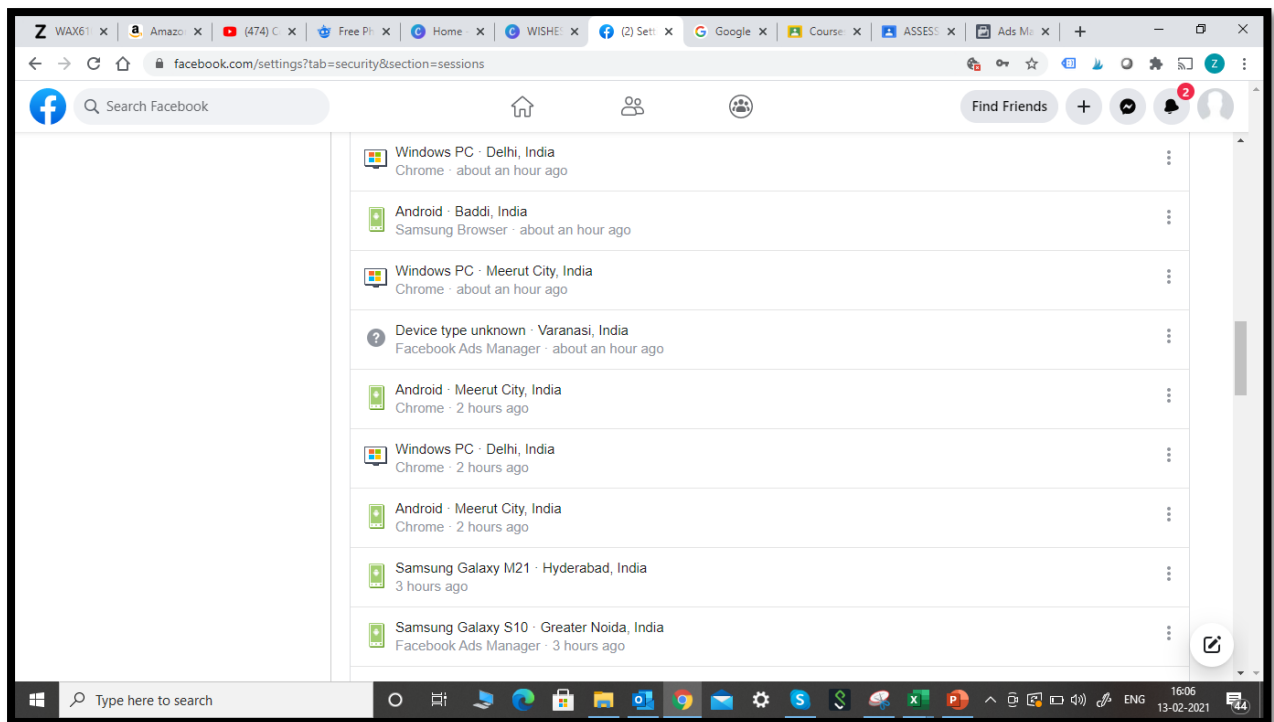
Then, Mr. Pradeep Singh, Marketing Technologies and Ms. Neeti Sirohi, Senior Media Planner, Publicis, Sapient both gave a brief introduction of the course curriculum. At the end Dr. Sindhumani Bag proposed the vote of thanks and expressed heartfelt gratitude to all.



6. ASSESSMENT

Since it was pandemic time, everything from teaching, training to assessment was done online. The students attended the classes and gave their assessments from every nook and corner of the country and this made the course truly and literally digital. The students attended from Ghaziabad, Patna, Delhi, Vadodara, Ludhiana, Meerut, Varanasi, Hyderabad, Manesar, Greater Noida etc.



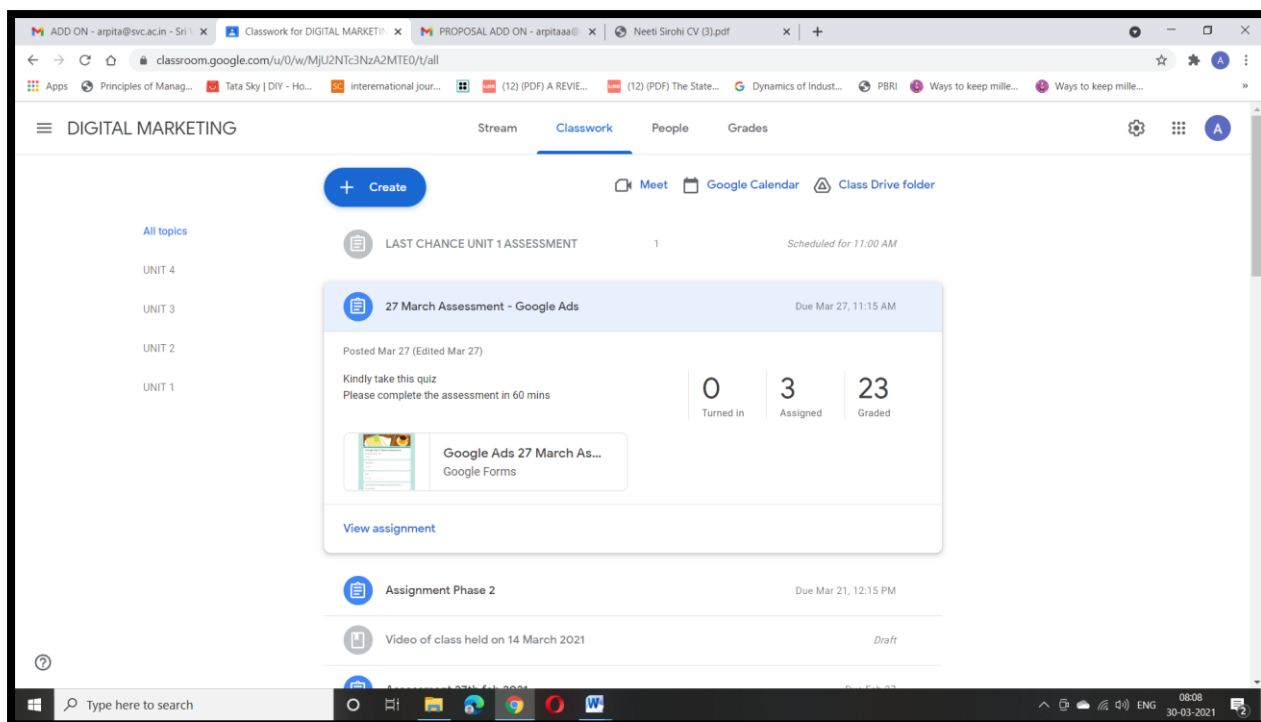


The students were assessed four times. For each unit an assessment carrying 25 marks was taken.

1. Facebook advertising assessment held on 13th Feb, 2021
2. Google Display Set up assessment held on 27th Feb, 2021
3. Google Search App and YouTube MCQ Held on 27th March, 2021
4. Google Analytics subjective questions and answers held on 28th March, 2021

The students were assessed online.

