

Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Updated documents visible and clear to read 2018

2. Setting of question papers for UG/PG programs

Supporting Documents

Name of teacher - Dr. Jaspal Kaur	
	No
	Date: 28/08/2018

To

Dr. Neeru Kapoor (DCAC)

The Convener/Examiner,

Examiner Code-18DCBCP18A

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 - 2018 for the Academic Year 2018-19- regarding

Sir/Madam,



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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

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. Neeru Kapoor (DCAC) (Convener)

2. Examiner : Dr. Jaspal kaur (MSC)3. Examiner : Dr. Manju Khosla (Gargi)

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

a) Name of Course : **B.Com. Sem-V**



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b) Name of the Paper: Advertising

d) Unique Paper Code: 52413502

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 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 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 the question papers in the following manner:-
 - For Three Years CBCS Examination :



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S. No.	Paper	No. of Sets Required
i.	All papers of Honours / Programme except	2 Sets
	Discipline Centered Course-I, II & Language	
	Papers.	
ii.	All discipline Centered Courses I & II Papers	4 Sets
	(Except discipline Centered Courses / Papers	
	offered in B. Com (H) & B. Com (Prog.)	
iii.	Language papers offered in B. A. (Prog.)	4 Sets

- 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) These two sets of question papers should not have questions common in 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.



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- (iv) The question papers set by a Board of Examiners must be moderated by the Moderation Committee at the department level.
- (v) Following technical specifications should be strictly adhere to while setting the question papers:

(a) Font (in English) - Times New Roman

(b) Font (in Hindi) - unicode / kruti dev

(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



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- 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 it's CD. These envelopes 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 04/09/2018.** 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.



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- 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.	Examiner I
*	2.	, Examiner II
	3.	, Examiner III (if any)



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Name of teacher - Dr. Rashmi Singh

Department of Commerce

University of Delhi

Delhi-110007

B.Com.(H) Semester II Examination Apr/May 2019

Paper Setter

Paper-CH 2.1: Business Statistics

(2Q.P/3hrs/75Mks.)

1. Dr. Suman Kharbanda (Shivaji) (Convener) (Examiner Code-19MBCH1A) Ph.: 9810808703

2. Dr. Uma Gulati (ARSD) (Examiner Code-19MBCH1B)

Ph.: 9810140973

3. Dr. Rashmi Singh (MSC) (Examiner Code-19MBCH1C)

Ph.: 9868162414



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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3 Name of teacher - Dr. Rashmi Singh

Department of Commerce

University of Delhi

Delhi-110007

B.Com.(P) CBCS Semester VI Examination Apr/May 2019

Paper Setter

Paper-BCP: Financial Markets and Institutions

(4Q.P/3hrs/75Mks.)

1. Dr. Vinod (SGND) (Convener) (Examiner Code-19MCBCP13A)

Ph.: 9810084847

2. Dr. Urmila Bharti (ZHC(e)) (Examiner Code-19MCBCP13B)

Ph.: 9811331471

3. Dr. Rashmi Singh (MSC) (Examiner Code-19MCBCP13C)

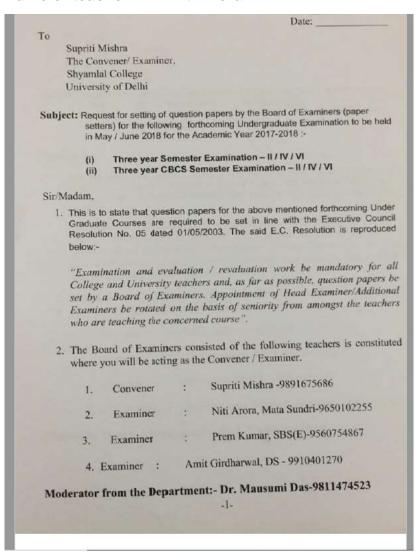
Ph.: 9868162414



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Name of teacher - Dr. Niti Arora





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Name of teacher - Dr. Niti Arora

