

To

Dr. Ashok Kumar  
Convener (Head Examiner)  
Ramjas College  
Delhi-

**Subject:** Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year **CBCS Semester - I / III / V Examinations, Nov / Dec - 2019 for the Academic Year 2019-20 – regarding.**

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) : Dr. Ashok Kumar (Ramjas),  
Examiner Code no. 1911322213021
2. Examiner : Dr. Nutan Mishra (ARSD),  
Examiner Code no. 1911322213022
3. Examiner : Dr. Seema Gupta (Kalindi),  
Examiner Code no. 1911322213023
4. Examiner : Dr. Manoj Kumar Jaiswal(Rajguru)  
Examiner Code no. 1911322213024
5. Examiner : Dr. Mamta(Shivaji)  
Examiner Code no. 1911322213025

3. This Board of Examiners would be responsible for setting of question papers as per following details: **(Three sets)**

- a) Name of Course : B.Sc. Hons. Physics-CBCS\_Core
- b) Semester : III- Semester
- c) Name of the Paper: : Thermal Physics
- d) Unique Paper Code : 32221302
- e) Medium of setting the Question paper: English Language

Note: Paper Setters/Examiners for Thermal Physics (Sem-III) should note that the question papers for the Semester Examinations of this course should be set in the new pattern. A Model Question Paper in the new pattern for this course was sent to colleges earlier and is also attached. The examination question papers for this course should be set according to the pattern used in the Model Question Paper. They are also requested to submit solutions to the problems asked in the question papers.

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 Course) 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 inputs, for persons with Visual Impairment.”*

7. Wherever two or more sets of question papers are to be set, the individual question paper should be numbered as A, B, C, etc. There should not be any preference for any particular question paper.
8. Each page of such set of question papers is required to be certified by the Board of Examiners at an appropriate place as mark of authenticity. **But the personal details such as Name of Deptt./ College of paper setter, telephone number, address etc. must not be mentioned on the question paper.**
9. **While undertaking this exercise, you are required to take into consideration the following instructions;**
  - (i) When a teacher is acting a part of the Board of Examiners, it should be ensured that no near relations (wife, husband, son, daughter, brother, sister, nephew, niece, sister-in-law or daughter-in-law, brother-in-law etc.) of the teacher is a candidate for the examinations under reference. A certificate is required to be signed by all concerned for this purpose. A copy of the certificate to be filled in by the members of the Board is enclosed as Appendix-I to this letter.
  - (ii) **The two (or more) sets of question papers should not have questions common to any of the papers. This means, there should not be any repetition of questions in the sets.**

- (iii) Utmost care and attention would be required while setting of question papers by the Board of Examiners with special reference to the course content/syllabus, scheme of examinations etc. The convener of the Board of Examiners should ensure such matters.
- (iv) **The question papers set by a Board of Examiners will be moderated by the Moderation Committee at the Department level.**
- (v) Following technical specifications should be strictly adhered to while setting the question papers:
- |                                  |   |                          |
|----------------------------------|---|--------------------------|
| (a)Font (in English)             | - | Times New Roman          |
| (b)Font (in Hindi)               | - | unicode / krutidev       |
| (c) Font size                    | - | 12                       |
| (d)Space                         | - | Single Space             |
| (e)Paper size                    | - | Standard A4 size         |
| (f) Printing                     | - | On one side of the page  |
| (g)Certification/ Authentication | - | On the back of each page |
- (vi) A standard format for the first page of question paper is enclosed for ready reference as Appendix-II. However, instructions to the examinee relating to the structure of the question paper has to be specified at the time of setting of question papers by the Board of Examiners based on the syllabus and scheme of examination prescribed for the subject / paper like use of calculator, graph paper, log tables etc.
- (vii) **Utmost care should be given to ensure that name and identity of the Board of Examiners are not disclosed as it is strictly confidential to facilitate free & fair conduct of examination.**
- (viii) Translation is required to be carried out wherever needed. Each set of question paper, either in English or bilingual (English and Hindi) is to be packed in a separate sealed envelope alongwith a soft copy of the entire content of that corresponding set of Question Paper in Microsoft Word Format in the form of a CD.**Please note that hand written scanned copy of the question papers will not be accepted under any circumstances.**
- (ix) There will be separate envelopes- for each set of question paper and its CD. Theseenvelopes 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 21.10.2019.** 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.

Yours faithfully,

(Head of the Department)

**Dr. P. Senthil Kumar**  
**Co-convener, Sub Committee of CoC**  
**e-mail : exam2019.physics.du@gmail.com**

Encl.: As above

Copy to:

1. Dr. Nutan Mishra, Physics Department, ARSD College, Examiner-II
2. Dr. Seema Gupta, Physics Department, Kalindi College, Examiner- III
3. Dr. Manoj Kr. Jaiswal, Physics Department, Rajguru College, Examiner- IV
4. Dr. Mamta, Physics Department, Shivaji College, Examiner-V