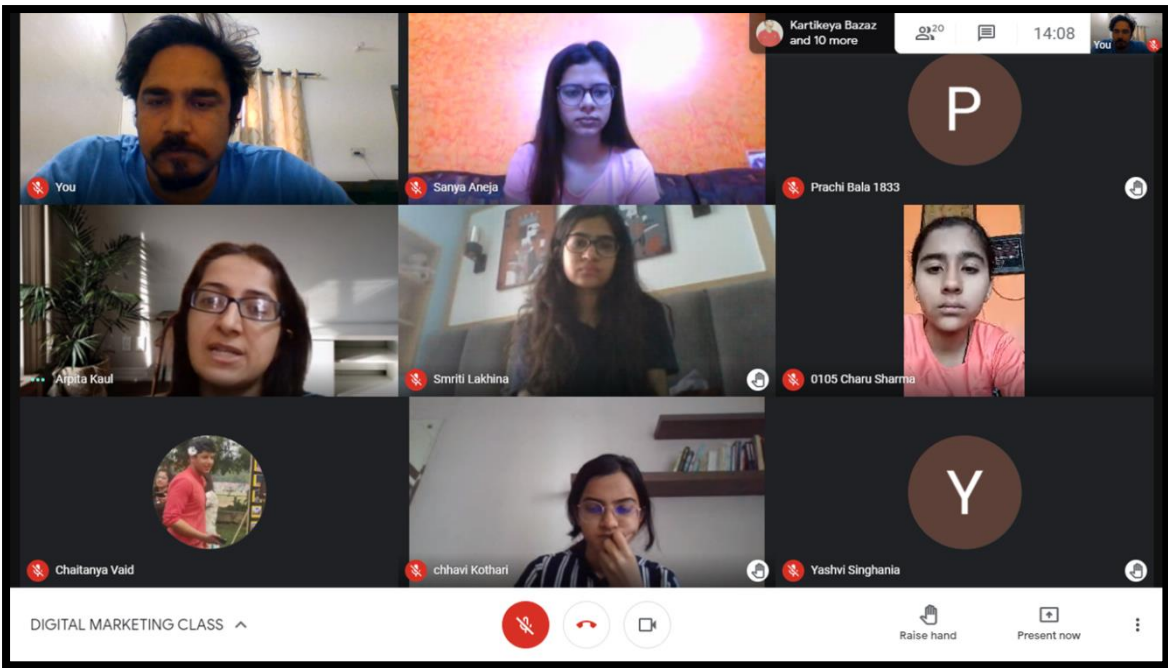
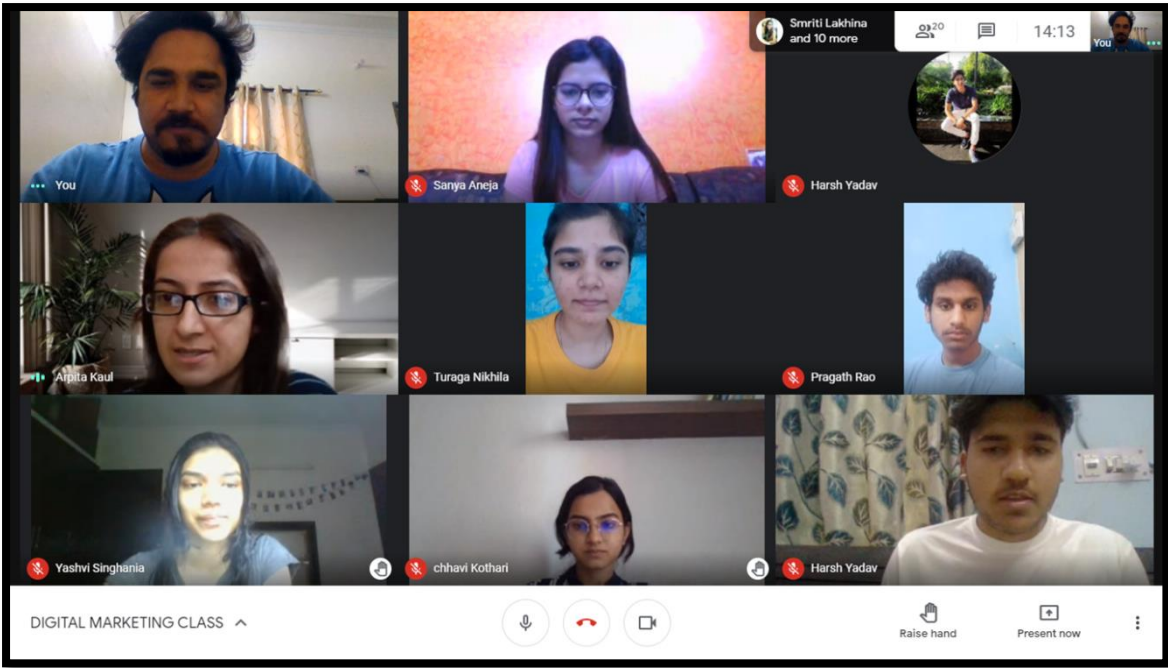
All the registered students were enrolled on Google Classroom and learning material was disseminated through this time to time. Not only the learning material was disseminated but the assessments were also taken on this medium. The advantage was that there was no paperwork, no expense on photocopy of question papers, no money, time and energy wastage on offline classroom interactions. It was totally pandemic friendly and user friendly. It was literally Digital in letter and spirit.



7. Feedback session

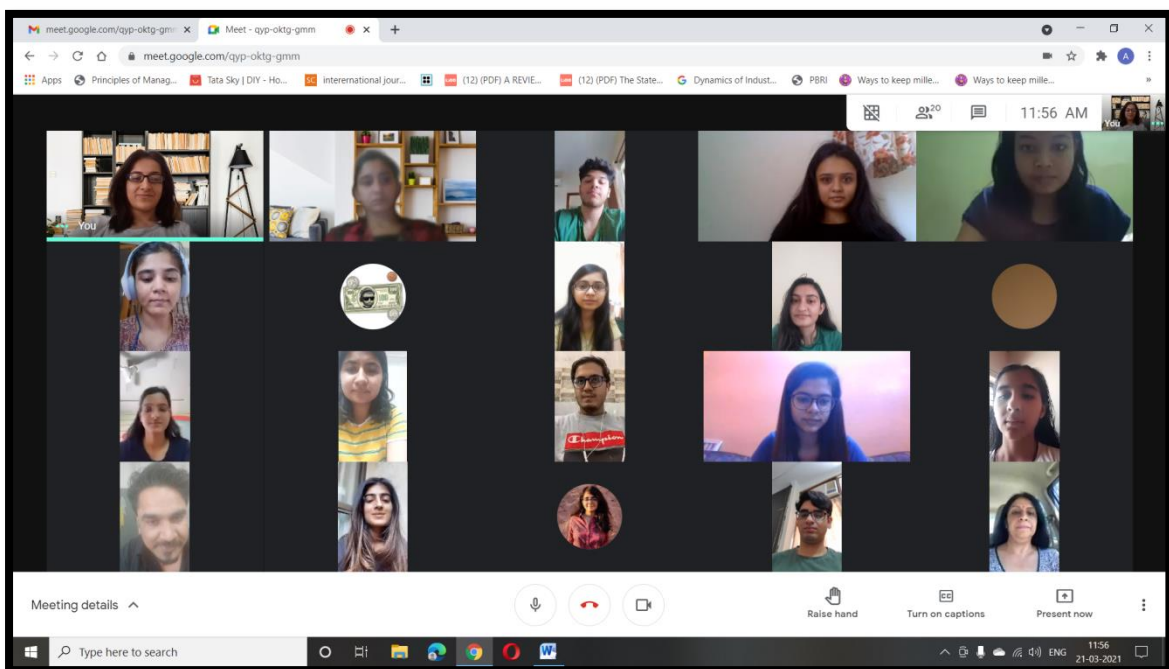
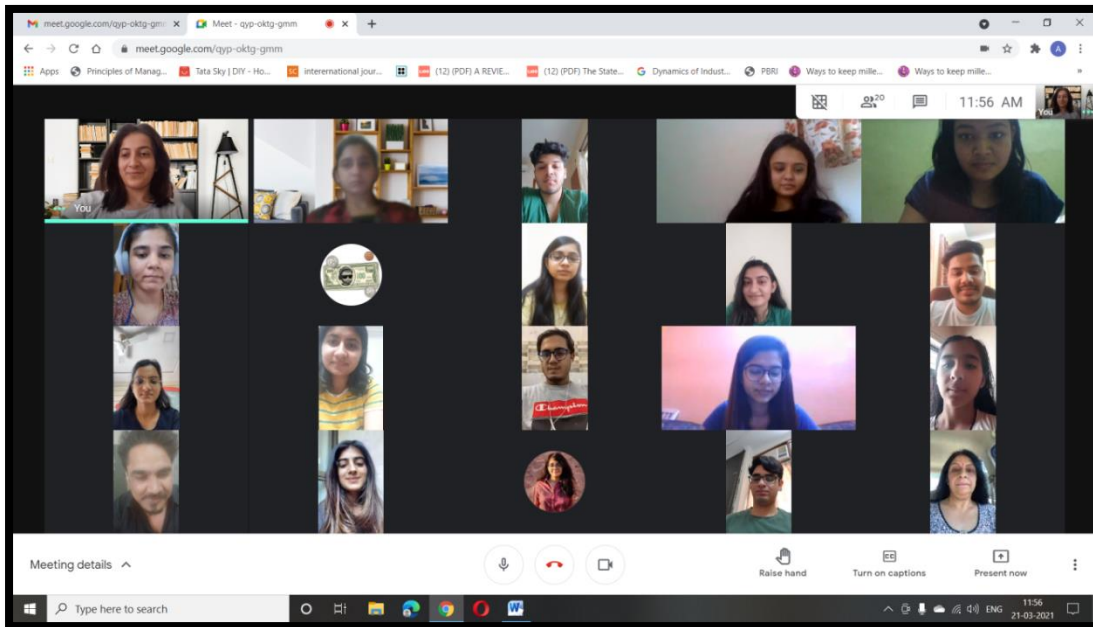
Since, all the classes were held online, it was important to have a feedback session with the students in order to resolve any issues that they were facing. A broadcast group was being managed by Dr. Arpita Kaul on which all the posts relating to classes, assignments was being shared regularly and the same was being updated on GCR. On 13th March, a google meeting was organized to discuss any problems or issues relating to the add on course.