	No
То	Date:
7.55	
	Swati Yadav
	The Convener/ Examiner, Bhagini Nivedita College
	University of Delhi
Subje	ect: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Three Yea Semester - I / III / V Examinations, Nov / Dec - 2018 for the Academi Year 2018-19- regarding
Sir/M	adam,
1.	This is to state that question papers for the above mentioned forthcoming Und Graduate Courses are required to be set in line with the Executive Coun Resolution No. 05 dated 01/05/2003. The said E.C. Resolution is reproduce below:-
	"Examination and evaluation / revaluation work be mandatory for College and University teachers and, as far as possible, question papers set by a Board of Examiners. Appointment of Head Examiner/Addition Examiners be rotated on the basis of sentority from amongst the teach who are teaching the concerned course".
2.	The Board of Examiners consisted of the following teachers is constitution where you will be acting as the Convener / Examiner.
	1. Convener : Swati Yadav 9868328620
	2. Examiner : Anjali Agarwal, MLN (E)-8743888162
	3. Examiner : Niti Arora, MSCW - 9650102255
	 Hindi Translator: Praveen Kumar, Keshav Mahavidyalaya 98187 65
Mode	rator from the Department:- Prof. Shreekant Gupta



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Name of teacher - Dr. Meenakshi Kohli

From:	MEENAKSHI KOHU <meenakshikohli.kohli@gmail.com></meenakshikohli.kohli@gmail.com>
Sent:	Friday, August 31, 2018 3:30 PM
To:	Rakesh Kohli Fwd: Paper Setting for 62274301
Subject: Attachments:	62274301.docx
Formulad	
From: Department	Office <dept@econdse.org></dept@econdse.org>
Date: Fri, 31 Aug 20	118 3:09 nm
Subject: Paper Setting	ng for 62274301
To: < Meenakshikoh <surendrasharma@i< td=""><td>li.kohli@gmail.com>, Anjali Agarwal <anjaliagarwal0025@gmail.com></anjaliagarwal0025@gmail.com></td></surendrasharma@i<>	li.kohli@gmail.com>, Anjali Agarwal <anjaliagarwal0025@gmail.com></anjaliagarwal0025@gmail.com>
Cc: Maneka (Dept. (Office) <maneka@econdse.org></maneka@econdse.org>
Dear Sir/Madam,	
Head of the Departm Graduate Question I 2018-19.	nent has appointed you as a/an convenor/Examiner/Hindi Translator for s Papers forthcoming examination to be held in Nov/Dec 2018 for the Acad
The guidelines for to as early as possible.	he setting of question papers is attached. You are requested to submit the
A line in reply shall	be highly appreciated
Yours faithfully,	
Department of Ecor	nomics
Delhi School of Eco University of Delhi	
Offiversity of Defin	



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Name of teacher - Ms. Gurpreet Kaur

No.Maths/2018/PS/02 Date: 28.02.2018

Sir/Madam,

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

Convener	Examiner	Examiner	
Punita Saxena	Gurpreet Kaur	Md. Arif	
Saheed Rajguru	Mata Sundari	ZHDC	
9810221483	9971556694	9810829398	

The Board of Examiners will set question paper for the CBCS (B.Sc. (H) Mathematics for the subject with the following details:

CBCS B.Sc. (Hons.) Mathematics

SEMESTER II

Unique Paper Code	Paper Name	
32351202	C4-Differential Equations	

- · Examinations to be held in the month of: May /June 2018
- Medium of setting the Question paper: English
- Submit Question paper in the department by March 09, 2018

Sir/Madam,

- 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".
- 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	8	



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Name of teacher - Ms. Pooja Sharma



It is requested you kindly evaluate the B.El.Ed answer scripts of annual examination-2018 within a week from date of issue of the letter at centralised evaluation centre, Room No.-103 ARC Building CIE Annexure 1st Floor Delhi University, so that the result may be declared on time.

The convener of the paper is requested to prepare the marking scheme before starting the evaluation work.

