

Bot/18/10  
22.01.2018

To

Dr. Vijay Kumar  
The Convener,  
Shivaji College,  
Ring Road, Raja Garden  
Delhi - 110027

**Subject:** Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year CBCS Semester- I / III / V Examinations, Nov / Dec - 2018 for the Academic Year 2018-19- regarding

Sir/Madam,

1. This is to state that question papers for the above mentioned forthcoming Under Graduate Courses are required to be set in line with the Executive Council Resolution No. 05 dated 01/05/2003. 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. Vijay Kumar, Shivaji (9811719499) (Convener)
2. Examiner : Dr. Jasleen Kaur, DSC (9811193353)
3. Examiner : Dr. Monika Kaul, HRC (9868899758)
4. Examiner : \_\_\_\_\_  
(If any)

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

- a) Name of Course : Botany
- b) Semester : III
- c) Name of the Paper: Economic Botany
- d) Unique Paper Code: 32161302
- e) Medium of setting the Question paper: English / English & Hindi Language

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 and / or may be obtained from the Department concerned.**

5. The three schemes of Undergraduate examination viz. *three year semester mode, erstwhile FYUP Semester mode and examination for new UG admission having CBCS scheme are being held simultaneously*, therefore the boards of examiners are required to be instructed to set question papers distinguishing clearly the mode for which paper setting is to be done as per 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 PWD 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.”*

7. The Board of examiners shall be required to prepare the question papers in the following manner :-

- For Three Years CBCS Examination;

S. No.	Paper	No. of Sets Required
i.	All papers of Honours / Programme except Discipline Centered Course-I, II & Language Papers.	2 Sets
ii.	All discipline Centered Courses I & II Papers (Except discipline Centered Courses / Papers offered in B. Com (H) & B. Com (Prog.)	4 Sets
iii.	Language papers offered in B. A. (Prog.)	4 Sets

8. Each page of such set of question papers is required to be certified by the Board of Examiners at an appropriate place as mark of authenticity. **But the personal details such as Name of Deptt./ College of paper setter, telephone number, address etc. must not be mentioned on the question paper.**

**9. While undertaking this exercise, you are required to take into consideration the following instructions;**

- (i) When a teacher is acting a part of the Board of Examiners, it should be ensured that no near relations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law or daughter-in-law, brother-in-law etc.) of the teacher is a candidate for the examinations under reference. A certificate is required to be signed by all concerned for this purpose. A copy of the certificate to be filled in by the members of the Board is enclosed as Appendix-I to this letter.
- (ii) **These two sets of question papers should not have questions common in any of the papers. This means, there should not be any repetition of questions in the sets.**
- (iii) Utmost care and attention would be required while setting of question papers by the Board of Examiners with special reference to the course content/syllabus, scheme of examinations etc. The convener of the Board of Examiners should ensure such matters.
- (iv) **The question papers set by a Board of Examiners must be moderated by the Moderation Committee at the department level.**

(v) Following technical specifications should be strictly adhere to while setting the question papers:

- |     |                               |   |                          |
|-----|-------------------------------|---|--------------------------|
| (a) | Font (in English)             | - | Times New Roman          |
| (b) | Font (in Hindi)               | - | unicode / krutidev       |
| (c) | Font size                     | - | 12                       |
| (d) | Space                         | - | Single Space             |
| (e) | Paper size                    | - | Standard A4 size         |
| (f) | Printing                      | - | On one side of the page  |
| (g) | Certification/ Authentication | - | On the back of each page |

(vi) A standard format for the first page of question paper is enclosed for ready reference as Appendix-II. However, instructions to the examinee relating to the structure of the question paper has to be specified at the time of setting of question papers by the Board of Examiners based on the syllabus and scheme of examination prescribed for the subject / paper like use of calculator, graph paper, log tables etc.