A feedback session was held in which students issues relating to their semester examination and add on course assessment were discussed. It was decided that a last chance will be given to the students on 30th March, 2021 so that they can do all their assessments. With the kind help of resource persons these assessments were managed well.



8. LAST CLASS

Last class of the course was held on 21st March, 2021. With this class the 30 hour teaching and training came to an end.



9. STUDENTS LIST

S.No	Name
1	Aakriti Prasad
2	Harsh Yadav
3	Conan Kenaz A Sangma
4	Deepankar
5	Nikhila Turaga
6	Chaitanya vaid
7	Pragath
8	Chhavi kothari
9	Smriti Lakhina
10	Isha Bansal
11	Guncha Sachdeva
12	Sanya Aneja
13	Amisha kumari
14	Kosha Trivedi
15	KARTIKEYA BAZAZ
16	YASHVI SINGHANIA
17	Nitin Raghav
18	Konica Aggarwal
19	Ruchi Pandey
20	Mohak Dembla
21	Muskan Thirani
22	Palak Taneja
23	Kousheen Brar
24	Prachi Bala
25	Charu Sharma
26	Pankaj

10. FEEDBACK ANALYSIS: Overall course rating out of 5

4 Course was properly designed	4 Objectives of the course were clear
4 Course met your expectations	5 The course exposed you to new knowledge and practices
4 Lecture sequence was well planned	4 Will you recommend this course to your colleagues?
5 Lectures were clear and easy to understand	5 Teaching aids were used effectively
5 Teachers encouraged interaction and were helpful	5 Teachers were punctual and regular in taking classes
5 Study material handed out was adequate	4 Overall rating for the course
4 Overall rating for the course content	5 Overall rating for the course teachers

Feedback for Mr. Pradeep Singh (rating out of 5)

5	Punctuality in the class
5	Regularity in taking classes
5	Completed syllabus of the course in time
5	Focus on syllabus
5	Communication Skills
5	Conducting the classroom discussions
5	Focusses on subject matter
5	Delivery of structured lecture
5	Skill of creating interest in the subject
4	Uses of teaching aids like whiteboard, ppt as per requirement
5	Uses videos, reference of material available on net etc, as per requirement
5	Control mechanism in effectively conducting the class
4	Students participation in the class
5	Skills of addressing inappropriate behaviour of students
5	Tendency of inviting opinion & questions on subject matter from students
4	Enhances learning by judicious reinforcement mechanism

Feedback for Ms. Neeti Sirohi (rating out of 5)

4	Punctuality in the class
4	Regularity in taking classes
5	Completed syllabus of the course in time
5	Focus on syllabus
5	Communication Skills
4	Conducting the classroom discussions
4	Focusses on subject matter
5	Delivery of structured lecture
4	Skill of creating interest in the subject
4	Uses of teaching aids like whiteboard, ppt as per requirement
4	Uses videos, reference of material available on net etc, as per requirement
4	Control mechanism in effectively conducting the class
4	Students participation in the class
4	Skills of addressing inappropriate behaviour of students
4	Tendency of inviting opinion & questions on subject matter from students
4	Enhances learning by judicious reinforcement mechanism

Some feedback glimpse

An Excellent Course which helped in improving knowledge and hands on experience in Digital Marketing. Great Learning Experience from Pradeep Sir.

It was a wonderful experience altogether!

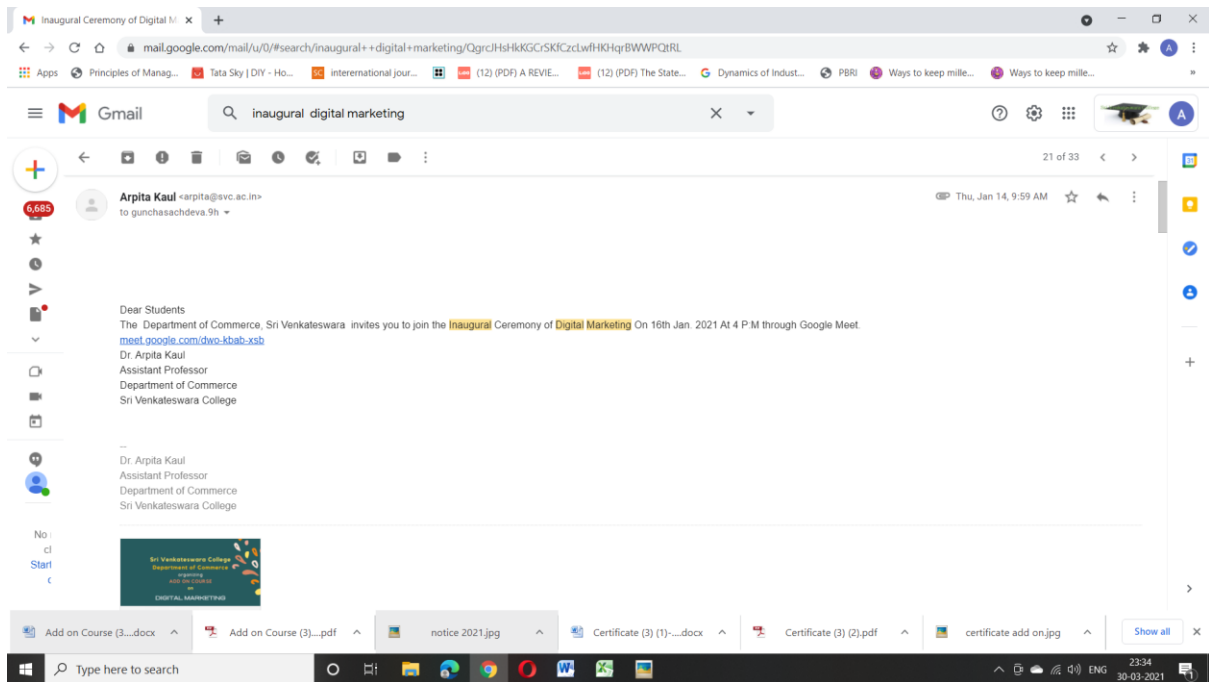
Ma'am handled the overwhelming topics with patience which made it quite effective. I am thankful.

Learning from Pradeep Sir was exciting.

Some important topics like email marketing should be added in the course structure to make it more valuable and advanced level.

All the sessions were very informative and helpful. Great experience altogether!

A Wonderful Experience of Learning Marketing Skills & Techniques from Ms. Neeti Sirohi.



