

No. 866  
Date: 15/9/18

Dr. Hemvati Sharma  
The Convener/ Examiner,  
BNC

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Year Semester- I / III / V Examinations, Nov/Dec, 2018 for the Academic Year 2018-2019 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 | : | Dr. Hemvati Sharma (BNC) (Convener) |
|    | (571-A)  |   | Ph:- 9810957644                     |
| 2. | Examiner | : | Dr. Mahendra Singh (Rajdhani)       |
|    | (571-B)  |   | Ph:- 9968989493                     |
| 3. | Examiner | : | Dr. Sangeeta Rani (Bharti)          |
|    | (571-C)  |   | Ph:- 9811120455                     |
| 4. | Examiner | : |                                     |
|    | (If any) |   |                                     |

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

- a) Name of Course : B.A (Hons.) Hindi Patra
- b) Semester : 5
- c) Name of the Paper: Radio
- d) Unique Paper Code: 205522
- e) Medium of setting the Question paper: English / English & Hindi 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. *three year semester mode, erstwhile FYUP Semester mode and examination for new UG admission having CBCS scheme are being held simultaneously*, therefore the boards of examiners are required to be instructed to set question paper 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 input for persons with Visual Impairment."*

7. The Board of Examiners shall be required to prepare two sets of question papers for Hons. / four sets for B.A (Prog) Courses. There should not be any preference of any particular set. The sets should be numbered as A & B (as the case may be) for Hons. Courses and A, B, C & D for Programme Courses.

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 10/10/18. 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.

14. List of papers for which question papers have to be set, schedule of remuneration for such work alongwith various proforma / envelope etc. as mentioned in the body of the letter is enclosed for appropriate usage.

Yours faithfully

(Head of the Department)

Encl.: As above

Copy to:

1. Dr. Sangeeta Rani Examiner I  
(Bharti)
2. Dr. Asha Examiner II  
(Aditi)
3. / Examiner III (if any)