

Dr. Hema Chutani
 The Convener (Head Examiner)
Hansraj College
Delhi-

Subject: Request for setting of question papers by a Board of Examiners (paper setters) for the following forthcoming Undergraduate Examinations to be held in May/June 2018 for the Academic Year 2017-2018:-

- (i) Three year Semester Examination – II /IV /VI
- (ii) Three year CBCS Semester Examination – II / IV/ VI

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 01-05-201. 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 consists of the following teachers where you will act as the Convener/Examiner:-

1. Examiner (Convener): Dr. Hema Chutani (Hasraj),
 Examiner Code no. 1805322252031

2. Examiner : Ms. Preetika Dhawan (Shivaji), 9717830897
 Examiner Code no. 1805322252032

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

- a) Name of Course : B.Sc. (Hons.) Physics- CBCS---GE
- b) Scheme/Mode of Examinations: II- Semester
- c) Name of the Paper : Solid State Physics
- d) Unique Paper Code/Subject Code : 32225203
- f) Medium of setting the Question paper: English

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.

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 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 question in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative question 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:-

- (i) For Three Years Semester Examination:
Two sets of question papers for Hons. / Four sets for B .A. (Prog.) course. There should not be any preference of any particular set. The sets should be numbered as A & B (as the case may be) for Hons. Courses and A, B, C & D for Programme Courses.

- (ii) For Three Years CBCS Examination ;

S.No.	Paper	No. of sets Required
i.	All papers of Honours / Programme except Discipline Course-I, II & Language	2 sets
ii.	All discipline Centered Courses I & II Papers (Except disc Centered Courses/Papers offered in B.Com (H) & B.Com (Pr	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 personal details should not be mentioned on the question paper such as Name of Deptt./College of Paper Setter, telephone number, address etc.

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-III 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/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 Apendix-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 table 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 along with 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) Semester /Mode of Examination-
- (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. Necessary proforma for settlement of claim/settlement of advance along

with remuneration payable to the teachers in this regard is enclosed herewith for appropriate usage (Annexure-III). However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.

11. Matter 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.

12. **The last date of submission of the question papers is 07.04.2018.** 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, approved list of remuneration for such work along with various proforma / envelope etc. as mentioned in the body of the letter is enclosed for appropriate usage.

Yours faithfully,

S-d

विभागाध्यक्ष / Head

(Head of the Department)

Department of Physics & Astrophysics

दिल्ली विश्वविद्यालय, दिल्ली-110007

University of Delhi, Delhi-110007

Encl.: As above

Dr. S. Somorendro Singh (9810257899)
Convenor, Sub Committee

Copy to:

1. Dr. Preetika Dhawan, Physics Department, St. Stephen College (Examiner-II)

No.

Date:

Dr. Onkar Mangla