Feedback form links

<https://docs.google.com/forms/d/e/1FAIpQLScskxcWj5DdpBVI500XNf60IBKkcknJkREebAmeBRJy72PalQ/viewform?vc=0&c=0&w=1&flr=0&gxids=7628>

https://docs.google.com/forms/d/e/1FAIpQLSfNrJb5XPwZLzFzCE8gmikU1tBgr_o28YPjDZXquCTfCljdw/viewform?vc=0&c=0&w=1&flr=0&gxids=7628

<https://docs.google.com/forms/d/e/1FAIpQLSdAAbw9OJWxJ8aEa-u7C3WC1bgidj--Yi6bKKIJ0EMRJIb-zw/viewform?vc=0&c=0&w=1&flr=0&gxids=7628>

STUDENTS PARTICIPATION LIST

Name
Aakriti Prasad
Harsh Yadav
Conan Kenaz A Sangma
Deepankar
Nikhila Turaga
Chaitanya vaid
Pragath
Chhavi kothari
Smriti Lakhina
Isha Bansal
Guncha Sachdeva
Sanya Aneja
Amisha kumari
Kosha Trivedi
KARTIKEYA BAZAZ
YASHVI SINGHANIA
Nitin Raghav
Konica Aggarwal
Ruchi Pandey
Mohak Dembla
Muskan Thirani
Palak Taneja
Kousheen Brar
Prachi Bala
Charu Sharma
Pankaj

वाणिज्य विभाग

दिल्ली स्कूल ऑफ इकोनॉमिक्स
दिल्ली विश्वविद्यालय, दिल्ली - 110007
दूरभाष : 011-27667891
टेलीफैक्स : 27666781

प्रो. आर. के. सिंह

विभागाध्यक्ष एवम् अधिष्ठाता

फाईल संख्या

Ref. No.



DEPARTMENT OF COMMERCE

Delhi School of Economics
University Of Delhi, Delhi- 110007
Phone : 011- 27667891
Telefax : 27666781

Prof. R. K. Singh

Head and Dean

दिनांक

Date

The Principal
Sri Venkateswara College
University of Delhi

5th October, 2020

Subject: Online meeting to prepare the guidelines for CBCS paper titled "Investing in Stock Markets" of B. Com (Hons.) Paper no. BCH 3.4(a) for Semester-III.

Dear Sir,

There is a need to prepare guidelines for the paper titled 'Investing in Stock Markets' of B. Com (Hons.) of paper no. BCH 3.4(a) for Semester-III. For this an online meeting is requested to be hosted by your college on 15th October, 2020 at 3 p.m. on Google Meet platform. It is expected that teachers from different colleges would be attending the meeting.

Dr. Shruti Mathur of Department of Commerce of your college will be convening the meeting.

I request you to kindly facilitate the meeting and get the needful done in this regard.

Regards

Sincerely yours

Sd/-

Head of the Department

No. 2513
Date: 04/12/19

To
Dr. Shiv Kumar
The Convener/ Examiner,

Subject : Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year CBCS Semester-I/III/IV Examinations, Nov/Dec, 2019 for the Academic Year 2019-2020 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. Shiv Kumar (M. Agrasen)
5502-A (Convener)
9810679081
2. Examiner : Dr. Asha Rani (PGDAV/E)
5502-B 9873709394 | 9811209745
3. Examiner : Dr. Ram Kishore Yadav (SVC)
5502-C 9871600448
4. Examiner : /
(If any)



दिल्ली विश्वविद्यालय दक्षिणी परिसर
UNIVERSITY OF DELHI SOUTH CAMPUS

बेनितो जुआरेज रोड़ BENITO JUAREZ ROAD
नई दिल्ली NEW DELHI - 110021

Dr. Ram Kishore Yadav

दूरभाष Phone: 24116143
24115236

SVC

कोड सं. Code No.

MOB: 9871600498

दिनांक Dated 20/12/15

विषय : उत्तर-पुस्तिका - वार्षिक/सेमेस्टर परीक्षा, 201..... का पुनर्मूल्यांकन
Sub. : Revaluation of Answer-Scripts-Annual/Semester Examination, 201....

प्रिय महोदय/महोदया,
Dear Sir/Madam,

कृपया पुनर्मूल्यांकन हेतु संलग्न परीक्षा के प्रश्नपत्र की

..... उत्तर-लिपियों का अवलोकन करें।
Kindly find enclosed 03 + 01 204 answer-scripts in Arshvratnuk
paper 12057611 of the B.A(H) Hindi examination for revaluation. Sahitya

आपके उपयोग हेतु संलग्न दस्तावेज जिसमें उत्तर-पुस्तिका, प्रश्नपत्र, बिल फॉर्म आदि इसके साथ संलग्न हैं। कृपया अंक केवल प्रोफार्मा (संलग्न) में ही भरे एवं उत्तर-पुस्तिका में कुछ भी नहीं लिखें।

The relevant documents which include Answer-Sheet, Question Paper, Bill Form etc. are enclosed herewith for your use. Kindly enter the marks only on the Proforma (enclosed) and not on the answer-scripts.

उत्तर-पुस्तिका दक्षिणी परिसर परीक्षा शाखा में पुनर्मूल्यांकन हो रहे हैं।

The scripts are to be revaluated at the South Campus Examination Branch.

आपका सहयोग प्रार्थनीय है।

Soliciting your kind co-operation.

धन्यवाद Thanking you,

Register Sl. No. (): 516-VI/14,04,11,13.

Question Paper No. 9000

संलग्नक Encl. : यद्योपरि As above.

भवदीय
Yours faithfully,

उप कुलसचिव (परीक्षा)
Deputy Registrar of Examinations



दिल्ली विश्वविद्यालय दक्षिणी परिसर
UNIVERSITY OF DELHI SOUTH CAMPUS

बेनितो जुआरेज रोड़ BENITO JUAREZ ROAD
नई दिल्ली NEW DELHI - 110021

Dr. Ram Kishore Yadav

दूरभाष Phone: 24116143
24115236

SVC

कोड सं. Code No.

MOB: 9871600448

दिनांक Dated 20/12/15

विषय : उत्तर-पुस्तिका - वार्षिक/सेमेस्टर परीक्षा, 201..... का पुनर्मूल्यांकन
Sub. : Revaluation of Answer-Scripts-Annual/Semester Examination, 201.....

प्रिय महोदय/महोदया,
Dear Sir/Madam,

कृपया पुनर्मूल्यांकन हेतु संलग्न परीक्षा के प्रश्नपत्र को
..... उत्तर-लिपियों का अवलोकन करें।
Kindly find enclosed answer-scripts in Hindi-B
paper 5205/222 of the B.Com (P) examination for revaluation.

आपके उपयोग हेतु संलग्न दस्तावेज जिसमें उत्तर-पुस्तिका, प्रश्नपत्र, बिल प्रपत्र आदि इसके साथ संलग्न हैं। कृपया अंक केवल प्रोफार्मा (संलग्न) में ही भरे एवं उत्तर-पुस्तिका में कुछ भी नहीं लिखें।

The relevant documents which include Answer-Sheet, Question Paper, Bill Form etc. are enclosed herewith for your use. Kindly enter the marks only on the Proforma (enclosed) and not on the answer-scripts.

उत्तर-पुस्तिका दक्षिणी परिसर परीक्षा शाखा में पुनर्मूल्यांकन हो रहे हैं।
The scripts are to be revaluated at the South Campus Examination Branch.

आपका सहयोग प्रार्थनीय है।
Soliciting your kind co-operation.

धन्यवाद Thanking you,

Register Sl. No. ():

503-II/05

Question Paper No. 6875

संलग्नक Encl. : यद्योपरि As above.

भवदीय

Yours faithfully,

J. Sanyal
उप कुलसचिव (परीक्षा)

Deputy Registrar of Examinations

Tel.: 26293224
Fax: 26294540

email: principal@andc.du.ac.in
url: <http://andcollege.du.ac.in>



ACHARYA NARENDRA DEV COLLEGE
(UNIVERSITY OF DELHI)
Govindpuri, Kalkaji, New Delhi – 110019.

