

CONFIDENTIAL

No. \_\_\_\_\_  
Date: 29/9/2016

To  
Dr. Archana Burman (IHE)  
The Convener/Examiner,  
T.H.E. (Dept. of Biochemistry)  
New Delhi

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

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

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

Sir/Madam,

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

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

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

- 1. Examiner : Dr. Archana Burman<sup>IHE</sup> (Convener)
  - 2. Examiner : Dr. Nitika Kaushal, SVC
  - 3. Examiner : Dr. Renu Baweja, SMC
  - 4. Examiner : \_\_\_\_\_
- (If any)