

**CONFIDENTIAL**

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

Date: 19.09.17

To

Dr. Renu Bala  
The Convener/Examiner,  
SHC  
NEU 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. Renu Bala</u> (Convener) |
| 2. Examiner | : <u>Dr. Shalini Sen</u> (SVC)    |
| 3. Examiner | : <u>Dr. Prabha Arya</u> (DBC)    |
| 4. Examiner | : _____                           |
- (If any)