

CONFIDENTIAL

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

Date: 29-9-2016

To

Dr. Archana Burman (I.H.E.)  
The Convener/Examiner,  
Dept. of Biochemistry  
I.H.E., 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 | : <u>Dr. Archana Burman (Convener)</u> |
| 2. Examiner | : <u>Dr. Nitika Kaushal (I.H.E.)</u>   |
| 3. Examiner | : <u>Dr. Remy Baweja (S.H.C.)</u>      |
| 4. Examiner | : _____                                |
| (If any)    |  |