

No. \_\_\_\_\_  
Date: \_\_\_\_\_ March 2020

**CONFIDENTIAL/BY HAND**

To

**Dr. Anju Kaicker**  
The Convener/ Examiner,  
SVC  
New Delhi/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 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. Anju Kaicker, SVC (Convener)
2. Examiner : Dr. Radhika Gupta, DRC
3. Examiner : Dr. Renu Baweja, SHC
4. Examiner : \_\_\_\_\_  
(If any)