

2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING

From: neaa mils <milssourhead@gmail.com>

Date: Thu, Feb 1, 2018 at 4:42 PM

Subject: UG Committee of Courses Meeting

To: <dr.mv1956@gmail.com>, Sivalingam Vivekananthan <drsviveka@gmail.com>, Seenivasan S <svc.seenivasan.delhi@gmail.com>, Uma Devi <umadchitra@gmail.com>, <sivamatshi@yahoo.co.in>, Govindaswamy Rajagopal <grajagopaldu@gmail.com>, Elchuri Muralidhara Rao <elchurimuralidhararao@gmail.com>, Venkata Ramaiah G <gvramaiah@gmail.com>, Narayanappa V <narayanappav@gmail.com>, <vishubellani@gmail.com>, Sreemati Chakravarti <schakravarti2009@yahoo.com>, munshi younus <younus_munshi@yahoo.co.in>, antara chaudhuri <chaudhuri.antara@rediffmail.com>, Sharmistha Sen <sharmisthasenni@yahoo.co.in>, kalpana kirty <kalpanakirty@gmail.com>, Debashish Banerjee <debashish.banerjee@motherdairy.com>

Dear Colleagues,

A meeting of the Under Graduate Committee of Courses for Tamil, Telugu, Bengali, Sindhi will be held in the Seminar Hall, Tutorial Building on Friday, 9th Feb. 2018 at 11:30 a.m. Pl see the attachment and attend the meeting.

With Regards,

G Rajagopal

Head, Department of MIL&LS

University of Delhi, Delhi-110007

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**2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING**

----- Forwarded message -----

From: **head mills** <millsduhead@gmail.com>

Date: Tue, Oct 17, 2017 at 9:42 PM

Subject: Request for setting of Discipline Specific Elective (DSE) for B.A. (H)/ B.Sc. (H)/B.Sc. (Prog) for Semester V

To: Tilak Sarkar <sarkar.tilak805@gmail.com>, Sharmistha Sen <sharmisthasenn@yahoo.co.in>, suksss ghosh <suksss1986@gmail.com>, saswati ganguli <ganguli.saswati@gmail.com>, Sreemati Chakravarti <schakravarti2009@yahoo.com>, antara chaudhuri <chaudhuri.antara@rediffmail.com>, munshi younus <younus_munshi@yahoo.co.in>, Jamilur Rahman <jamilur2525@gmail.com>, Dipak Maiti <dipakmaiti.du@gmail.com>, Tana Tani <10tanan@gmail.com>, Mukherjee Shreeta <shri.beng@gmail.com>, kalpana kirty <kalpanakirty@gmail.com>, Sivalingam Vivekananthan <drsviveka@gmail.com>, Seenivasan S <svc.seenivasan.delhi@gmail.com>, Elchuri Muralidhara Rao <elchurimuralidhararao@gmail.com>, Venkata Ramaiah G <gvramaiah@gmail.com>, Narayanappa V <narayanappav@gmail.com>

Dear Colleagues,

Pl see the attached copy of the letter received from Assistant Registrar (Exam). **It is informed that we need to setting of four sets of Discipline Specific Elective for for B.A. (H)/ B.Sc. (H)/B.Sc. (Prog) for Semester V to be held in Nov/Dec. 2017.** Kindly take of it and set the question paper (4 Sets) and submit the same to the department at the earliest.

With Regards,

G Rajagopal

Head, Department of MIL&LS

University of Delhi, Delhi-110007



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

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

Dated: 26th March, 2018

NOTICE

A meeting of Committee of Courses for Under-Graduate, Honours, Post-Graduate and Research Studies in Zoology will be held on Wednesday, the 28th March, 2018 at 12.00 P.M. in the office of Head, Department of Zoology, University of Delhi.

Agenda of the meeting is to finalize the question papers and appointment of external examiners for practical papers for Undergraduate courses in Zoology Hons. and Life Sciences.

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

Members

01. Prof. Madan Mohan Chaturvedi (Head of the Department)
02. Prof. Rup Lal
03. Prof. Umesh Rai
04. Prof. Rina Chakrabarti
05. Prof. Neeta Sehgal
06. Prof. Vinod Kumar
07. Prof. R. K. Seth
08. Prof. D. K. Singh
09. Prof. Rita Singh
10. Prof. Shibnath Mazumdar
11. Prof. Anju Shrivastava
12. Prof. Sharmila Basu Modak
13. Prof. Rajagopal Raman
14. Prof. Mallikarjun Shakarad
15. Prof. Namita Agrawal
16. Prof. Yogendra Singh
17. Prof. Alok Chandra Bharti
18. Dr. R.K. Negi
19. Dr. Anita Kamra Verma (KMC)
20. Dr. Sarita Kumar (A.N.D.C.)
20. Dr. Anita Verma (SVC).
22. Dr. Vandana Kumari (Hans Raj College)
23. Dr. Indrajant Singh (Deshbandhu College)
24. Dr. Sunil Kumar (Zakir Hussain College)
25. Dr. Sudhir Verma (Deen Dayal Upadhyay College)
26. Dr. Shilpa Bharti (Maitreyi College)

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

2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION, QUESTION PAPER SETTING

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With Regards,

G Rajagopal

Head, Department of MIL&LS

University of Delhi, Delhi-110007

----- Forwarded message -----

From: **head mills** <millsduhead@gmail.com>

Date: Wed, Apr 18, 2018 at 12:22 PM

Subject: Emergent Meeting of PG Committee of Courses for Tamil

To: Govindaswamy Rajagopal <grajagopaldu@gmail.com>, Prem Ananthan <kpremananthan@gmail.com>, Uma Devi <umadchitra@gmail.com>, S Manickavasagam <dr.mv1956@gmail.com>, Sivalingam Vivekananthan <drsviveka@gmail.com>, Seenivasan S <svc.seenivasan.delhi@gmail.com>, <sivamatshi@yahoo.co.in>

Dear Colleagues,

an emergent meeting of the PG Courses Committee for Tamil will be held on **Friday, 20th April 2018 at 1:00 pm** in the Seminar Hall of our Department.

Kindly attend the meeting as it is very essential one.

With regards,

G. Rajagopal

Head, Dept. of Modern Indian Languages

and Literary Studies, University of Delhi,

Delhi-110007



DEPARTMENT OF ECONOMICS
DELHI SCHOOL OF ECONOMICS
UNIVERSITY OF DELHI

No.Econ/5-CC/2018-19/
9th April, 2018

Dear Colleague,

I am pleased to inform you that the University has appointed you as a member of the Committee of Courses and Studies for Honours, Post-graduate and Research Studies in Economics for a term of two years w.e.f 01.04.2018 to 31.02.2020. The first meeting of the newly constituted committee will be held on Friday, April 20, 2018 at 2.30 P.M. in Room No. 013 (Old Seminar Room) Ground Floor, Department of Economics, Delhi School of Economics, University of Delhi.

The agenda of the meeting is as follows:

1. Revision of M.A. (Economics) Syllabus
2. Promotion and passing rules for M.A. Economics
3. Any other item with the permission of the Chair.

Please attend.

Thanking you,

Yours sincerely,

(Prof. T.C.A. Anant)
Head of the Department

Prof. T.C.A. Anant – Head of the Department
Prof. Abhijit Banerji
Prof. Shreekant Gupta
Dr. Anirban Kar
Dr. Param Jit
Dr. Dibyendu S. Maiti
Dr. Sugata Bag
Dr. Deepti Goel
Dr. Anand Kumar, College of Vocational Studies
Dr. Padma Suresh, Sri Venkateshwara College
Dr. Banston John, St. Stephen's College
Mr. Ujjwal Gupta, M.A. (Previous) year
Ms. Nandini Kumar, M.A. Final year
Ms. Srishti Gupta, Ph.D Student

Re:: Letter of Appointment as external examiner at Dyal Singh college

pooja gokhale <gokhale_20@hotmail.com>

Wed 11/1/2017 1:59 PM

To: Prashant Pant <prashantpant15@gmail.com>

Cc: Dr. Neeru Bhandari <neeru3030@yahoo.in>

Thank you prashant for the letter. I will come on 17.11.17.

