

URGENT

To

Dr. Shilpa Jain
The Examiner
Sh. Shivaji College(A)
Delhi University

Subject: Request for setting of question papers by the
setters) for forthcoming Undergraduate Three
III / V Examinations, Nov / Dec - 2019 for the
regarding.

Sir/Madam,

1. This is to state that question papers for the above
Graduate Courses are required to be set in line
Resolution No. 05 dated 01/05/2003. The said E
below:-

*"Examination and evaluation / reevaluation to
College and University teachers and, as far as
set by a Board of Examiners. Appointment of
Examiners be rotated on the basis of seniority
who are teaching the concerned course"*

2. The Board of Examiners consisted of the follow

(ix) There will be separate envelopes for each set of question paper and if a 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
- (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 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-III. However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.

11. Matters relating to South Delhi Campus should be taken up with the Deputy Registrar, Examinations (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 10th November, 2019.** 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.

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

- a) Name of Course : B.Sc. (Hons) Chemistry - S.F.C. III
- b) Semester : III
- c) Name of the Paper: Basic Analytical Chemistry
- d) Unique Paper Code: 12173903
- e) 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 and / or may be obtained from the Department concerned.

5. The three schemes of Undergraduate examination viz. CBCS mode, three year semester mode, erstwhile FYUP Semester mode (only for B. Tech Courses) and examination for new UG admission under 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 input, for persons with Visual Impairment."