

No. _____
Date: _____ March 2020

To

CONFIDENTIAL/BY HAND

Dr. Jayita Thakur
The Convener/ Examiner,
SHC
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 2020 for the Academic Year 2019-20 :-

(i) **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 01/05/2003. 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. Jayita Thakur, SHC (Convener)
2. Examiner : Dr. Prabha Arya, DBC
3. Examiner : Dr. Leena Vig, DRC
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 : B.Sc. (Hons) Biochemistry
- b) Semester : II
- c) Name of the Paper: Biochemistry of Cell (GE-1)
- d) Unique Paper Code: 32495901_OC
- 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 :-
- (i) **For Three Years Semester Examination ;**
Two sets of question papers for Hons. / **Four sets** for B. A. (Prog.) Courses. 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.