

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

Date: \_\_\_\_\_

To

The Convener/Examiner,  
Dr Madhu Bajaj (MH)  
31, Miranda House  
Teachers Flats, Chhatra Marg  
University of Delhi  
Delhi-110007

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. 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 Under-graduate 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 Madhu Bajaj (MH) M. 9818009592
2. Examiner: Dr Atika Chandra (MTC) M. 9811486248
- 3.Examiner: 1. Dr Prabhavathi (SHC) M. 9818977807

(If any) : 2. Dr Tabassum Jahan (ZHC M. 9868170771

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

a) Name of course : **B.Sc. Hons. CBCS Part II Sem. III**

b) Scheme/Mode of Examinations\*:- **CBCS Semester Mode**

c) Name of the Paper: **Core 3 Genetics**

d) UPC/Subject Code: **32161303**

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.”*