**(vii) Utmost care should be given to ensure that name and identity of the Board of Examiners are not disclosed as it is strictly confidential to facilitate free & fair conduct of examination.**

**(viii)** Translation is required to be carried out wherever needed. Each set of question paper, either in English or bilingual (English and Hindi) is to be packed in a separate sealed envelope alongwith a soft copy of the entire content of that corresponding set of Question Paper in Microsoft Word Format in the form of a CD.**Please note that hand written scanned copy of the question papers will not be accepted under any circumstances.**

(ix) There will be separate envelopes- for each set of question paper and its CD. These envelopes should be signed and sealed separately and put inside a larger envelope and signed and sealed again by the Board of Examiners. The envelopes must be superscribed with the following details :

- (a) Name of the Department
- (b) Name of the Course
- (c) Name of the Paper
- (d) Semester
- (e) Unique Paper Code

Such sealed packet should be handed over to the Head of the Department by the convener of the Board of Examiners immediately on completion of the exercise. The Board of Examiners would be entirely responsible for this exercise.

10. You would be required to submit the remuneration bill for the members of the Board of Examiners to the Head of Department. Necessary proforma for settlement of claim/settlement of advance along with guidelines of remuneration payable to the teachers in this regard is enclosed herewith for appropriate usage Appendix-III. However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.

11. Matters relating to South Delhi Campus should be taken up with the Deputy Registrar, Examinations (South Delhi Campus) as such matters are separately dealt by the Examination Office of the South Delhi Campus.

**12. The last date of submission of the question papers is \_\_\_\_\_.** It should be ensured that the question paper reaches the Head of the Department by the stipulated date to ensure timely conduct of the examination under reference.

13.It will be highly appreciated if you kindly go through the entire contents of this letter and ensure that the procedure mentioned overleaf and above is scrupulously adhered to.

14.List of papers for which question papers have to be set, schedule of remuneration for such work alongwith various proforma / envelope etc. as mentioned in the body of the letter is enclosed for appropriate usage.

Yours faithfully,

(Head of the Department)

Encl.: As above

Copy to:

1. Dr. Jasleen Kaur, DSC (9811193353), Examiner I
2. Dr. Monika Kaul, HRC (9868899758), Examiner II
3. \_\_\_\_\_, Examiner III (if any)

**Format of the First page of a Model Question Paper in A4 size page**

Unique Paper Code :  
Name of the Paper :  
Name of the Course :  
Semester :  
Duration : \_\_\_\_\_ hours  
Maximum Marks : \_\_\_\_\_ Marks

**Instructions for Candidates**

**UNIVERSITY OF DELHI**  
**EXAMINATION – I / II**  
**CHECK-LIST FOR CONVENER**

<b>S.No.</b>	<b>Type of Item</b>	<b>Quantity</b>	<b>Remarks Yes / No</b>
1.	Letter of Appointment of Convener from the HOD	01	
2.	Copy of Undertaking of the examiners / paper setters to be submitted to the Head of the Department (Appendix-I)	04	Yes
3.	Format of First Page of Question Paper for essential details (Appendix-II).	03	Yes
4.	Remuneration claim form for examiners / paper setters (Appendix-III)	03	Yes
5.	Envelops along with proper superscription of details of Unique Paper Code etc. for each set of question paper to be set (a & b as the case may be) size of [10"x12"].	02 / 04	Yes
6.	CD covers along with CD's for each paper. CD cover should mention Set-A & Set-B along with details of Unique Paper Code etc.	02 / 04	Yes
7.	Envelope along with proper superscription of details of Unique Paper Code etc. in which all the set of the question papers is to be put by the convener and sent to the Head of the Department confidentially. [12"x16"]	01	Yes
8.	Envelope for enclosing remuneration claim bills	02 / 04	Yes

Annexure-III

University of Delhi

(To be filled up by the Head of the Department  
and returned to the Examination Office within 10 days of the receipt of the  
latter)



\*I have not found any incompleteness (such as any missing papers etc.) or any inaccuracy in the details of papers to be set by the Department as provided by the Examination Office of the University in Annexure I.

OR

\*I have found the following discrepancies in the details provided by the Examination Office of the University in Annexure - I. Kindly make the necessary corrections in the details of the papers to be set by the Department which is as follows. (Attach extra sheets, if necessary)

\*Strike out whichever is not applicable

Head of the Department

Department of \_\_\_\_\_

\_\_\_\_\_  
OSD - Examinations