O 2.3 Mathematics- 1

Convenor

Dr. Suruchi (AMC)

Examiners

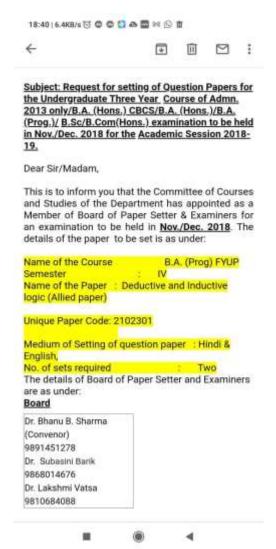
- 1. Ms. Aalpana (SPM)
- 2. Ms. Pooja Sharma (MSC)



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Name of teacher - Dr. Lakshmi Vatsa





Yahoo Mail - Request for setting of Question Papers examination on held on December, 2020

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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Hemlata Krishnani

Request for setting of Question Papers examination on held on December, 2020

From: HEAD PHILOSOPHY (headphilosophy2010@gmail.com)

To: hemlata_krishnani@yahoo.co.in; hjagatdeb@yahoo.in; reena_kannojiya@yahoo.com

Date: Sunday, 22 November, 2020, 01:27 pm IST

Dear Sir/Madam,

1/25/2021

This is to inform you that the Committee of Courses and Studies of the Department has appointed as a Member of Board of Paper Setter & Examiners for an examination held on December 2020. The details of the paper to be set is as under

Name of the Course Philosophy.

Semester : III Name of the Paper : Applied Ethics Unique Paper Code: 12101303_OC

Medium of Setting of question paper : Hindi & English,

The details of Board of Paper Setter and Examiners are as under:

Board

Dr Hemlata Krishnani (MSC)

(Convener) 9891682505

Ms Himanshubala Jagatdeb (JDMC)

9818104847

Dr. Reena Kannojiya (MH)

9811445013

The above paper is urgently required by the Examination Branch. You are, therefore, requested to Co-ordinate with other members of the Board and submit the paper(s).



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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Sheelam Bharti



Sheelam Bharti <sheelambharti@gmail.com>

CBCS Paper setting

2 messages

HEAD PHILOSOPHY

Tue, Mar 20, 2018 at 3:11

PM

<headphilosophy2010@gmail.com>

To: pratibhasharma15@yahoo.com, mayuri gogoi

<mayurigogoisingh@yahoo.com>, Sheelam Bharti <sheelambharti@gmail.com>

CONFIDENTIAL/ MOST URGENT

Dated: 20th March, 2018

-

Subject: Request for setting of Question Papers for the Undergraduate Three Year

Course of Admn. 2013 only/B.A. (Hons.) CBCS/B.A. (Hons.)/B.A. (Prog.)/

B.Sc/B.Com(Hons.) examination to be held in May/June 2018 for the

Academic Session 2017-18.

Dear Sir/Madam,

This is to inform you that the Committee of Courses and Studies of the Department has appointed as a Member of Board of Paper Setter & Examiners for an examination to be held in <u>May/June 2018</u>. The details of the paper to be set is as under

Name of the Course B.A. (Prog) (CBCS)

Semester IV

Name of the Paper : Western Philosophy (Descartes to Kant)

Unique Paper Code : 62104406

Medium of Setting of question paper : Hindi & English

No. of sets required : Four (2+2)

The details of Board of Paper Setter and Examiners are as under:



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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Board-XIX

Dr. Pratibha Sharma (Con.) (MH) 9899553737 Dr. Mayuri Gogoi (IP) 9999594489 Dr. Sheelam Bharati (MSC) 7503402520

You are requested to Co-ordinate with other members of the Board and submit the paper(s) on or before 3.04.2018. The paper setting material may be collected from the office as per your convenience. Please note that the department does not have any facility for typing and Hindi translation of question papers in the Department. You are therefore, requested to arrange the typing and translation of the paper at your end.

