

Sir/Madam,

1. You are appointed as a Convener/Examiner for setting of question papers as per following details:-

Convener	Examiner	Examiner
Mr. Jitendra Singh Shivaji 9716302069	Brij Mohan Hansraj 9711216414	

2. The Board of Examiners will set question paper for the **semester mode other than Mathematics** Honours for the subject with the following details:

Course Name	Semester	Unique Paper Code	Paper Name
B.Sc. (H) Chemistry-I	I	235164	MACT 101- Mathematics-I

- Examinations to be held in the month of : November /December 2019
- Medium of setting the Question paper : English
- Submit Question paper in the department by November 14, 2019

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 : _____ (Convener)

2. Examiner : _____