Regards

Pooja

Sent from my vivo smart phone

Prashant Pant <prashantpant15@gmail.com> wrote:

Dear Ma'am

On behalf of Dr. Neeru Bhandari, Examination Superintendent, I am to inform you that you have been appointed as an external examiner for Practical Examination at Dyal Singh College. Please find attached letter for the same. All the relevant details are given in the letter. Kindly acknowledge and confirm your availability.

Regards

Dr. Prashant Pant

--

Dr. Prashant Pant

MSc, CSIR-UGC (NET), PhD

Assistant Professor

Department of Botany

Dyal Singh College

University of Delhi, South Campus

College Website: www.dsc.du.ac.in

Contact: (+919899472143)

2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING

No. SVC/SBS/EXAM-C-VII/III
Date: 20/05/2017

To

The Convener/Examiner-III

Dr. P. Jayaraj (Dept. of Zoology)

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

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

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

Sir/Madam,

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

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

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

- | | | |
|-------------|-------------------------------|---------------------------|
| 1. Examiner | <u>Dr. Anita Verma</u> | (Convener) (Zoology dept) |
| 2. Examiner | <u>Dr. Akhilesh Kr. Yadav</u> | (Botany dept) |
| 3. Examiner | | |
| 4. Examiner | | |
- (If any)

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

2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING

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

To

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

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

Sir/Madam,

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

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

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

1. Examiner : DR. P. JAYARAJ (Convener)

2. Examiner : DR. ADITI KOTHARI CHHAJER

3. Examiner : _____

4. Examiner : _____
(If any)

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

Time : 2 PM
Date : 7/4/17

2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING



दिल्ली विश्वविद्यालय दक्षिणी परिसर
UNIVERSITY OF DELHI SOUTH CAMPUS

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

गोपनीय Confidential

Do Ram Kishore Yadav

SVC

9871600448

दूरभाष Phone: 24116143

24115236

कोड सं. Code No.

400 111

दिनांक Dated

2/3/16

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-पुस्तिका का अवलोकन करें।
Kindly find enclosed answer-scripts in Hindi - 'B'
paper 905340 of the B.A. (P) examination for revaluation.
III

आपके उपयोग हेतु संलग्न दस्तावेज जिसमें उत्तर-पुस्तिका, प्रश्नपत्र, बिल प्रपत्र आदि इसके साथ संलग्न हैं। कृपया अंक केवल प्रोफार्मा (संलग्न) में ही भरें 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. (201-111): - 04 - one

Question Paper No. 275

संलग्नक Encl. : यद्योपरि As above.

भवदीय

Yours faithfully,

संयुक्त परीक्षा नियंत्रक

Joint Controller of Examinations

No. 866
Date: 15/11/18

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, 2018 for the Academic Year 2018-2019 regarding

Sir/Madam,

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

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

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

1. Examiner : Dr. Shiv Kumar (M. Agr. Res.) (Convener)
5502-A 9811417066/9810679181
2. Examiner : Dr. Asha Rani (R.G.D.A.V.)
5502-B 9811-209745/9873709394
3. Examiner : Dr. Ramkishore Yadav (V.C.)
5502-C 9871600448
4. Examiner : _____
(If any)

Dr. Ram Kishore Yadav

162

AS PER DATA BASE PROVIDED BY THE UNIVERSITY, YOUR NAME APPEARS FOR THE
EVOLUTION OF FOLLOWING PAPERS

Sr. No.	Paper code	Paper Name
1.	12051401	
2.	62051201	
3.	12051602	
4.	12051201	
5.	12051403	
6.	52051221	
7.	12057603	

CODE NO. 079182

Kishore Yadav

हिंदी-विभाग
दिल्ली विश्वविद्यालय
दिल्ली-110007

दिनांक : 22.01.2018

प्रमाणित किया जाता है सीबीसीएस (सेमेस्टर-4) की अध्यापन-व्यवस्था/परीक्षा-योजना के संबंध में एक आवश्यक बैठक सोमवार, दिनांक 22.01.2018 को पूर्वाह्न/अपरह्न 10.30 AM बजे, कक्ष संख्या 15, कला संकाय भवन, दिल्ली विश्वविद्यालय, दिल्ली में हुई। जिसमें डॉ.
डॉ. राम किशोर घाटव, श्री वैकटेश्वर रेड्डी कॉलेज ने भाग लिया।

(प्रो. मोहन)
अध्यक्ष, हिंदी-विभाग
University of Delhi

22/01/2018

D.U. Examination & Syllabus Committee

हिंदी विभाग
दिल्ली विश्वविद्यालय
दिल्ली-110007

दिनांक : 17 जनवरी, 2018

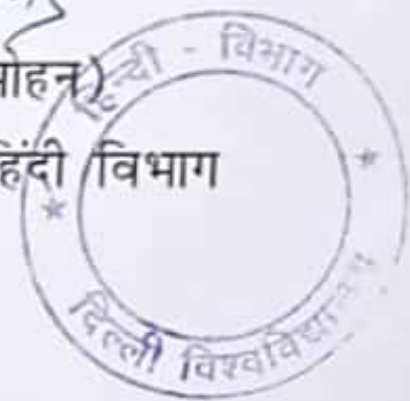
प्रमाणित किया जाता है कि सीबीसीएस (सेमेस्टर-6) की अध्यापन-व्यवस्था/परीक्षा-योजना के संबंध में एक आवश्यक बैठक आज अपराह्न 2.00 बजे से कक्ष सं. 56, कला संकाय, दिल्ली विश्वविद्यालय, दिल्ली में संपन्न हुई। इस बैठक में डॉ.श्रीमती विवेका.....
.....श्रीमती के.के.ए.ए...... कॉलेज ने उपस्थिति दर्ज की।

श्रीमती विवेका
अध्यक्ष, हिंदी विभाग
Department of Hindi
University of Delhi

हिंदी विभाग
दिल्ली विश्वविद्यालय
दिल्ली-110007

प्रमाणित किया जाता है कि डॉ. राम बिहारी यादव
असिस्टेंट/एसोसिएट प्रोफेसर श्री वैकुण्ठ कॉलेज ने आज
दिनांक 29.1.2018 को 12.00 बजे से सीबीसीएस-पद्धति के अंतर्गत बी.ए. (ऑनर्स)
हिंदी पाठ्यक्रम में सेमेस्टर-6 के नए पाठ्यक्रमों में अत्यावश्यक संशोधन एवं प्रश्नों के प्रारूप
बनाने के लिए विभागाध्यक्ष द्वारा बनायी गयी उपसमिति में अपना योगदान दिया।

के. कनिष्ठ
(प्रो. मोहन)
अध्यक्ष, हिंदी विभाग





दिल्ली विश्वविद्यालय दक्षिणी परिसर
UNIVERSITY OF DELHI SOUTH CAMPUS

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

दूरभाष Phone: 24116143
24115236

Dr. Ram Kishore Yadav

RVC

9871600448

कोड सं. Code No. 574

दिनांक Dated 22/6/18

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। Hindi Sahitya Ka Itihaas (Adhunik kal)
Kindly find enclosed answer-scripts in
paper 12051301 of the B.A.(H) Hindi examination for revaluation,
III Sem.

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

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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-III) : 03

Question Paper No. 2664

संलग्नक Encl. : वधोपरि As above.