Dr. Anupama Shukla
Teacher-in-Charge

Ref. No. ANDC/2019
Dated: 06/11/2019

Dr. Pooja Gokhle Sinha
Sri Venkateswara College

Dear Madam,

This is to inform you that you have been appointed as External Examiner for the Practical examination of **B.Sc. Botany Hons. Semester V** for **Paper: Economic Botany** by University in our college. The college has decided to hold the examination on 13/11/2019 at 9.30 am in one Batch. You are kindly requested to communicate your consent to the above.

With kind regards

Yours Sincerely

Dr. Anupama Shukla
Ph No. 9818024342
Teacher-in-Charge
Department of Botany



UNIVERSITY OF DELHI

Department of Botany
North Campus, Delhi 110 007, India.
Phone: +91 - 09313294607 (Mobile)

E-mail: rao.srkottapalli@gmail.com, srkottapalli@yahoo.com

K.S. Rao, M.Sc., Ph.D.
Professor & Head

*No. DU\KSR\
Dated: 19th May 2020*

Dr G. P. C. Rao
SVC,
Qno. 6, Block 2, New Faculty flats, Sri Venkateswara College,
Benito Juarez road, Dhaula Kuan, New Delhi – 110021
Mobile No.: 8447475429, Email Id: gpcrao61@yahoo.co.in

Dear Colleague,

You have been appointed as a convener/member of the paper “Plant Development & Anatomy” of Semester IV with Unique paper code: **216401 BTHT-405** for the end semester examinations to be held in July 2020. Please submit **three sets** of question papers as per the instructions given by the Dean, Examination for the conduct of online Open Book Examination.

The following are the members of the paper setting team:

1. **Dr. Madhu Rani**
DBC,
D-1304, Savy Villa De, Rajnagar Extension, Ghaziabad, UP – 201017
Mobile No.: 6395361936, Email Id: madhupriya1999@gmail.com
2. **Dr. Yash Mangla**
ANDC,
H. No. - 2323/11, Air Force Road, Jawahar Colony, NIT Faridabad Haryana
Mobile No.: 99891280471, Email Id: yashmangla8@gmail.com

Soft copies of these question papers need to be submitted to Head, Department of Botany (head@botany.du.ac.in) as password protected word files and the password be sent as message/watsapp message to HODs telephone (9313294607) by **25th May 2020**, positively.

A draft outline of question papers is also enclosed along with guidelines issued by Examination Branch for ready reference.

Under the current difficult circumstances, refusal will not be accepted by the University.

With regards,

Copy to: Prof. D.B. Sahoo, Department of Botany, University of Delhi, Delhi.

To

A. Vijay Kr.
The Convener
Ramjas College
DU

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year CBCS Semester – I/III/IV Examinations, Nov./Dec. 2020 (Admission of 2019) for the Academic Year 2020-2021.

Dear Sir/Madam,

This is to state that question papers for the above mentioned forthcoming Under Graduate Courses are required to be set.

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

1. Examiner : A. vijay Kr., Ramjas , 85277870020- Convenor
2. Examiner : Yogita Yadav, Sri Venkateswara, 8826574435
3. Examiner : Gagan Swamy, LB, 9871733990
4. Examiner : Amit Girdharwal, DS, 9910401270 – Hindi Translation

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

- a) Name of course : B.A. (Prog.) SEC
- b) Scheme/Mode of Examinations :- CBCS Semester – III (Admission of 2019)
- c) Name of the Paper: Understanding the economic survey and union budget
- d) UPC/Subject Code: 62273326

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

Yours faithfully,

Head of the Department
Department of Economics

Date: **October 4, 2019**

To

Mrs. Savitri Sharma (KM) Staff Qtrs. No. 10, Kirorimal College, Delhi University, Delhi- 110007 (M) 9868345093 E-mail: savitri.kmc@gmail.com	Convener
--	----------

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for **forthcoming Undergraduate Three Year CBCS Semester - I / III / V Examinations, Nov / Dec - 2019 for the Academic Year 2019-20 – 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.

Convener	Mrs. Savitri Sharma (KM) Staff Qtrs. No. 10, Kirorimal College, Delhi University, Delhi- 110007 (M) 9868345093 E-mail: savitri.kmc@gmail.com
Examiner-1	Dr. Sanjoy Roy Chowdhury (LSR) Flat No.11, Manav Vihar, Sector 15, Rohini, Delhi-110085 (M)9873300560 E-mail: sanjoy.lsrc@gmail.com

Examiner- 2	Dr. Veena Budhraja (SV) S U - 30, Pitampura, Delhi-110034 (M) 9818970981 E-mail: veena_budhraja@yahoo.co.in
-------------	--

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

a)	Name of Course	B.Sc. (H) Statistics (CBCS)
b)	Semester	III
c)	Name of the Paper:	Mathematical Analysis
d)	Unique Paper Code	32371303
e)	Medium of setting the Question paper	English

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 and / or may be obtained from the Department concerned.**
5. The three schemes of Undergraduate examination *viz. CBCS mode, three year semester mode, erstwhile FYUP Semester mode (only for B. Tech Courses) and examination for new UG admission under CBCS scheme are being held simultaneously*, therefore the boards of examiners are required to be instructed to set question papers distinguishing clearly the mode for which paper setting is to be done as per Unique Paper Code along with 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 PWD 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 **two sets** of question papers for **CORE/SEE and GE Papers**. Also **four sets** of question papers are required for **DSE Papers**. There should not be any preference of any particular set. The sets should be numbered as A & B (as the case may be) for two sets and A, B, C & D for four sets.
8. Each page of such set of question papers is required to be certified by the Board of Examiners at an appropriate place as mark of authenticity. **But the personal details such as Name of Deptt./ College of paper setter, telephone number, address etc. must not be mentioned on the question paper.**
9. **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-I to this letter.
 - (ii) **These 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-II. 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) Semester
 - (e) Unique Paper 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.

10. 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-III. However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.

11. Matters relating to South Delhi Campus should be taken up with the Deputy Registrar, Examinations (South Delhi Campus) as such matters are separately dealt by the Examination Office of the South Delhi Campus.
12. **The last date of submission of the question papers is before October 21, 2019.** It should be ensured that the question paper reaches the Head of the Department by the stipulated date to ensure, timely conduct of the examination under reference. **Please treat the matter on top priority basis and submit the same before the last date so that the moderation work may not suffer.**
13. 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.
14. List of papers for which question papers have to be set, schedule of remuneration for such work along with various proforma / envelope etc. as mentioned in the body of the letter is enclosed for appropriate usage.

Yours faithfully,

(GURPRIT GROVER)
Professor & Head

Encl.: As above

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

Unique Paper Code :
Name of the Paper :
Name of the Course :
Semester :
Duration : _____ hours
Maximum Marks : _____ 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 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 / 04	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 / 04	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 / 04	Yes

Sir/Madam,

1. You are appointed as a Convener/Examiner for setting of question papers as per following details:-

Convener	Examiner	Examiner
Vanita Jindal Satyawati 9866640384	Mr Niran Navneet Kujur Venkateswara 9868284208	Dr. Shweta Gandhi(A) Miranda 9958410115

2. The Board of Examiners will set question paper for the **semester mode other than Mathematics Honours** for the subject with the following details:

Course Name	Semester	Unique Paper Code	Paper Name
B.A. (H)	III	235354	Mathematical Awareness

- Examinations to be held in the month of : November /December 2019
- Medium of setting the Question paper : English
- Submit Question paper in the department by October 17, 2019

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 : _____ (Convener)

2. Examiner : _____

-1-

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) Semester : _____

c) Name of the Paper: _____

d) Unique Paper Code: _____

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

To

Dr. Pratima Vyas
Convener (Head Examiner)
Sri Venkateswara College
Delhi-

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the following forthcoming Undergraduate Examination to be held in July 2020 for the Academic Year 2019-20 :

(i) 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 consisting of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner(Convener) : Dr. Pratima Vyas (SVC)
Examiner Code no. 20052222021
2. Examiner : Dr. Poonam Suneja (MC)
Examiner Code no. 20052222022
3. Examiner : Dr. Anita (Gargi)
Examiner Code no. 20052222023

