No. 2513
Date: 04/2/19.

Dr. Bijender Kumar
The Convener/ Examiner,

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the following forthcoming Undergraduate Courses Examinations Nov/Dec, 2019 for the Academic Year 2019-2020 regarding :-
    (i)   FYUP (B. Tech) Semester Examination – III / V / VII Semester
    (ii)   Three Years Semester Examination – I / III / V Semester
    (iii) Three Years Semester Examination CBCS for SOL – I Semester

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. Bijender Kumar (BAAC)
         522-A   (Convener)
                                        9312403 16
   2.   Examiner : Dr. Sanjeeta Rani (Bharti)
         522-B   9811120045
   3.   Examiner : Dr. Asha (AP/TI)
         522-C
                                         9871086838.
   4.   Examiner :
         (If any)

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

    a)   Name of Course   :   B.A. (Hons.) / B.A. (Prog.) / B.Com. (P / B.A. (Prog.) Functional Hindi / B.A. (Hons.) Hindi Patrakarita

    b)   Semester   :   _I_

    c)   Name of the Paper :   _Hindi {Higher} (Qualify_

    d)   Unique Paper Code: _205761_

    e)   Medium of setting the Question paper: English / English & Hindi Language

4. It would be the responsibility of the Convener to ensure that the pape is set as per the syllabus and the scheme of examination. The sylbu and the schemes of examination is available on the University of Delh website.

5. The three schemes of Undergraduate examination *viz.* CBCS mode, three yea semester mode, erstwhile FYUP Semester mode (only for B. Tech Course and examination for new UG admission under CBCS scheme are being hel simultaneously, therefore the boards of examiners are required to be instructe to set question papers distinguishing clearly the mode for which paper setting to be done as per Unique Paper Code along with relevant cours content/syllabus, scheme of examinations, number of question papers require etc.

6. The board of examiners shall ensure the compliance of relevan guidelines for PWD candidates, wherever applicable. Para XV of th 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 additional 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 **two sets** of question papers for Hons. **Five 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 & E for Programme Courses.

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

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.

List of papers for which question papers have to be set, schedule of remuneration for such work along with 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:

Dr. Sangeeta Rani _____, Examiner I

2. Dr. Asha _____, Examiner II

3. _____, Examiner III (if any)

Appendix-II

Format of the First page of a Model Question Paper in A4 size Page

Unique Paper Code :

Name of the Paper :

Name of the Course :

Semester :

Duration : _____ Hours

Maximum Marks : _____ Marks

Instructions for Candidates