भवदीय
Yours faithfully,

उप कुलसचिव (परीक्षा)
Deputy Registrar of Examinations



DEPARTMENT OF STATISTICS

सांख्यिकी विभाग

FACULTY OF MATHEMATICAL SCIENCES

गणितीय विज्ञान संकाय

UNIVERSITY OF DELHI / दिल्ली विश्वविद्यालय

DELHI-110007 / दिल्ली ११०००७

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

Ref. : No. S/

Dated:- **October 17, 2017**

Confidential

Prof. Ajit Chaturvedi
Professor
Department of Statistics
University of Delhi
Delhi-110007

Dear Prof. Chaturvedi,

A **Board of Moderators** has been constituted for **B.Sc. (Hons.) Statistics Three year Semester Examination and erstwhile Four Year UG Programme (FYUP) Statistics Semester Examination, Nov./Dec., 2017** with the following members:

S. No.	Name of Teacher	Department/College	Mobile No.
1.	Prof. Ajit Chaturvedi, Convener	Department of Statistics	9871375196
2.	Dr. Seema Gupta	RLA College	9891664133
3.	Dr. Veena Budhraj	SV College	9818970981

You are requested to call meetings of the above mentioned Board and submit all the papers after moderation to the undersigned **latest by October 27, 2017**. You may collect the question papers of the above said examinations from me.

Thanking you,

Yours sincerely,

P Singh
17/10/2017
(POONAM SINGH)
Professor & Head

Copy to:-

Date: 10-11-2017

Dr. Mukti Kant Sukla
The Convener/Examiner,
SV College, (M) 9891584025
University of Delhi, Delhi

[illegible]

- Sir/Madam.

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

1. Examiner : **Dr. Mukti Kant Sukla** (Convener)
2. Examiner : **Dr. Veena Budhraja (SV College, (M) 9818970981)**
3. Examiner : **Dr. S. R. Chowdhury (LSR, (M) 9873300560)**
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.A. (Prog.) Statistics**
- b) Scheme/Mode of Examinations *:- **CBCS Semester**
- c) Name of the Paper: **Data Analysis Using Spreadsheet (SE-1)**
- d) UPC/Subject Code: **62373904**
- e) Medium of setting the Question paper : **English** / English & Hindi
Language
* (Semester, FYUP, **CBCS** or Annual)

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

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

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

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

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

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

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

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

- (i) When a teacher is acting a part of the Board of Examiners, it should be ensured that no near relations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law or daughter-in-law, brother-in-law etc.) of the teacher is a candidate for the examinations under reference. A certificate is required to be signed by all concerned for this purpose. A copy of the certificate to be filled in by the members of the Board is enclosed as Appendix-III to this letter.

(ii) Any two sets of question papers should not have questions common in any of the papers. This means, there should not be any repetition of questions in the sets.

- (iii) Utmost care and attention would be required while setting of question papers by the Board of Examiners with special reference to the course content/syllabus, scheme of examinations etc. The convener of the Board of Examiners should ensure such matters.

- (iv) **The question papers set by a Board of Examiners must be moderated by the Moderation Committee at the department level.**

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

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

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

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

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

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

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

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

9. You would be required to submit the remuneration bill for the members of the Board of Examiners to the Head of Department. Necessary proforma for settlement of claim/settlement of advance alongwith guidelines of remuneration payable to the teachers in this regard is enclosed herewith for appropriate usage Appendix-II. However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.
10. Matters relating to South Delhi Campus should be taken up with the Examination Branch (South Delhi Campus) as such matters are separately dealt by the Examination Office of the South Delhi Campus.
11. **The Question paper/s must reach in the Department Office within 01 (one) week time from the date of issue of this letter.**
12. It will be highly appreciated if you kindly go through the entire contents of this letter and ensure that the procedure mentioned overleaf and above is scrupulously adhered to.
13. List of papers for which question papers have to be set, schedule of remuneration for such work alongwith various proforma / envelope etc. as mentioned in the body of the letter is enclosed for appropriate usage.

Yours faithfully,

(Head of the Department)

Encl.: As above

Copy to:

1. **Dr. Veena Budhraj** (SV College, (M) 9818970981) Examiner I
2. **Dr. S. R. Chowdhury** (LSR, (M) 9873300560) Examiner II
3. _____, Examiner III
4. _____, Examiner IV (if any)

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

Unique Paper Code : **62373904**

Name of the Paper : **Data Analysis Using Spreadsheet (SE-1)**

Name of the Course : **B.A. (Prog.) Statistics**

Semester : **III**

Duration : **2 hours**

Maximum Marks : **50 Marks**

Instructions for Candidates

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

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

University of Delhi

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

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

OR

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

*Strike out whichever is not applicable

Head of the Department

Department of _____

OSD - Examinations

(for Dec 2017 exam)

No. 1974

Date: 11-10-2017

To

Dr. BALI SINGH
The Convener/Examiner,

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

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

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

Sir/Madam,

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

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

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

- | | | |
|-------------|---|---|
| 1. Examiner | : | <u>Dr. Bali Singh (K.A.C)</u>
1307-A (Convener)
9818877429 |
| 2. Examiner | : | <u>Dr. Manoj Kumar Kish (PGDAU)</u>
1307-B
9212763369 |
| 3. Examiner | : | <u>Dr. Teetendra Verma</u>
1307-C (SVC)
9968236224/9958979- |

No. 88
Date: 15/3/18

To

Dr. Hemlata
The Convener/ Examiner,

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 | : | <u>Dr. Hemlata (Ramanujan)</u> | (Convener) |
| | | | <u>1407-A</u> | |
| | | | | 9868173701 |
| 2. | Examiner | : | <u>Dr. Meena Sharma (PG/BAU/E)</u> | |
| | | | <u>1407-B</u> | |
| | | | | 9818625989 |
| 3. | Examiner | : | <u>Dr. Jester Singh Veer Kalia (SVU)</u> | |
| | | | <u>1407-C</u> | |
| | | | | 9968236224 |
| 4. | Examiner | : | <u>/</u> | |
| | (If any) | | | 9958179224 |

No. 1974
Date: 11-10-17

To

Dr. Manjula Das
The Convener/Examiner,

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

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

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

Sir/Madam,

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

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

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

- | | | |
|-------------|---|---|
| 1. Examiner | : | <u>Dr. Manjula Das (ratyawati)</u>
7505-A (Convener)
9818216712 |
| 2. Examiner | : | <u>Dr. Chandramohan Rawat (src)</u>
7505-B
9911377709 |
| 3. Examiner | : | <u>Dr. Seema Sharma (JDM)</u>
7505-C
9818541565 |



Practical Examiners for Paper No. C4: Differential Equations

1 message

Head <head@maths.du.ac.in>

Tue, Mar 27, 2018 at 2:42 PM

To: "contact@mlnce.org" <contact@mlnce.org>, Motilal Nehru <motilalnehr64@gmail.com>