3. This Board of Examiners would be responsible for setting of question papers as per following details: (**ONE Set**)

- a) Name of Course : **B.Sc. (Hons) Physics old semester**
- b) Semester : II - Semester
- c) Name of the Paper: : Oscillations and Waves
- d) Unique Paper Code : 222202
- e) Medium of setting the Question paper: English Language

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 and / or may be obtained from the Department concerned.**
5. The three schemes of Undergraduate examination *viz. CBCS mode, three year semester mode, erstwhile FYUP Semester mode (only for B.Tech Course) and examination for new UG admission under CBCS scheme are being held simultaneously*, therefore the boards of examiners are required to be instructed to set question papers distinguishing clearly 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.
6. **The board of examiners shall ensure the compliance of relevant guidelines for PWD 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 the question papers as per the guidelines given by the exam branch (separately attached).
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-I to this letter.
 - (ii) **The two (or more) sets of question papers should not have questions common to 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
 - (iv) 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.
 - (v) **The question papers set by a Board of Examiners will be moderated by the Moderation Committee at the Department level.**
 - (vi) **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.**

(vii) Each question paper, either in English or bilingual (English and Hindi) is to be prepared in a soft copy, with the entire content neatly typed in Microsoft Word Format. Each question paper should contain the following details:

- (a) Name of the Department
- (b) Name of the Course
- (c) Name of the Paper
- (d) Semester
- (e) Unique Paper Code
- (f) Question paper Set number

(viii) Please note that hand written scanned copy of the question papers will not be accepted under any circumstances. For communicating your assigned set of question papers, kindly contact the undersigned co-convener for further assistance via email / phone.

9. Matters relating to South Delhi Campus should be taken up with the Deputy Registrar, Examinations (South Delhi Campus) as such matters are separately dealt by the Examination Office of the South Delhi Campus.

10. The last date of submission of the question papers is 25.08.2020. It should be ensured that the question paper reaches the Head of the Department by the stipulated date to ensure timely conduct of the examination under reference.

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

Yours faithfully,

(Head, Department of Physics &
Astrophysics)

Dr. P. Senthil Kumar (Mobile Number: 9717623716)
Co-convener, Sub Committee of CoC
e-mail :obe.ug2020.physics.du@gmail.com

Encl.: As above

Copy to:

1. Dr. Poonam Suneja, Physics Department, Maitreyi College, Examiner – II
2. Dr. Anita, Physics Department, Gargi College, Examiner – III

DEPARTMENT OF COMPUTER SCIENCE
UNIVERSITY OF DELHI
DELHI – 110007

Reference No. 234/MCA/105(a)DV/18
Date: 15/11/2019

To

Examiner's code : 234/MCA/105(a)/18
Examiner's Name : Ms. Devki
Designation : Assistant Professor
Address : Department of Commerce, DU
University of Delhi
Delhi-110007
8527220847

Dear Madam,

I am to inform you that as per university letter No. Semester Exams/CEC-2011/958, dated October 4, 2011, you have been appointed as the examiner to set question papers for examination as per the following details:

Examination	Master of Computer Applications
Semester	First
To be held in	Nov/Dec 2019
Paper Code	MCA(a)-105
Paper Title	Economics
No. of question papers to be set	One
Maximum Marks	70
Time	Three Hours

Contd. Page No.2

INSTRUCTIONS AND GUIDELINES TO THE BOARD OF EXAMINERS

- (91) It may kindly be noted that as per Executive Council Resolution No-5, dated 01-05-03, "Examination and evaluation/revaluation work be mandatory for all College and the University teachers".
- (92) The Examiner is required not to accept the appointment, if any of his near relation (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law, son-in-law, or daughter-in-law, brother-in-law etc. is a candidate for the examination. In case of regret, all the setting material immediately be returned to the office of the undersigned. A certificate is required to be signed by all concerned for this purpose at the time of submitting the sealed question paper. A copy of the certificate to be filled by the examiner is enclosed.
- (93) The following technical specifications should be strictly adhered to while setting the question papers:
- | | | |
|---|---|---|
| (a) Font (in English) | - | Times New Roman |
| (b) Font size | - | 12 |
| (c) Space | - | Single Space |
| (d) Paper Size | - | Standard A4 size |
| (e) Printing | - | On one side of the page |
| (g) Certification/ Authentication by signature- | | On the back of each page, one inch up
From the bottom as per enclosed format |
- (94) Utmost care should be taken to ensure that name and identity of the Examiner is not disclosed as it is strictly confidential to facilitate free and fair conduct of examination.
- (95) One set of question paper is required to be prepared for each paper. This set of the question paper is to be packed in a separate signed and sealed envelope by the Examiner along with a soft copy of the entire content of the question paper in Microsoft word format in the form of a CD. **Hand written scanned copy of the question papers will not be accepted under any circumstances.**

In totality, there will be one envelope-containing the question paper and its CD. This envelope should be signed in all three sides and sealed by the Examiner. The envelope must be superscripted with the following details:

- | | | |
|------------------------|---|---------------------------------|
| (a) Paper Code | : | MCA(a)-105 |
| (b) Name of the paper | : | Economics |
| (d) Semester | : | First |
| (e) Name of the course | : | Master of Computer Applications |

- (96) Since the necessary moderation of question papers will be done by the Department, to provide the requisite time for moderation, the sealed packed of question paper should be handed over to the office of the undersigned by the Examiner along with the certificates of the examiner **latest by 21/11/2019 or before**. The examiner would be entirely responsible for the exercise.
- (97) The Teachers involved in setting of question papers should be present on the day of the examination of their papers in the examination centre.
- (98) The format of the header page of the question paper:

MCA(a)-105: Economics Master of Computer Applications Semester First, Nov/Dec 2019	
Time: Three Hours	Max. Marks: 70

- (99) CHANGE OF ADDRESS AND TELEPHONE NO. IF ANY, MAY KINDLY BE INTIMATED TO THE OFFICE UNDERSIGNED.
- (100) You are particularly requested to treat the matter dealt within this letter as strictly confidential. The Department takes care not to disclose the names of the examiner as per the University rule.

For further information/clarifications, if required please get in touch with the office of the undersigned.

With regards,

Yours faithfully,



(NEELIMA GUPTA)
PROFESSOR, HEAD
Department of Computer Science
University of Delhi
Delhi-110007
Phone No.27667591 (Office)

No. 2629
Date: 03/01/19

To
Dr. Meenu Sharma
The Convener/ Examiner,

Subject : Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year CBCS Semester-I/III/IV Examinations, Nov/Dec, 2019 for the Academic Year 2019-2020 regarding.

for SOL

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. Meenu Sharma (RN) (Convener)
1102-A Dr. Jitendra Veer Kaha (SVC) 9999-492710
2. Examiner : Dr. Satish Karna (LPA)
1102-B 9968 236229
3. Examiner : Dr. Seenu Rani (DAC)
1102-C 9868 409165
4. Examiner : /
(If any)

Convener	Examiner	Examiner
DR. SWARN SINGH VENKATESWARA 9818627285	DR. NAVIN CHANDRA DESHBANDHU (E) 9868658441	DR. CHAMAN SINGH ANDC 9953579621

Sir/Madam,

You have been appointed as a Convener/Examiner for setting of Under-Graduate question papers for the ensuing odd semester examinations to be held in December 2020. The detail of the question paper is as follows:

Course Name	Semester	Unique Paper Code	Paper Name	Remarks & Sets
B.Sc. (H) Mathematics	V	32357501	DSE-I Numerical methods	CBCS -5

You are requested to set above mentioned question paper as per the instructions from Department and University (copy enclosed) and submit the same within seven days on the receipt of this letter.

Convener is also requested to fill attached proforma for Details of paper setters.

Yours faithfully,

(Head of the Department)

Encl.:

1. Instructions to set question paper from DU
2. Instructions from Department
3. Format for details of paper setters
4. Specimen of question paper



Ref no. _____

Date 07/11/2019

To,
Dr Mansi Verma
Sri Venkateswara College
University of Delhi
New Delhi-110021

Dear Madam,

I am to inform you that the Sri Venkateswara College (University of Delhi) authorities have appointed the following persons as joint examiners to conduct the practical examination in paper GEIII entitled **Food, Nutrition & Health** of B.Sc. (Hons.), Semester III Practical Examinations, November 2019 at Sri Venkateswara College.