Yours faithfully,

1134

HEAD OF THE DEPARTMENT

Sheelam Bharti <sheelambharti@gmail.com> To: Jolly Singh <25jollysingh@gmail.com>

Tue, Dec 15, 2020 at 9:05 AM



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Sheelam Bharti



Sheelam Bharti <sheelambharti@gmail.com>

Paper setting B.A.(Hons) 3 year course

2 messages

HEAD PHILOSOPHY

Thu, Oct 18, 2018 at 5:39

<headphilosophy2010@gmail.com>

PM

To: hjagatdeb@yahoo.in, Sheelam Bharti <sheelambharti@gmail.com>

CONFIDENTIAL/ MOST URGENT

Dated: 18th October, 2018

Subject: Request for setting of Question Papers for the Undergraduate Three Year Course of Admn. 2013 only/B.A. (Hons.) CBCS/B.A. (Hons.)/B.A. (Prog.)/ B.Sc/B.Com(Hons.) examination to be held in Nov./Dec. 2018 for the Academic Session 2018-19.

Dear Sir/Madam,

This is to inform you that the Committee of Courses and Studies of the Department has appointed as a Member of Board of Paper Setter & Examiners for an examination to be held in **Nov./Dec. 2018**. The details of the paper to be set is as under:

Name of the Course

B.A. (Hons.) Philosophy(3 year

Course)

Semester V Name of the Paper : Ethics-II



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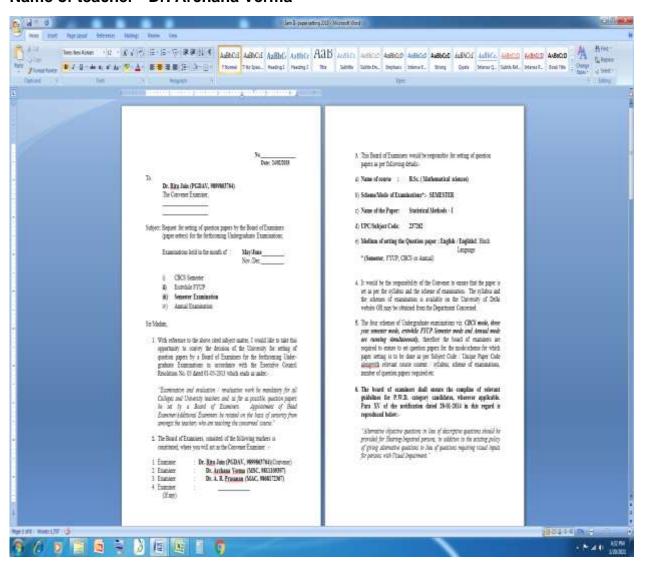
Medium of Setting of question pa		Hindi & English						
No. of sets required	1	two						
The details of Board of Paper Setter and Examiners are as under:								
Dr. Himanshu B Jagatdeb(JDM) (Con.) 9818104847 Dr. Sheelam Bharti (MSC) 7503402520								
material can be collected from the Please note that the department and Hindi translation of question o arrange the typing and transla	t does no papers.	t have ar You are	y facility for typing therefore, requested					
	HE		HE DEPARTMENT					
		B/	ALAGANAPATHI					
D.		B/	ALAGANAPATHI					
D. neelam Bharti <sheelambharti@gma : Jolly Singh <25jollysingh@gmail.co</sheelambharti@gma 			ALAGANAPATHI Dec 15, 2020 at 9:00 AM					