Cc: "ssingh@svc.ac.in" <ssingh@svc.ac.in>

The Principal

Motilal Nehru College

Dear Sir/Madam,

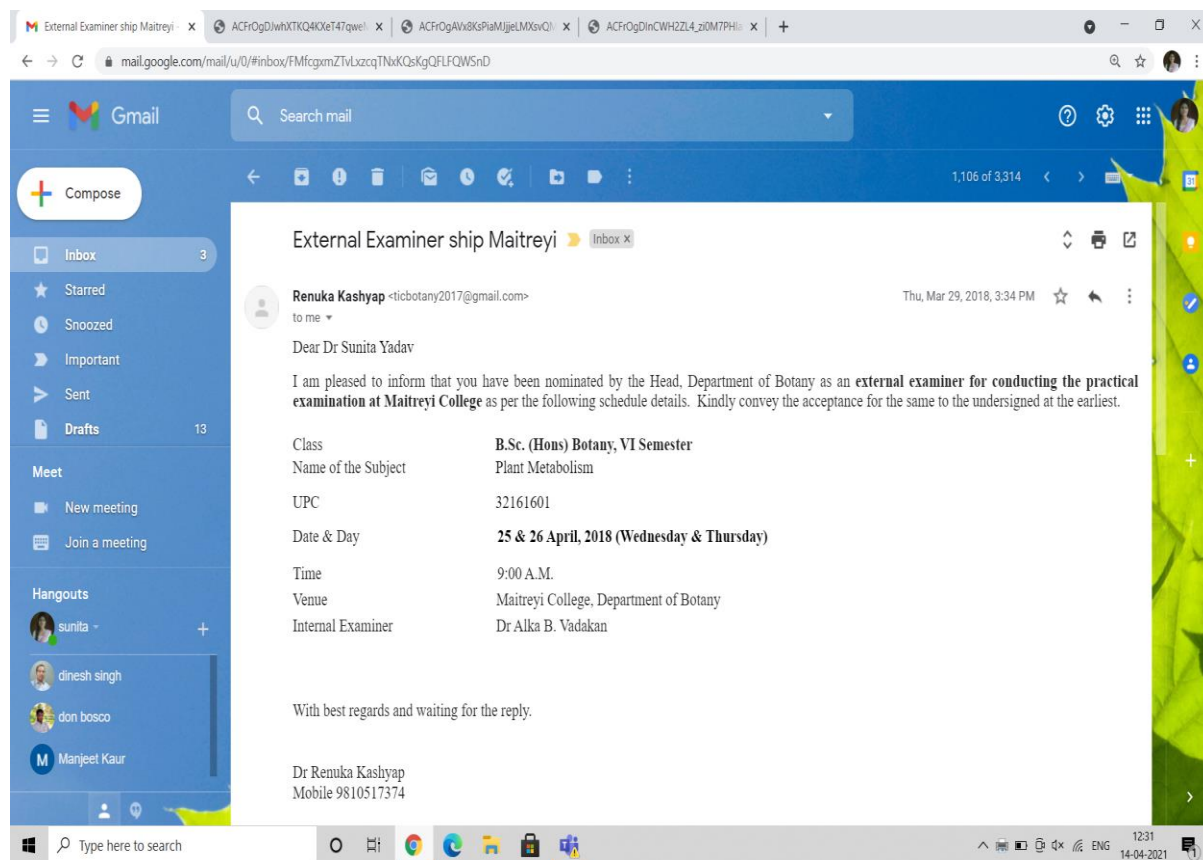
The following Examiner has been appointed to conduct Practical Examination of B.Sc. (Hons.) Mathematics Part- I Semester – II to be held in April -May 2018:

Semester	Practical	External Examiner			
		Name of Teacher	College	E-mail ID	Telephone Number
II	C4: Differential Equations	Swarn Singh	Sri Venkateswara College	ssingh@svc.ac.in	9818627285

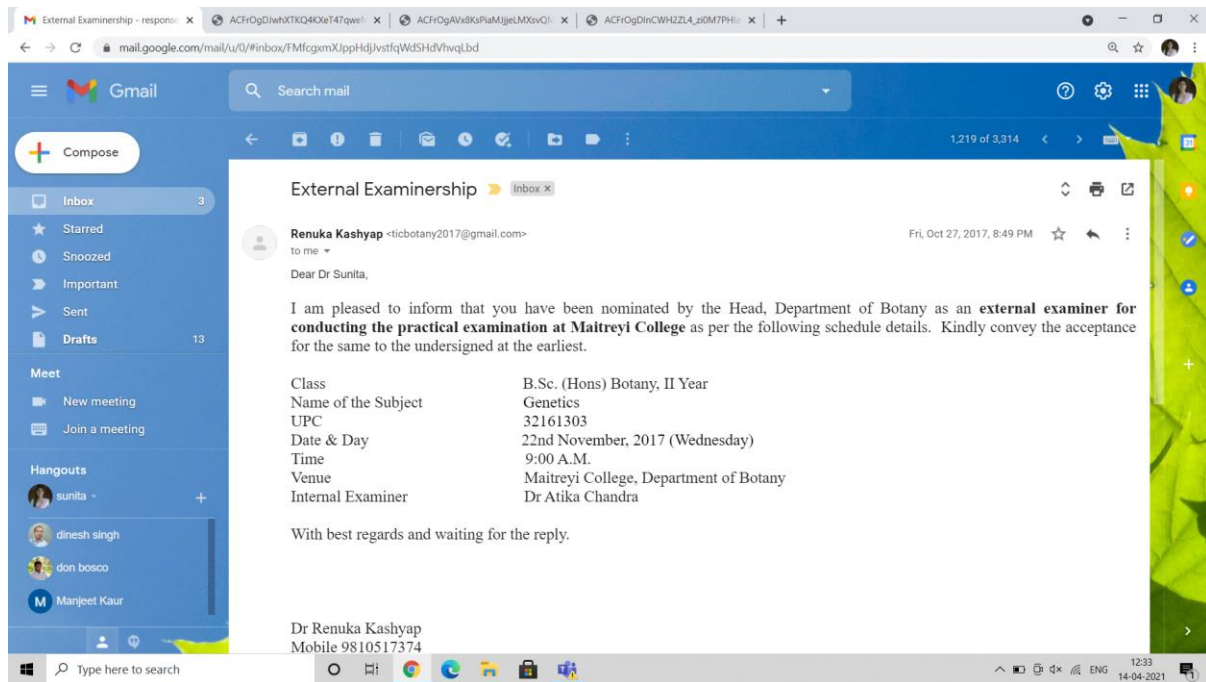
The college may contact the external examiner for the date and time of the practical examination.

HEAD

2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION, QUESTION PAPER SETTING



2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION, QUESTION PAPER SETTING





DEPARTMENT OF HISTORY
UNIVERSITY OF DELHI
DELHI - 110007.
Phone No. 011-27666659

Ref. No. FASS/History/2017

Dated: 23rd Oct., 2017

To

The Member of Board of Examiners

Paper Code 231151, 231173, 62311101, 62311103, 231191

Paper Title History - I : History of India upto C. 300 B.C.,
History of India from the Earliest Times upto 300 B.C.,
History - I

B.A./B.Com/B.Sc. (H)(Prog.)

Semester/Annual I

Nov./Dec. 2017

Dear Dr. Neeraj Sahay,

You have been appointed as member of the Board of Examiners for the above paper. The Convener of the Board, Dr. Nagendra Sharma, has been requested to convene a meeting of the Board and set the question papers by 07.11.2017 as per direction from the University. The Contact no of the convener is 9910659621.

Thanking you,

Yours Sincerely

Professor Sunil Kumar
Head of the Department



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



DEPARTMENT OF HISTORY
UNIVERSITY OF DELHI
DELHI - 110007.
Phone No. 011-27666659

Ref. No. FASS/History/2017

Dated: 31st Oct, 2017

To

The Member of Board of Examiners

Paper Code 231101, 12311102, 12311103

Paper Title History of India - I

B.A./B.Com/B.Sc.(H)(Prog.)

Semester/Annual I

Nov./Dec. 2017

Dear Dr. Neeraj Sahay

You have been appointed as member of the Board of Examiners for the above paper. The Convener of the Board, Dr. S.M. Elia, has been requested to convene a meeting of the Board and set the question papers by 07.11.2017 as per direction from the University. The Contact no of the convener is 9871500690.

Thanking you.

