

To

Dr. Ishpal
Convener (Head Examiner)
Kirori Mal College
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 July 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 consisting of the following teachers is constituted where you will be acting as the Convener / Examiner.

1. Examiner(Convener) : Dr. Ishpal (KMC),
Examiner Code no. 2005422276371
2. Examiner : Dr. Rangoli Bhatnagar (RJC),
Examiner Code no. 2005422276372
3. Examiner : Dr. Nidhi Tyagi (Shivaji),
Examiner Code no. 2005422276373

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. Prog. –CBCS_DSE
- b) Semester : VI- Semester
- c) Name of the Paper: : Solid State Physics
- d) Unique Paper Code : 42227637
- e) Medium of setting the Question paper: English 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. 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 along with 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 as per the guidelines given by the exam branch (separately attached).
8. **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
 - (iv) 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.
 - (v) **The question papers set by a Board of Examiners will be moderated by the Moderation Committee at the Department level.**

- (vi) **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.**
- (vii) **Each question paper, either in English or bilingual (English and Hindi) is to be prepared in a soft copy, with the entire content neatly typed in Microsoft Word Format. Each question paper should contain the following details:**
- (a) **Name of the Department**
 - (b) **Name of the Course**
 - (c) **Name of the Paper**
 - (d) **Semester**
 - (e) **Unique Paper Code**
 - (f) **Question paper Set number**
- (viii) **Please note that hand written scanned copy of the question papers will not be accepted under any circumstances. For communicating your assigned set of question papers, kindly contact the undersigned co-convener for further assistance via email / phone.**
9. 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.
- 10. The last date of submission of the question papers is 12.06.2020.** 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.
11. It will be highly appreciated if you kindly go through the entire contents of this letter and ensure that the procedure mentioned above is scrupulously adhered to.
- 12. The members of this examination board should communicate their inability to be examiners (only due to exceptional emergency circumstances) by June 4, 2020, along with reasons and evidences. Such refusals will be communicated to the authorities of the university.**

Yours faithfully,

(Head, Department of Physics &
Astrophysics)

Dr. P. Senthil Kumar (Mobile Number: 9717623716)
Co-convener, Sub Committee of CoC
e-mail : obe.ug2020.physics.du@gmail.com

Encl.: As above

Copy to:

1. Dr. Rangoli Bhatnagar, Physics Department, Ramjas College, Examiner-II
2. Dr. Nidhi Tyagi, Physics Department, Shivaji College, Examiner-III