Code	Internal Examiner	Code	External Examiner
3190913	Dr Mansi Verma	3190914	Dr Brototi Roy

Marks:50

Time: 9:30AM-12:30PM (Batch I)
1:30PM-4:30PM (Batch II)

Duration: 3 Hrs.

Date: 15-11-2019

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. Changes of address, if any, along the telephone no. may kindly be intimated to the undersigned.

You are requested not to accept the examiner ship 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 averma@svc.ac.in

Yours Faithfully

Practical Examination Coordinator
Zoology Department
Sri Venkateswara College
Dhaura Kuan, New Delhi-110021

Paper Setting Board Meeting for B. A. (Hons.) Semester III, Legislative Practices and Procedures: Friday, 04 October 2019 at 02:00 p.m.

Political Science <polscience.conf@gmail.com>

Fri 9/27/2019 4:20 PM

To: Dr. Yuvraj Kumar <Yuvrajkk.08@gmail.com>; jagpal9@yahoo.com <jagpal9@yahoo.com>; Santosh Singh <santoshjnu@hotmail.com>

Dear All:

It is my pleasure to inform you that you have been appointed a member of the Board of the question paper setters for **B. A. (Hons.) Semester III (Paper Code: 12323903) titled "Legislative Practices and Procedures"** by the Committee of Courses.

You are requested to come to the Department on **Friday, 04 October 2019 at 02:00 p.m.** to prepare and submit **two sets of question papers (75 Marks each)** along with Hindi translation.

Please find enclosed a web link to last year's question paper for your ready reference.

Each Board will be provided computer and printing facility to do the examination work.

The senior most member of the Board will be the Convener/Head Examiner and is also expected to utilize the contingency grant (approx. Rs. 600) and submit the bill. All board members/examiners must carry their bank details to facilitate speedy transfer of remuneration.

It is requested that each member of the Board should come with pre-prepared draft question paper in advance to facilitate the timely completion of the work.

The Department will provide a certificate of work on the basis of which you may claim duty leave from your College.

Looking forward to welcoming you,

Prof. Veena Kukreja

Head

Note:

Please note that the letter from the OSD examinations clearly states that examination work is mandatory. The following citation from Resolution No. 5 dated 01.05.03 of the Executive Council has been provided by the OSD and 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 of the board."

Only when teacher are on any kind of leave (CCI, medical, etc) or has blood relative appearing in the examination can be seek exemption from the paper setting which consider as part of mandatory duty.

Please check last year question papers on the following link:
<http://www.du.ac.in/du/index.php?page=academic-resources>

*Department of Political Science
2nd Floor, Faculty of Social Sciences
University of Delhi
Delhi 110 007
Ph. 011-27666670*

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*With Regards,
Department of Political Science
2nd Floor, Faculty of Social Sciences
University of Delhi
Delhi 110 007
Ph. 011-27666670*
website:- <http://polscience.du.ac.in>
email:-
polscience.du@gmail.com
polscience.conf@gmail.com
office@polscience.du.ac.in

Convener	Examiner	Examiner
DR. G.S. TUTEJA ZHC 9312225500	DR. DEEPTI JAIN VENKATESHWARA 9871413161	DR. CHANDRASHEKHAR ARYABHATT 9717828951

Sir/Madam,

You have been appointed as a Convener/Examiner for setting of Under-Graduate question papers for the ensuing odd semester examinations to be held in December 2020. The detail of the question paper is as follows:

Course Name	Semester	Unique Paper Code	Paper Name	Remarks & Sets
SEC- B.Sc (H)- Mathematics	III	32353301	SEC-Latex and HTML	CBCS(LOCF)2

You are requested to set above mentioned question paper as per the instructions from Department and University (copy enclosed) and submit the same within seven days on the receipt of this letter.

Convener is also requested to fill attached proforma for Details of paper setters.

Yours faithfully,

(Head of the Department)

Encl.:

1. Instructions to set question paper from DU
2. Instructions from Department
3. Format for details of paper setters
4. Specimen of question paper

Dr. Pratibha
Daulat Ram College
University of Delhi
Delhi – 110007

Dear Dr. Pratibha,

You have been appointed as a convener/member of the paper “**Ethnobotany**” for the end semester examinations to be held in December, 2020. Please submit three sets of question papers as per the recent instructions given by the Dean, Examination (attached) for the conduct of online Open Book Examination.

The following are the members of the paper setting team:

1. Dr. Pamil Tayal, SVC
2. Dr. Rajwant Kaur, SGTB Khalsa College

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

Course Name	Semester	Unique Paper Code	Paper /Title Name	Deptt. Code	C_No
Botany	III	32163301_OC	Ethnobotany	216	SEC

Soft copies of these question papers need to be submitted to Head, Department of Botany (head@botany.du.ac.in) as password protected word files and the password be sent as message/whatsapp message to HOD’s telephone (8383866532) by December 5, 2020 positively.

Under the current difficult circumstances, refusal will not be accepted by the University.

With regards,

S. B. Babbar

Dr. Devyani Muley
ZHDC
University of Delhi
Delhi – 110007

Dear Dr. Devyani,

You have been appointed as a convener/member of the paper “**Anatomy of Angiosperms**” for the end semester examinations to be held in December, 2020. Please submit three sets of question papers as per the recent instructions given by the Dean, Examination (attached) for the conduct of online Open Book Examination.

The following are the members of the paper setting team:

1. Dr. Sujata Bhardwaj, BAC
2. Dr. Tabassum Afsan, SVC

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

Course Name	Semester	Unique Paper Code	Paper /Title Name	Deptt. Code	C_No
Botany	III	32161301_O C	Anatomy of Angiosperms	216	Core

Soft copies of these question papers need to be submitted to Head, Department of Botany (head@botany.du.ac.in) as password protected word files and the password be sent as message/whatsapp message to HOD's telephone (8383866532) by December 5, 2020 positively.

Under the current difficult circumstances, refusal will not be accepted by the University.

With regards,

S. B. Babbar

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 - Chhajjer
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 Plant 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 Chhajjer	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
Daula 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



DEPARTMENT OF HISTORY
UNIVERSITY OF DELHI
DELHI - 110007.
PHONE NO. 011-27666659

Ref. No. FASS/History/2019

Dated: 31st Oct, 2019

To Whom It May Concern

This is to certify that Mr./Ms./Dr. NEERAJ SAHAY of SRI VENKATESWARA College visited the Department of History on 31st Oct, 2019 to set question papers for the B.A./B.Com/B.Sc.(H)/(Prog.) Examination 2019.

I request that he/she be granted duty leave for the above mentioned days.

Professor Sunil Kumar
Head, Department of History



अध्यक्ष / Head
इतिहास विभाग
Department of History
दिल्ली विश्वविद्यालय
University of Delhi
दिल्ली-110007 / Delhi-110007

CONFIDENTIAL

BY HAND

No. _____

Date: 25 September 2019

To

Dr. Nimisha Sinha
The Convener/ Examiner,
SVC
Delhi / New Delhi

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year CBCS Semester - I / III / V Examinations, Nov / Dec - 2019 for the Academic Year 2019-20 – 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:-

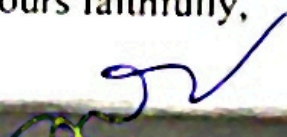
"Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching 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. Nimisha Sinha, SVC (Convener)
2. Examiner : Dr. Sandeep Yadav, IHE
3. Examiner : Dr. Vanshika Lumb, DBC
4. Examiner : _____
(If any)

14. 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. Sandeep Yadav, IHE, Examiner I
2. Dr. Vanshika Lumb, DBC, Examiner II
3. _____, Examiner III (if any)

विभागाध्यक्ष / Head
श्रेय रसायन विभाग
Department of Biochemistry
दिल्ली विश्वविद्यालय दक्षिणी परिसर
University of Delhi South Campus
नई दिल्ली-110021 / New Delhi-110021

No. SVC/BISG-302/1
Date: 11/1/17

To :

Dr. NITIKA K
The Convener/ Examiner,
Dept. of Biochemistry
CVC

I, II, III, IV Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester - ~~III/IV/VI~~ Examinations, May-June, 2015 for the Academic Year 2014-15 - regarding. NOV-DEC-2017

Sir/Madam, 2014-15 (TYUP)

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. NITIKA K. (Convener)
2. Examiner : _____
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) BIOLOGICAL SCIENCES
- b) Semester : III
- c) Name of the Paper: METACOLUM INTEGRATION P ADAPTATION
- d) Unique Paper Code: 8 ~~107343~~ (FYUP)
- e) Medium of setting the Question paper: English / English & Hindi Language

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.