Yours Sincerely

Professor Sunil Kumar
Head of the Department



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

CONFIDENTIAL

No. _____
Date: 19/9/2017

To

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

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

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

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

Sir/Madam,

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

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

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

- | | | |
|-------------|---|---|
| 1. Examiner | : | <u>Dr. Nimisha Sinha (SVC)</u> (Convener) |
| 2. Examiner | : | <u>Dr. Sumita Singh (SHC)</u> |
| 3. Examiner | : | <u>Dr. Taruna Adora (SHC)</u> |
| 4. Examiner | : | _____ |
| (If any) | : | |

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

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

Yours faithfully,


(Head of the Department)

Encl.: As above

Copy to:

1. Dr. Sumita Singh (SHC), Examiner I
2. Dr. Taruna Arora (DHE), Examiner II
3. _____, Examiner III
4. _____, Examiner IV (if any)

प्रिमाणस्थल / Head
जीव रसायन विभाग
Department of Biochemistry
दिल्ली विश्वविद्यालय दक्षिण परिसर
Delhi University South Campus
नई दिल्ली-110021

CONFIDENTIAL

BY HAND

No. _____
Date: 27th February 2018

To
Dr. Kamna Singh
Convener
Deshbandhu 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. Kamna Singh, DBc (Convener)**
- 2. Examiner : **Dr. Nimisha Sinha, SVC**
- 3. Examiner : **Dr. Taruna Arora, IHE**
- 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 : **IV**
- c) Name of the Paper : **Metabolism of Amino Acids and Nucleotides**
- d) Unique Paper Code : **249403**
- 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.

- (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 along with 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 9th March 2018. 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.
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,


 (Head of the Department)
 विभागाध्यक्ष / Head
 जीव रसायन विभाग
 Department of Biochemistry
 दिल्ली विश्वविद्यालय दक्षिण परिसर
 Delhi University South Campus
 नई दिल्ली-110021

Encl.: As above

Copy to:

1. Dr. Nimisha Sinha, SVC, Examiner I
2. Dr. Taruna Arora, HFE, Examiner II
3. _____, Examiner III (if any)

No. _____
Date: 27th February 2018

To
✓ Dr. Nimisha Sinha
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. Nimisha Sinha, SVC (Convener)
- 2. Examiner : Dr. Kamna Singh, DBC
- 3. Examiner : Dr. Taruna Arora, IHE
- 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 : IV
- c) Name of the Paper : Metabolism of Amino Acids and Nucleotides
- d) Unique Paper Code : 32491403
- 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.

- (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 along with 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 9th March 2018. 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.
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,


(Head of the Department)
विभागाध्यक्ष / Head
जीव रसायन विभाग
Department of Biochemistry
सिद्धी के प्रतिष्ठान, दिल्ली एन सी ई
Date: 08/03/2018

Encl.: As above

- Copy to
1. Dr. Kamna Singh, DBC, Examiner I
 2. Dr. Taruna Arora, HFE, Examiner II
 3. _____, Examiner III (if any)

To Dr. Taruna Arora
B-27, Rose Apartments,
Sec 27 - 14 Extn
Rohini
New Delhi - 110085

Dated 30/10/17

Dear Sir/Madam

I am to inform you that the Sri Venkateswara College authorities have appointed the following persons as joint examiners to conduct the practical examination in paper BCH C-12 entitled Gen Exp & Regulation of B Sc (Hons) B.Sc (Prog) (Life Science) Semester I, III, V. Practical Examinations Nov. 2017 at Sri Venkateswara College

Code	Internal Examiner	Code	External Examiner
5170103	Dr. Nimisha Sinha	5170104	Dr. Taruna Arora

Marks: 25

Time 9:30 am

Duration 3 Hrs.

Date 16/11/17

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

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

The department concerned will notify, through the Principal of the college concerned, such guidelines to the examiners as may be necessary to ensure that the uniformity of the standard is being maintained 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

MK

PRINCIPAL

Sri Venkateswara College

Uda Kuan, New Delhi - 110 021

9810677620

scm(a) sva

"CONFIDENTIAL"

DAULAT RAM COLLEGE, DELHI

Ref No. DRCA/PE/76 (E)/BIOCHEM/

2016

4, Patel Marg
Maurice Nagar
Delhi-110007
Phone : 27666532

Dr. NIMISHA

Sri Venkateshwar College

Dear Madam,

The university of Delhi has communicated to me your name as an External Examiner for Saturday
B.Sc. (Hons) Biochemistry Semester- I Practical Examination to be held on 19/11/16 Tuesday
at 9 00 A.M.

Please report at the Centre at least half an hour before the start of the Examination.

Kindly acknowledge and confirm the date/s.

Yours Sincerely,

Leela B.

Principal & Co-ordinator

Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7

Dr. NIMISHA

Dept. of Biochemistry

Sri Venkateshwar College

Dhaura Khan, New Delhi-21

L. Nirmala

Ref No - SVC/PREX/APRIL, 2016

To Dr Nivisha Linder
Dept of Biochem.
SVC, New Delhi

Dated 4/11/2016

Dear Sir/Madam

I am to inform you that the Sri Venkateswara College authorities have appointed the following persons as joint examiners to conduct the practical examination in paper C-5 entitled Proteins + Enzymes of B.Sc. (Hons) / Biochem. B.Sc. Prog (Life Science) Semester II/IV/VI Practical Examinations, April/May, 2016 at Sri Venkateswara College.

Code	Internal Examiner	Code	External Examiner
3161001	✓ <u>Dr Nivisha Linder</u>	3161002	<u>Dr Renu Bhatnagar</u>

Marks: 50

Time 9.30 - 12.30

Duration 3 hrs Hrs.

Date 12/11/2016

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

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

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

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

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

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

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

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

Yours Faithfully

Principal
PRINCIPAL

Sri Venkateswara College

Dhruva Kuan, New Delhi - 110 021

DESHBANDHU COLLEGE, KALKAJI, NEW DELHI-19

DEPARTMENT OF BIOCHEMISTRY

Dated, 17-04-2017

STRICTLY CONFIDENTIAL

To,

Dr. Nimisha Sinha

Sri Venkateshwara College

Dhaura Kuan

New Delhi-21


Dear Madam,

In connection with your appointment by the Delhi University as an External Examiner for conducting practical examination in Biochemistry for Recombinant DNA Technology. I am pleased to inform you that the above examination will be held on 26 April 2017 at 9:00 a.m in the Biochemistry Department of the college.

Kindly acknowledge receipt of this letter and confirm your availability.

Thanking you,

Yours sincerely



Suptd. Pract. Chem. Annual
Practical Examination
Deshbandhu College,
Kalkaji, New Delhi-19

इस्टीट्यूट ऑफ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)
एफ-4, हाउज खास एन्क्लेव
नई दिल्ली-110016
फोन : 26532402, 46018108
टेलीफैक्स : 26510616
ई-मेल : principal ihe@gmail.com

NAAC
GRADE 'A'
ACCREDITED

FIST-DST AWARDEE

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, HAUZ KHAS ENCLAVE
NEW DELHI-110016
Phone : 26532402, 46018108
Telefax : 26510616
E-mail : principal ihe@gmail.com

Ref No

148/2017/1518

October 16, 2017

Dr Nimisha Sinha
A-164, Abhiyan Apartments
Plot No. 15, Sector 12, Dwarka
New Delhi 110075

Dear Madam,

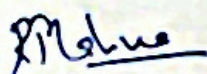
You have been appointed by the University of Delhi as one of the Joint Examiners to conduct Practical Examination, 2017 in **BSc (H) Biochemistry** course, Semester V, for the paper **Concepts in Genetics** at the Institute of Home Economics, to be held in November, 2017.

I am writing this to inform you that the Practical Examination for the aforesaid paper will be held on **November 14, 2017**, in one/two batches.

Kindly confirm the same.

With regards,

Yours sincerely,



Dr Ranjana Mahna
Director (Officiating)



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)



NAAC ACCREDITED "A" GRADE COLLEGE

सं/सं/Ref No SH/Aadm/2471/17

दिनांक/Dated 06/11/17

To,

DR. NIMISHA SINHA (BIOCHEMISTRY)

SRI VENKATESWARA COLLEGE

BENITO JUAREZ ROAD, DHAULA KUAN, NEW DELHI-21

Sub: Internal/External Examiner -ship for Practical Exams.

Dear Ma'am

The undersigned is pleased to inform that you have been appointed as External/Internal examiner to conduct the Semester II, IV and VI Practical examinations for November-December 2017.

