

Sir/Madam,

1. You are appointed as a Convener/Examiner for setting of question papers as per following details:-

Convener	Examiner	Examiner
Neetu Rani Shivaji College 9899892486	Sachin Vashistha Hindu College 9651739772	Dharmendra Kumar SGTB 9871502665

2. The Board of Examiners will set question paper for the **Semester Mode CBCS (Other than B.Sc. (H) Mathematics)** for the subject with the following details:

Generic Elective	SEMESTER III
Unique Paper Code	Paper Name
32355101	GE- Calculus

- Examinations to be held in the month of : Nov./Dec. 2017
  - Medium of setting the Question paper : English
  - Submit Question paper in the department by October 10, 2017
3. 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.”*

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.”*

7. The Board of examiners shall be required to prepare and submit the sets of Question Papers to the University in the following manner:-

- |                          |   |                                    |
|--------------------------|---|------------------------------------|
| 1) For Honours Courses   | : | 02 (two) sets of Question Papers   |
| 2) For Programme Courses | : | 04 (four) sets of Question Papers  |
| i) For B.A. (Prog.)      |   |                                    |
| Discipline Course – I/II | : | 04 (four) sets of Question Papers  |
| ii) For B.A. (Prog.)     |   |                                    |
| Language Courses         | : | 03 (three) sets of Question Papers |

There should not be any preference of any particular set. The sets should be numbered as A, B, C & D (as the case may be). Each page of such set of question paper is required to be certified by the Board of Examiners at an appropriate place as mark of authenticity, **but personal details should not be mentioned on the question paper such as Name of Deptt./College of Paper Setter, telephone number, address etc.**

8. **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-III to this letter.
- (ii) **Any 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 / kruti dev      |
| (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-I. 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 it's 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) Scheme / Mode of Examinations
- (e) Unique Paper Code /Subject 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.

9. 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 alongwith guidelines of remuneration payable to the teachers in this regard is enclosed herewith for appropriate usage Appendix-II. However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.
10. Matters relating to South Delhi Campus should be taken up with the Examination Branch (South Delhi Campus) as such matters are separately dealt by the Examination Office of the South Delhi Campus.
- 11. The Question paper/s must reach in the Examination Branch within 03 (three) weeks time from the date of issue of this letter.**
12. 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.
13. 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

**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 schedule alongwith 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	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	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	Yes

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