5. 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.

6. 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 of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment."

CONFIDENTIAL

BY HAND

No. _____
Date: 27th February 2018

To
✓ **Dr. Nitika Kaushal**
Convener
Sri Venkateswara College
New Delhi

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. Nitika Kaushal, SVC (Convener)**
- 2. Examiner : **Dr. Renu Baweja, SHC**
- 3. Examiner : **Dr. Rashmi Dudeja, DBC**
- 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) Semester : **VI**
- c) Name of the Paper : **Basic Microbiology**
- d) Unique Paper Code : **32497908**
- e) Medium of setting the Question paper: **English**

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 and / or may be obtained from the Department concerned.**

To

CONFIDENTIAL/BY HAND

No. _____
Date: _____ March 2020

Dr. Nandita Narayanasamy
The Convener/ Examiner,
SVC
New Delhi

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 2020 for the Academic Year 2019-20 :-

(i) **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. Nandita Narayanasamy, SVC (Convener)
2. Examiner : Dr. Usha Yadav, SHC
3. Examiner : Dr. Astha Giri, DBC
4. Examiner : _____
(If any)

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

2019-20 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING



Padma Priyadarshini <padmauw@gmail.com>

Fw: B.A. Paper

padma priyadarshini <padma_priyadarshini@rediffmail.com>
To: padmauw <padmauw@gmail.com>

Mon, Mar 29, 2021 at 7:25 AM

From: Rakhi Singh <sociodsephd2013@gmail.com>
Sent: Thu, 28 May 2020 13:38:22
To: padma priyadarshini <padma_priyadarshini@rediffmail.com>
Cc: Anuragini Shreeya <anuragini88@gmail.com>, Suraj B <criticalsun@gmail.com>
Subject: B.A. Paper

Dear Colleagues,

Please find the attachments pertaining to the setting of questions papers for the course(s) in the forthcoming undergraduate examinations in which you have been appointed as convenor/member of the board of examiners by the COCS meeting held on 17 March 2020.

At a later meeting of an extended COCS in Sociology, held on 21 May through googlemeet, the proposal from the university and the Dean-Exams for holding the end-semester examinations for the final semester students was discussed.

The committee sent a reasoned request to the university to cancel the exams in the light of the extraordinary conditions that have prevailed for more than 2 months in which the teaching- learning process has been seriously compromised, with suggestions as to how the final semester students may be evaluated without an end-semester examination for this one time.

The committee was also of the view that if the examinations are to be held, the proposal that students be asked to answer 4 out of 6 questions in 2 hours was putting an even greater burden on them than in normal times when they answer 4 out of 7 questions in 3 hours. In other words, the time per answer in the university proposal has been reduced from 45 minutes to 30 minutes. Further, the open book format, being new for the student, will put more stress on them than they are already under.

Hence, the committee decided that if the examinations are to be held (1) the students be asked to answer 3 out of 6 questions; (2) questions be kept simple; (3) course teachers across colleges in any one paper would have online meetings to discuss and come to a consensus on how the earlier format of the question paper in its division by topics can or should be modified. Questions papers may be prepared accordingly.

Course boards may decide whether they wish to meet online to moderate the paper or meet at the department, while maintaining protocols related to COVID 19 (masks, social distancing, etc.). If you decide to meet online, please note that passwords should be used in sharing the question paper among committee members and with Ms. Rakhi in the department so as to protect it from cyber fraud and maintain confidentiality. As you know, deciding on and sharing of passwords must also be done with care. If you decide to meet at the department, please let us know the date and time, so that a suitable schedule can be made to ensure social distancing.

Further, given the difficulties of undertaking Hindi translation centrally at the department, you are requested to do the translation at your level.

As in the past you are requested to submit Rs. 400/- for typing work at the time of submission of the question paper. This amount and more is paid to you by the university subsequently for paper setting costs.

Thank you, stay safe and take care,

With regards,

Head of the Department

Prof. Rajni Palriwala

2 attachments



II_GE_Family_and_IntimacyCBCS_B.A_H_Convener_Letter_2019_-_Copy.doc
70K



IV_GE_Family_and_IntimacyCBCS_B.A_H_Convener_Letter_2019.doc
70K

CONFIDENTIAL

2019-2020

BY HAND

19-20

No. _____

Date: 25 September 2019

To

Dr. Vandana Malhotra
The Convener/ Examiner,
SVC
Delhi / New Delhi

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year CBCS Semester - I / III / V Examinations, Nov / Dec - 2019 for the Academic Year 2019-20 – 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:-

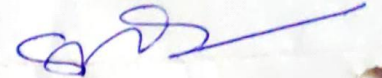
“Examination and evaluation / revaluation work be mandatory for all College and University teachers and, as far as possible, question papers be set by a Board of Examiners. Appointment of Head Examiner/Additional Examiners be rotated on the basis of seniority from amongst the teachers who are teaching 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. Vandana Malhotra, SVC (Convener)
2. Examiner : Dr. Radhika Gupta, DRC
3. Examiner : Dr. V.K. Pratusha, SRCASW
4. Examiner : _____
(If any)

14. 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)

Department of Biochemistry
दिल्ली विश्वविद्यालय - दक्षिणी परिसर
University of Delhi South Campus
नई दिल्ली-110029 / New Delhi-110021

Encl.: As above

Copy to:

1. Dr. Radhika Gupta, DRC, Examiner I
2. Dr. V.K. Pratusha, SRCASW, Examiner II
3. _____, Examiner III (if any)

19.20

No. _____
Date: ____ March 2020

To **CONFIDENTIAL/BY HAND**

Dr. Vandana Malhotra
The Convener/ Examiner,
S.V.C.
New Delhi

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 2020 for the Academic Year 2019-20 :-

(i) **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:-

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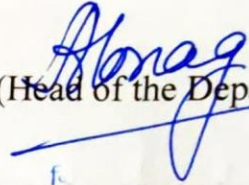
2. The Board of Examiners consisted of the following teachers is constituted where you will be acting as the Convener / Examiner.

- 1. Examiner : Dr. Vandana Malhotra, SVC (Convener)
- 2. Examiner : Dr. Vanshika Lumb, DBC
- 3. Examiner : Dr. Meenakshi Vachher, IHE
- 4. Examiner : _____
(If any)

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

15. 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. Vanshika Lumb, DBC, Examiner I
2. Dr. Meenakshi Vachher, IHE, Examiner II
3. _____, Examiner III (if any)

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Departn
दिल्ली विश्व
University of L
नई दिल्ली-110029 / New Delhi-110029

Utmost Urgent
CONFIDENTIAL _ By E mail

Ref.No. SVC./BS/Examin./OBE/2020/___

Dated: 16th November, 2020

2020-2021

Dr. Vandana Malhotra,
Department of Biochemistry
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 (Examiner) for the paper Fundamentals of Genetics of the course B.Sc. Hons. Biological Science, with UPC 31071502. **Last date for sending the question papers is 23rd, November 2020.**

Guidelines for the Question paper in OBE online mode.

- 1. As per University guidelines, two 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 marks each).**
- 3. Students have to attempt any 04 questions.**

Format of Cover page – Online Examination

Mode of Examination: Online

Unique Paper Code
Name of the Paper
Name of the Course
Semester
Duration
Maximum Marks