Date	Session	Class	Name of Paper	Paper Code
13-11-2017	M	BSC I Sem	GENE EXPRESSION AND REGULATION	

Thanking You.

Yours sincerely,

Dr. Manjula Singh
Coordinator Practical Examination
Shivaji College, Raja Garden
New Delhi-110027

2017-18
2017-2018

CONFIDENTIAL

No. _____
Date: 19/9/2017

To

Dr. Rashmi Wardhan
The Convener/Examiner,
SHC
New Delhi

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

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

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

Sir/Madam,

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

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

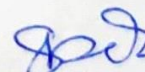
2. The Board of Examiners, consisted of the following teachers is constituted, where you will act as the Convener/Examiner :-

- | | |
|-------------|-------------------------------------|
| 1. Examiner | : <u>Dr. Rashmi Wardhan</u> (SHC) |
| 2. Examiner | : <u>Dr. Vandana Mathuria</u> (SVC) |
| 3. Examiner | : <u>Dr. Vanshika Lumb</u> (DBC) |
| 4. Examiner | : |
| (If any) | |

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

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

Yours faithfully,



(Head of the Department)

Encl.: As above

Copy to:

- ✓ 1. Dr. Vandana Malhotra (SVC), Examiner I
2. Dr. Vanshika Lumb, Examiner II
3. _____ (DB) Examiner III
4. _____, Examiner IV (if any)

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

CONFIDENTIAL

No. _____
Date: 19-9-2017

To

Dr. Vandana Malhotra
The Convener/Examiner,
S.V.C
New Delhi-110021

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

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

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

Sir/Madam,

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

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

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

- | | |
|-------------|--|
| 1. Examiner | : <u>Dr. Vandana Malhotra</u> (Convener) |
| 2. Examiner | : <u>S.V.C</u> |
| 3. Examiner | : <u>Dr. Heena Vig (DRC)</u> |
| 4. Examiner | : <u>Dr. Vanshika Kumbh (DRC)</u> |
| (If any) | |

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

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

Yours faithfully,



(Head of the Department)

Encl.: As above

Copy to:

1. Dr. Leena Vig (DRG), Examiner I
2. Dr. Vanshika Lumb (DRG), Examiner II
3. _____, Examiner III
4. _____, Examiner IV (if any)

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

CONFIDENTIAL

No. _____
Date: 27th February 2018

To

✓ Dr. Vandana Malhotra
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. Vandana Malhotra, SVC (Convener)
- 2. Examiner : Dr. Bhupinder Kumar, IHE
- 3. Examiner : Dr. Vanshika Lumb, 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 : Recombinant DNA Technology
- d) Unique Paper Code : 249603
- 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.

- (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 along with 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 9th March 2018.** 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.
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,



(Head of the Department)

विभागाध्यक्ष / Head
जैव रसायन विभाग
Department of Biochemistry
दिल्ली विश्वविद्यालय, उत्तर दिल्ली
New Delhi-110021

Encl.: As above

Copy to:

1. **Dr. Bhupinder Kumar, IHE**, Examiner I
2. **Dr. Vanshika Lumb, DBC**, Examiner II
3. _____, Examiner III (if any)

CONFIDENTIAL

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)



शिवाजी कॉलेज

(दिल्ली विश्वविद्यालय)

Shivaji College

(University of Delhi)

NAAC ACCREDITED "A" GRADE COLLEGE



संदर्भ सं/Ref. No. SH/Exam./2472/17

दिनांक/Dated 06/11/17

To,

DR. VANDANA MALHOTRA (BIOCHEMISTRY)

SRI VENKATESWARA COLLEGE

BENITO JUAREZ ROAD, DHAULA KUAN, N. DELHI-21

Sub: Internal/External Examiner -ship for Practical Exams.

Dear Ma'am

The undersigned is pleased to inform that you have been appointed as External/Internal examiner to conduct the Semester II, IV and VI Practical examinations for November-December 2017.

Date	Session	Class	Name of Paper	Paper Code
20-11-2017		BSc Sem	CELL BIOLOGY	
		I		

Thanking You.

Yours sincerely,

Dr. Manjula Singh
Coordinator Practical Examination
Shivaji College, Raja Garden
New Delhi-110027

12-16
Ref No. - SVC/PREX/NOV, 2017

To
Dr. Jayita Thakur
Flat No. 9087, Sector C,
Pocket 9, Vasant Kunj,
N.Delhi-70.

Dated: 30/10/17

Dear Sir/Madam

I am to inform you that the Sri Venkateswara College authorities have appointed the following persons as joint examiners to conduct the practical examination in paper BCH-C2 entitled Cell Biology of B Sc (Hons) B.Sc. Prog. (Life Science) Semester I, III, V, Practical Examinations, Nov. 2017 at Sri Venkateswara College

Code	Internal Examiner	Code	External Examiner
1170103	Dr. Vandana Malhotra	1170104	Dr. Jayita Thakur

Marks: 25

Time: 9:30am

Duration 3 Hrs.

Date: 14/11/17

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

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

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

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

You are requested not to accept the examinership in case any of your 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

9810677620

ssen@svcc.ac.in

MK
PRINCIPAL

for
Sri Venkateswara College
Dhaura Kuan, New Delhi - 110 021

232261 paper setter board meeting 15.3.18

Political Science <polscience.conf@gmail.com>

Wed 3/7/2018 12:19 PM

To: Srishant Singh <sangitadhal@hotmail.com>; Shailza Singh <shailza134@gmail.com>; Santosh Singh <santoshjnu@hotmail.com>; skpasia@yahoo.com <skpasia@yahoo.com>
Cc: Navnita Behera <navnita@iriis.in>; kusum chadda <kusumchadda56@rediffmail.com>

 1 attachments (16 KB)

232261-board letter 15.3.18.docx;

Dear **Dr. Sangita Dhal, Dr Shaileja, Dr Santosh, Dr Shashikant Pandey**

It is my pleasure to inform you that you have been appointed members of the Board of question paper setters/ examiners for **BA (Hons.) Political Science, Part-1, (Paper code 232261)** titled “**Reading Gandhi**” by the Committee of Courses.

You are requested to come to the Department on **15.3.18** and prepare Two sets of question papers. Kindly note that while the members of your board can collectively decide the time at what they will arrive in the Department to undertake this task, however no change in dates is permissible. This is being done to ensure smooth conduct of exams boards in a timely fashion.

Please ensure that the members of your Board bring a draft of the question paper.

The senior most member of the Board will be the convenor. The Board is also expected to provide the Hindi translation of the question papers. Please find enclosed the syllabus of the concerned course and a web link to the last year’s question paper for your ready reference.

The convenor of the board is expected to utilize the contingency grant (approx. Rs. 600) and submit the bill. All colleagues must carry the full bank details to facilitate speedy transfer of remuneration.

Members of the Board:

Dr. Sangita Dhal (Kalindi) (M) 9891881909

Dr Shaileja, Bharti college 9871738581

Dr Santosh, Venkateshwara College (M) 9871952447

Dr Shashikant Pandey, SGTB Khalsa College (M) 9560856691

The Department will provide a certificate of work on the basis of which you may claim Duty Leave.

Prof. Navnita C. Behera

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.”

Please check last year question papers on the following link:

<http://www.du.ac.in/du/index.php?page=academic-resources>

--

--

*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

No. SVC/BIST/501/1
Date: 11.11.12

To

Dr. Mansi Verma
The Convener/ Examiner,
Dept of Zoology
SVC

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

Sir/Madam,

2012-13

(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. Mansi Verma (Convener) ✓
2. Examiner : Dr. Sunita Khurana
3. Examiner : _____
4. Examiner : _____
(If any)

Contd...P/2

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 : V
c) Name of the Paper: Defence Mechanisms
d) Unique Paper Code: 107541
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."