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Archana Verma

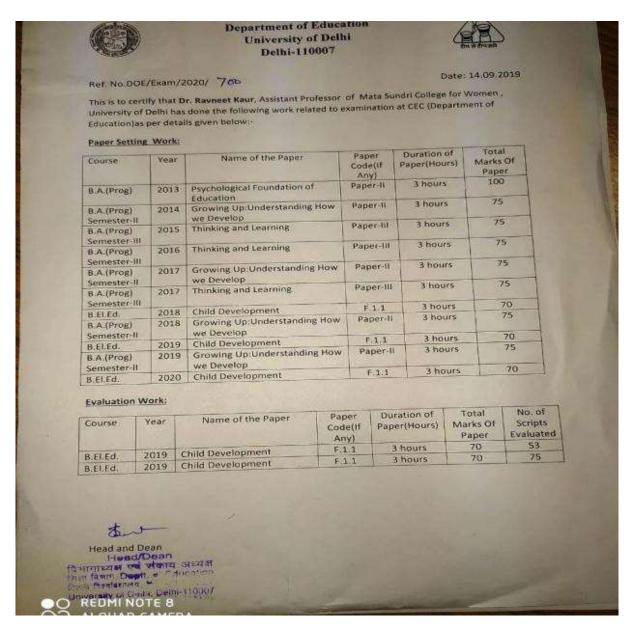




Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher- Dr. Ravneet Kaur (2 papers)

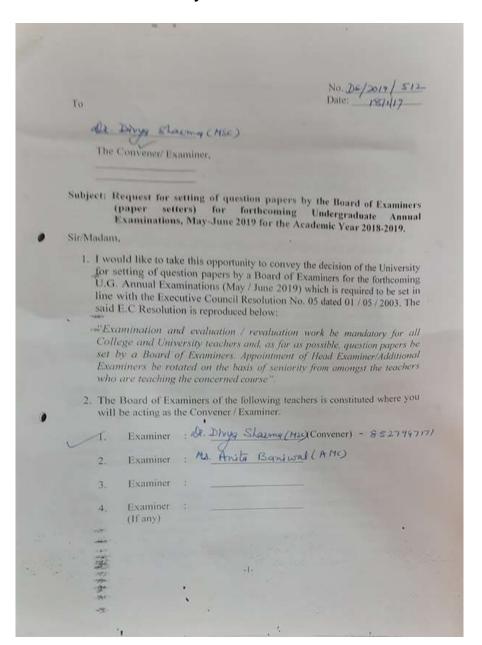




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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Ms. Divya Sharma





Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

a) Name of Course: Ba (Pog) Transported in School Semester c) Name of the Paper: d) Unique Paper Code: e) Medium of setting the Question paper: English / bilingual (English and Hindi) 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 four schemes of Undergraduate examination viz CBCS mode, three year semester mode, erstwhile FYUP Semester mode and Annual mode examination 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 Subject 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 additional to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment."	200	This Board of Examiners would be responsible for setting of question papers
a) Name of Course: BA (Fog) If June 1 b) Semester c) Name of the Paper: d) Unique Paper Code: e) Medium of setting the Question paper: English / bilingual (English and Hindi) 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 four schemes of Undergraduate examination viz CBCS mode, three year semester mode, erstwhile FYUP Semester mode and Annual mode examination are being held simultaneously, therefore, the boards of examiners are required to are being held simultaneously, therefore, the boards of examiners are required to 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 Subject 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 additional to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment."		
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e) Medium of setting the Question paper: English / bilingual (English and Hindi) 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. The four schemes of Undergraduate examination viz CBCS mode, three year semester mode, erstwhile FYUP Semester mode and Annual mode examination 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 Subject Code along with relevant course content / syllabus, scheme of examinations, number of question papers required, etc. 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 additional to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment."		c) Name of the Paper: 24Pl 75 MKs/ 3403
e) Medium of setting the Question paper: English / bilingual (English and Hindi) 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. The four schemes of Undergraduate examination viz. CBCS mode, three year semester mode, erstwhile FYUP Semester mode and Annual mode examination 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 Subject Code along with relevant course content / syllabus, scheme of examinations, number of question papers required, etc. 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 additional to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment."		d) Unique Paper Code:
schemes of examination is available on the University of Delhi website and the schemes of examination is available on the University of Delhi website and the schemes of examination is available on the University of Delhi website and the schemes of examination to the paper settle of the semester mode and Annual mode examination semester mode, erstwhile FYUP Semester mode and Annual mode examination semester mode, erstwhile FYUP Semester mode and Annual mode examination 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 settling is to be done as per Subject 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 additional to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment."		e) Medium of setting the Question paper: English / bilingual (English and Hindi)
 The four schemes of Undergraduate examination viz CBCS mode, three year semester mode, erstwhile FYUP Semester mode and Annual mode examination 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 Subject Code along with relevant course content / syllabus, scheme of examinations, number of question papers required, etc. 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 additional to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment." 		schemes of examination is available on the University of Delhi website and a schemes of examination is available on the University of Delhi website and a scheme of examination is available on the University of Delhi website and a scheme of examination is available on the University of Delhi website and a scheme of examination is available on the University of Delhi website and a scheme of examination is available on the University of Delhi website and a scheme of examination is available on the University of Delhi website and a scheme of examination is available on the University of Delhi website and a scheme of examination is available on the University of Delhi website and a scheme of examination is available on the University of Delhi website and a scheme of examination is available on the University of Delhi website and a scheme of examination is a scheme of examination of the University of Delhi website and a scheme of examination of the University of Delhi website and a scheme of examination of the University of Delhi website and a scheme of the University of Delh
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 additional to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment."		semester mode, erstmitted are being held simultaneously, therefore, the boards of examiners are required to are being held simultaneously, therefore, the boards of examiners are required to be instructed to set question papers distinguishing clearly the mode for which be instructed to set question papers distinguishing clearly the mode for which be instructed to set question papers required, content / syllabus, scheme of examinations, number of question papers required, content / syllabus, scheme of examinations, number of question papers required.
"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."	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:
about he required to prepare three sets of question		"Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in additional to the existing policy provided for Hearing-Impaired persons, in additional to the existing policy provided alternative questions in lieu of questions requiring visual inputs,
7. The Board of Examines of the papers for Honours and Eight sets for programme courses for each such paper to be set. There should not be any preference of any particular set. The sets should be numbered as A, B, C & D (as the case may be).	7.	The Board of Examiners shall be required to prepare three sets of question papers for Honours and Eight sets for programme courses for each such papers to be set. There should not be any preference of any particular set. The
		A TRANSPORTE A STATE OF THE STA



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Ms Ruchi Garg





Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Manisha Subba

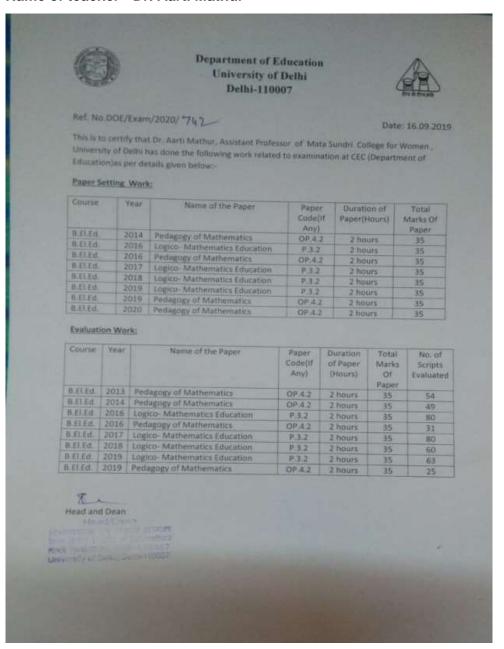
	No. DE DOT 3% Date: (81/1)
0	
dr.	. Toiphi Bassi (LSR)
	e Convener/ Examiner,
-	
Subject:	Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Undergraduate Annual Examinations, May-June 2019 for the Academic Year 2018-2019.
Sir/Ma	
1.	I would like to take this opportunity to convey the decision of the University for setting of question papers by a Board of Examiners for the forthcoming U.G. Annual Examinations (May / June 2019) which is 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 of the following teachers is constituted where you will be acting as the Convener / Examiner.
	1. Examiner : 41- Triph Bassi (LSR) (Convener) 8585904745
	2. Examiner: Ho. Prady yat Kaur (JAO 98106 82413
	3. Examiner: Hs. Manisha Salba (Hsc)
900	4. Examiner : (If any)



