

No. \_\_\_\_\_

Date: 15-9-2015

To

Dr. Karmama Singh (DBC)  
The Convener/ Examiner,  
Deshbandhu College  
New Delhi - 110019

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester – I/III/V Examinations, Nov – Dec, 2015 for the Academic Year 2014-15 – regarding.

r/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 – I/III/V Examination Nov / Dec - 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. Karmama Singh (DBC) (Convener)

2. Examiner : Dr. Renu Bawa (SHC)

3. Examiner : Dr. Namelita Narayan Remy (SVC)

4. Examiner : \_\_\_\_\_  
(If any)