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

Amis

Copy to:

1. Dr. Sumita Khurana, Examiner I
2. _____, Examiner II
- _____ , Examiner III (if any)



दिल्ली विश्वविद्यालय दक्षिणी परिसर
UNIVERSITY OF DELHI SOUTH CAMPUS

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

दूरभाष Phone: 24116143
24115236

Dr. Nishi Mehla

RVC

9968184494

कोड सं. Code No. 45

दिनांक Dated 18.8.17

21/8/17

विषय : उत्तर-पुस्तिका - वार्षिक/सेमेस्टर परीक्षा, 201..... का पुनर्मूल्यांकन
Sub. : Revaluation of Answer-Scripts-Annual/Semester Examination, 201...7

प्रिय महोदय/महोदया,
Dear Sir/Madam,

कृपया पुनर्मूल्यांकन हेतु संलग्न परीक्षा के प्रश्नपत्र की
..... उत्तर-लिपियों का अवलोकन करें।

Kindly find enclosed (01) answer-scripts in Molecular Biology-II
paper 107485 of the B.Sc.(H) Zoology examination for revaluation.

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. (269-VI) : 01

Question Paper No. 676

संलग्नक Encl. : यथोपरि As above.

भवदीय
Yours faithfully,

संयुक्त परीक्षा नियंत्रक
Joint Controller of Examinations
D.R.



दिल्ली विश्वविद्यालय दक्षिणी परिसर
UNIVERSITY OF DELHI SOUTH CAMPUS

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

गोपनीय Confidential

Rkt

Dr. Neeti Mehra

Svc

9968184494

दूरभाष Phone: 24116143
24115236

कोड सं. Code No. 29

दिनांक Dated 16/8/17
17/8/17

विषय : उत्तर-पुस्तिका - वार्षिक/सेमेस्टर परीक्षा, 201..... का पुनर्मूल्यांकन
Sub. : Revaluation of Answer-Scripts-Annual/Semester Examination, 201...7

प्रिय महोदय/महोदया,
Dear Sir/Madam,

कृपया पुनर्मूल्यांकन हेतु संलग्न परीक्षा के प्रश्नपत्र की
..... उत्तर-लिपियों का अवलोकन करें।

Kindly find enclosed (01) answer-scripts in Plant Biotechnology
paper 2161603 of the B.Sc. (H.) Botany examination for revaluation.
VI Sem.

आपके उपयोग हेतु संलग्न दस्तावेज जिसमें उत्तर-पुस्तिका, प्रश्नपत्र, विलं 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. (429-F): 01

Question Paper No. 1657

संलग्नक Encl. : यथोपरि As above.

भवदीय
Yours faithfully,

Joint Controller of Examinations
D.R.



दिल्ली विश्वविद्यालय दक्षिणी परिसर
UNIVERSITY OF DELHI SOUTH CAMPUS

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

Dr. Neeti Mehla

PKT

दूरभाष Phone: 24116143

24115236

Src

कोड सं. Code No. 373

9968184494 oct 9/10/12

दिनांक Dated 5/10/12

7/10/12

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 (02) answer-scripts in Biology-II
paper 216251 of the B.Sc. (Life Sc.)/Physical examination for revaluation (LSPT-202)

IV Sem

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 पुनर्मूल्यांकित 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. (283-E): 01,

(282-E) 12

Question Paper No. 125

संलग्नक Encl. : यथोपरि As above.

भवदीय
Yours faithfully,

[Signature]

संयुक्त परीक्षा नियंत्रक

Joint Controller of Examinations
D.R.



No . 01 / Exam. / 1050

Examiner No. 1050

To,

Dated 16/1/2018

Dr. Neeti Mehla

Sir / Madam,

I have the honour to invite you to act as a paper-setter in the following paper/papers :

Name of Exam. With Semester	Subject	Paper Code & Paper Title	No. of Question Papers to be set	Due Date
B.Sc/BEd Sem End Examination, April 2018 II Semester		BOT 201 CELL AND MOLECULAR BIOLOGY	One	27/1/18

1. Detailed distribution of marks for different parts of each question or marking scheme as it is called, should be given in the question paper itself. The paper setter shall have to give a detailed 'Marking Key' and solutions to numerical problems along with the paper. The instructions should be written very legibly to avoid errors in printing. NO PAPER SHALL BE ACCEPTED WITHOUT MARKING KEY.
2. No payment for the paper-setting will be made for a paper without the marking key and solution to numerical problems. The IIS University will get such paper set by another person immediately without any information.
3. Question-papers are required to be set in English, except for languages in which the question paper will normally be set in the language concerned or in English.
4. The IIS University rules provide that no person who is himself appearing at any examination, except the Certificate / Diploma / Advance Diploma Examinations in Career Oriented and Skill Development programmes, can act as an examiner for any examination of The IIS University in the year in which he / she is so appearing. Similarly, no person can act as a paper-setter in any subject for an examination at which any of his / her close relations intends to appear in that year at the IIS University. The term 'Close relation' includes wife, husband, son, daughter, grandson, grand daughter, brother, sister, nephew, niece, son-in-law, daughter-in-law, brother-in-law of the paper-setter.

IISU/Exams/April 2018/E101

Despatch No. 01/278

Examiner No. 278

Dated 25/6 2018

To,

Dr. Neeti Dhaka

Sir / Madam,

I have the honour to invite you to act as a paper-setter in the following paper/ papers:

Name of Exam. With Semester	Subject	Paper Code & Paper Title	No. of Question Papers to be set	Due Date
BSc. Sem End Exam., November 2018 V Sem		BOT 501 PLANT PHYSIOLOGY AND METABOLISM	One	5/7/18

1. Detailed distribution of marks for different parts of each question or marking scheme as it is called, should be given in the question paper itself. The paper setter shall have to give a detailed 'Marking Key' and solutions to numerical problems along with the paper. The instructions should be written very legibly to avoid errors in printing. NO PAPER SHALL BE ACCEPTED WITHOUT MARKING KEY.
2. No payment for the paper-setting will be made for a paper without the marking key and solution to numerical problems. The IIS University will get such paper set by another person immediately without any information.
3. Question-papers are required to be set in English, except for languages in which the question paper will normally be set in the language concerned or in English.
4. The IIS University rules provide that no person who is himself appearing at any examination, except the Certificate / Diploma / Advance Diploma Examinations in Career Oriented and Skill Development programmes, can act as an examiner for any examination of The IIS University in the year in which he / she is so appearing. Similarly, no person can act as a paper-setter in any subject for an examination at which any of his / her close relations intends to appear in that year at the IIS University. The term 'Close relation' includes wife, husband, son, daughter, grandson, grand daughter, brother, sister, nephew, niece, son-in-law, daughter-in-law, brother-in-law of the paper-setter.


5. Before accepting the offer, the paper-setter is expected to inform The IIS University (a) if any person having blood relationship with him / her of a similar type as described in the preceding paragraph is appearing at the examination for which paper-setting has been offered to him / her or (b) if he/she is author of a book or book-let on the subject and, if so, the standard for which the book can be utilized. Kindly send this information positively.
6. The IIS University rules provide that the paper-setter will not undertake any private tuitions of The IIS University girls in the subject upto the date of examination. This may kindly be noted.
7. The question paper will be set as per pattern of the **Blue Print and Question Paper / Model Question Paper** enclosed herewith.
8. The questions to be set shall pertain to the syllabus enclosed herewith. No question(s) should be set beyond the scope of syllabus.
9. Paper-setter will also act as Examiner in case his / her paper is used for examination and will be required to participate in Central Evaluation (for U.G. [Pass and Honours] and Career Oriented and Skill Development Programmes) to be done at The IIS University. If you are unable to participate in Central Evaluation please give your denial in Form No. E102.
10. The maximum remuneration for paper setting and evaluation of answer-books, payable to a person for examinations held during an academic year shall not exceed Rs.20,000/- (Rupees Twenty Thousand only) irrespective of the actual date of payment. If the total remuneration exceeds the above limit, the excess amount shall be retained by / refunded to The IIS University. The onus for ascertaining that the work allotted by The IIS University from time to time does not exceed the ceiling shall be on the person concerned.
11. PUNCTUALITY SHALL BE OBSERVED IN ALL MATTERS.

