

BY HAND

CONFIDENTIAL

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

Date: 13<sup>th</sup> March 2019

To

**Dr. Renu Baweja**

The Convener/ Examiner,  
Shivaji College  
New Delhi

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the following forthcoming Undergraduate Examination to be held in May / June 2019 for the Academic Year 2018-19 :-

- (i) Three year Semester Examination – II / IV / VI
- (ii) Erstwhile FYUP Semester Examination – IV / VI / VIII

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. Renu Baweja (SHC) (Convener)**
2. Examiner : **Dr. Sarika Yadav (SVC)**
3. Examiner : **Dr. Taruna Arora (IHE)**
4. Examiner : \_\_\_\_\_  
(If any)