Kindly note that the Question Paper will be moderated as per the policy of this University and some questions may be changed / altered / omitted.

You are requested to kindly send your consent in the enclosed form and the manuscript of the Question Paper be sent duly packed, sealed and dispatched as per instructions enclosed herewith.

In case you are not able to accept the offer for any reasons, you are requested to kindly inform the undersigned immediately on phone no. 9783307161 or the Registrar on Phone No. 9783300009 and return the material enclosed herewith at your earliest.

Yours sincerely,


Controller of Examinations

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

To :

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

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

Sir/Madam,

2017-18 (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 - IIIV/VI Examination May / June - 2015 in line with the Executive Council Resolution No. 05 dated 01-05-03. The said E.C Resolution is reproduced below:

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

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

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

2. Examiner : _____

3. Examiner : _____

4. Examiner : _____
(If any)

Contd..P/2

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: MEMORANDUM 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.**

A-29

Ref No. - SVC/PREX/2017

To

Dr. Vartika Mathur
SVC
University of Delhi

Dated 6th Nov 2017

Dear Sir/Madam

I am to inform you that the Sri Venkateswara College authorities have appointed the following persons as joint examiners to conduct the practical examination in paper CCI entitled Non Chordates - Protista B.Sc. Prog. (Life Science) Semester I Practical Examinations, April, 2017 at Sri Venkateswara College. *sendo crehan*

Code	Internal Examiner	Code	External Examiner
<u>1170901</u>	<u>Dr. Vartika Mathur</u>	<u>1170902</u>	<u>Dr. Pooja Suman</u>

Marks: 25

Time: 9:30 am - 12:30 pm (Batch I)
1:30 pm - 4:30 pm (Batch II)

Duration 3 Hrs.Date: 20-11-2017

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

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

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

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

You are requested not to accept the examinership in case any of your 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 9818311447

Yours Faithfully

PRINCIPAL

Sri Venkateswara College
 Dhaura Kuan, New Delhi - 110 021

No. _____

Date: _____

To

Dr. Varh Kp Mathur 9810386575
 The Convener/Examiner,
Sri Veekant Sharma College

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

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

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

Sir/Madam,

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

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

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

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

(Convener)
Dr. Shailly Anand, PDU. - 9899207
Dr. Amanjyoti, DRC-

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

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

* (Semester, FYUP, CBCS or Annual)

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

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



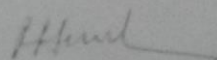
SRI VENKATESWARA COLLEGE
DHAULA KUAN, NEW DELHI-110021

Dated: - 07.05.2018

OFFICE ORDER

The following teachers are appointed as Deputy Coordinators for Central Evaluation Centre for the Semester Examinations to be held in month of May/June 2018.

1. Dr. Nandita Narayanasamy
Associate Professor
Department of Biochemistry
2. Dr. Mukhtikant Shukla
Associate Professor
Department of Statistics
3. Dr. Namita Pandey
Associate Professor
Department of Political Science


Ag. PRINCIPAL
Coordinator, CEC/SVC

No.soc/2017/201

Date: 03/10/2017

To

Dr. Padma Priyadarshini
Convener
House No. 1312, Poorvanchal
JNU Campus, New Delhi – 110 0067
Te. No. 26741422
padma_priyadarshini@rediffmail.com

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

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

i) Semester Examination

Sir/Madam,

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

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

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

1. Examiner : Dr. Padma Priyadarshini (SVC)(Convener)
Mob: 26741422
Email Id:padma_priyadarshini@rediffmail.com

2. Examiner : Ms. Pravati Dalua(KNC)
Mob No: 9971668804
Email Id: pravati.jnu@gmail.com

3. Examiner : Dr. Ruby Bhardwaj(JDM)
Mob No:9910124655
Email Id: bhardwaj_ruby@yahoo.com

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

a) Name of course : B.A (Hons)

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

c) Name of the Paper: Economic Sociology

d) UPC/Subject Code: 230302

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 OR may be obtained from the Department Concerned.

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

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

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

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

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

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

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

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

- (iv) **The question papers set by a Board of Examiners must be moderated by the Moderation Committee at the department level.**
- (v) Following technical specifications should be strictly adhere to while setting the question papers:
- | | | | |
|-----|-------------------------------|---|--------------------------|
| (a) | Font (in English) | - | Times New Roman |
| (b) | Font (in Hindi) | - | unicode / kruti dev |
| (c) | Font size | - | 12 |
| (d) | Space | - | Single Space |
| (e) | Paper size | - | Standard A4 size |
| (f) | Printing | - | On one side of the page |
| (g) | Certification/ Authentication | - | On the back of each page |
- (vi) A standard format for the first page of question paper is enclosed for ready reference as Appendix-I. However, instructions to the examinee relating to the structure of the question paper has to be specified at the time of setting of question papers by the Board of Examiners based on the syllabus and scheme of examination prescribed for the subject / paper like use of calculator, graph paper, log tables etc.
- (vii) **Utmost care should be given to ensure that name and identity of the Board of Examiners are not disclosed as it is strictly confidential to facilitate free & fair conduct of examination.**
- (viii) Translation is required to be carried out wherever needed. Each set of question paper, either in English or bilingual (English and Hindi) is to be packed in a separate sealed envelope alongwith a soft copy of the entire content of that corresponding set of Question Paper in Microsoft Word Format in the form of a CD.**Please note that hand written scanned copy of the question papers will not be accepted under any circumstances.**
- (ix) There will be separate envelopes- for each set of question paper and it's CD. These envelopes should be signed and sealed separately and put inside a larger envelope and signed and sealed again by the Board of Examiners. The envelopes must be superscribed with the following details :
- (a) Name of the Department
(b) Name of the Course

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

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

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

Yours faithfully,

(Head of the Department)

Encl.: As above

Copy to:

1. Dr. Padma Priyadarshini, Examiner I

2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING

2. Ms. Pravati Dalua, Examiner II
 3. Dr. Ruby Bhardwaj, Examiner III
- (if any)

Appendix-I

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

2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING

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

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

2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING

Annexure-II

University of Delhi

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

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

OR

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

*Strike out whichever is not applicable

Head of the Department

Department of _____

2017-18 PARTICIPATION OF TEACHERS IN BOS, COMMITTEE OF COURSES, COURSE REVISION,
QUESTION PAPER SETTING

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



DEPARTMENT OF COMMERCE

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

प्रो. कविता शर्मा
अध्यक्षा

Prof. Kavita Sharma
Head

फाईल संख्या

Ref. No. ...C.A./E.x./539/17.

दिनांक

Dated ..12/07/2017

Principal

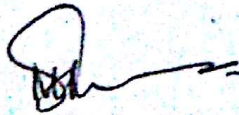
Sri Venkateswara College
University of Delhi

Subject: Meeting to set the guidelines of Paper titled "Computer Applications in Business of B.Com Sem III (CBCS)".

Respected Sir/Madam

Department is planning to hold the meetings to set the guidelines for the papers of B.Com (H)/ B.Com (Semester I, III & V) under CBCS scheme. Dr. ...Shruti Mathur... of Commerce Department of your college has kindly consented to be the Convener for the meeting of the teachers teaching this above mentioned paper. The meeting will be convened to set guidelines to bring uniformity in content delivery for the course. Meeting will be held on ...Wednesday, 16th August 2017 in your College at ...1.30 p.m. am/pm. You are kindly requested to provide necessary logistics and other support for holding of the guidelines meetings.

Regards

 - 12.7.17

Prof. Kavita Sharma
Head, Department of Commerce,
Delhi School of Economics
University of Delhi