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Aarti Mathur

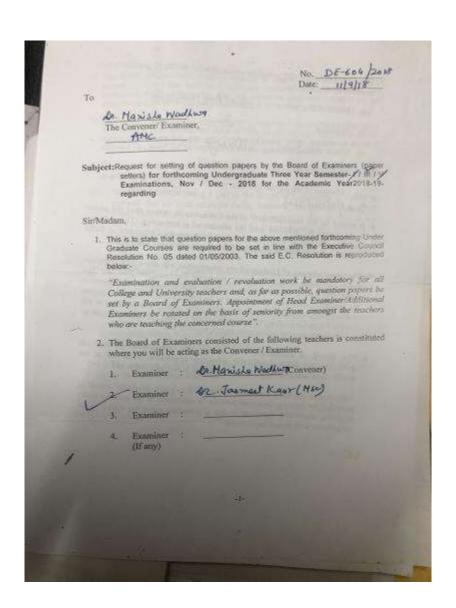




Ph: 23237291

Ref No MSC/IQAC/SSR-CR1/DVV/1 1 3

Name of teacher - Dr. Jasmeet Kaur

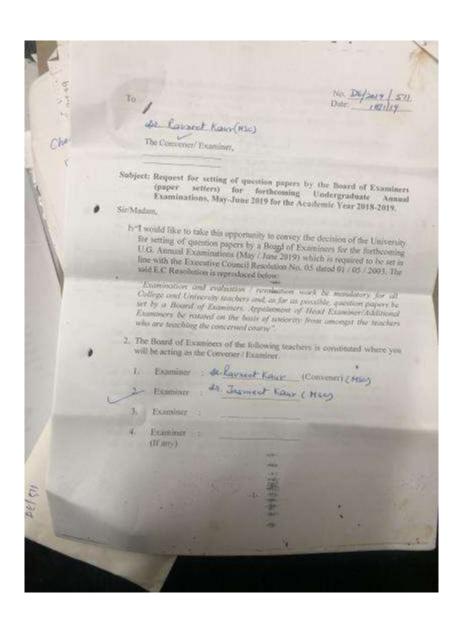




Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Jasmeet Kaur





Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Ms. Neerja Singh



Department of Education University of Delhi Delhi-110007



Ref. No.DOE/Exam/2020/ 705

Date: 11.09.2019

This is to certify that Ats. Neerja Singh nee yadav, Assistant Professor of Mata Sundri College for Women, University of Delhi has done the following work related to examination at CEC (Department of Education) as per details given below:-

Paper Setting Work:

Course	Year	Name of the Paper	Paper Code(if Any)	Duration of Paper(Hours)	Total Marks Of Paper
B.El.Ed.	2013	Language Acquisition	F.2.4	2 hours	35
B.El.Ed.	2014	Language Acquisition	F.2.4	2 hours	35
B.El.Ed.	2016	Nature of Language	C.1.1	THE RESERVE OF THE PARTY OF THE	The state of the s
B.EI.Ed.	2018	Language Acquisition		2 hours	35
B.El.Ed.	- BUILDING TANKS		F.2.4	2 hours	35
Name and Address of the Owner, where the Owner, which is the Owner, which is the Owner, where the Owner, which is the Owner, which i	2019	Nature of Language	C.1.1	2 hours	35
B.El.Ed.	2020	Language Acquisition	F.2.4	2 hours	35

Evaluation Work:

Course	Year	Name of the Paper	Paper Code(If Any)	Duration of Paper(Hours)	Total Marks Of Paper	No. of Scripts Evaluated
B.El.Ed.	2013	Language Acquisition	F.2.4	2 hours	35	113
B.El.Ed.	2014	Language Acquisition	F.2.4	2 hours	35	110
B.El.Ed.	2015	Nature of Language	C.1.1	2 hours	35	75
B.El.Ed.	2016	Nature of Language	C.1.1	2 hours	35	100
B.El.Ed.	2018	Language Acquisition	F.2.4	2 hours	35	180
B.El.Ed.	2019	Nature of Language	C.1.1	2 hours	35	122



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Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Radhika Menon (4 papers)

6		9	Department of Edu University of De Delhi-110007			
This is Delhi t	to certi las done given b	fy that the fo	/2020/ Dr. Radhika Menon, Assistant Professo Rowing work related to examination at	r of Mata Sur CEC (Departm		21.10.2020 Iniversity of Ion las per
Course		y e	ar Name of the Paper	Paper	Duration	Total
B.A.(Prog.)Part-I	201	contemporary in the Contemporary	(If Any) A-118	of Paper (Hours) 3 hours	Marks Of Paper 100
B.A.(Prog.) Semester	111	201	Social Context	Paper-III	3 hours	75
8.A.(Prog.) Semester -1 B.A.(Prog.)		201	and the appetitive in Education	Paper-IV	3 hours	75
Semester -V B.A.(Prog.)		2013	- Arransm and Education	Paper-V	3 hours	75
Semester-I B.A.(Prog.)		2014	Education in the Contemporary India	Paper-I	3 hours	75
B.A.(Prog.)	1	2014	Critical Perspective in Education Pluralism and Education	Paper-IV	3 hours	75
Semester-V B.A.(Prog.)	12	014	Education in India Policy and	Paper-V	3 hours	75
Semester -VI B.A.(Prog.)Part-	111 21	015	Practice Education in the Contemporary	Paper-VI	3 hours	75
B.A.(Prog.)	20		ndia:Trends,issues and Challenges ducation in the Contemporary	C-118	3 hours	100
Semester -I B.A.(Prog.) 20		_ 11	rowing Up:Understaning How We	Paper-I	3 hours	75
A.(Prog.)	201	10	evelop inking and Learning	Paper-II	3 hours	75
emester -III A.(Prog.)	201		tical Perspective in Education	Paper-III	3 hours	75
mester -IV .(Prog.)	2015		ralism and Education	Paper-IV	3 hours	75
ester -V (Prog.)	2015	1		Paper-V	3 hours	75
ester-VI		Prac	cation in India Policy and tice	Paper-VI	3 hours	75



Ph: 23237291

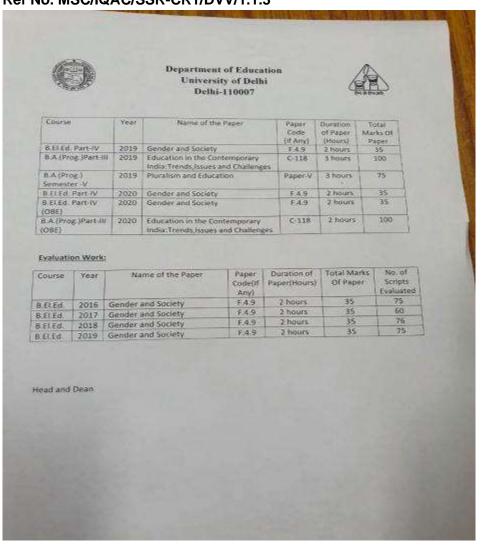
Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

		Department of Educatio University of Delhi Delhi-110007	6	All marine	
Const	Year	Name of the Paper			
			Paper	Of Paper 1	Total starks or
H.E.L.E.S. Part-IV	2016	Gender and Society	(0. Anv)	(Hours)	Poper
D.A. (Prog. SPart-b	2010	Education in the Contents	F.0.9	2.baurs	35
H.A.(Prog.)		THE RESERVE OF THE PARTY OF THE	C-118	3 hours	100
Semester I	2016	India	Papent	A trours	75
G.A. (Prog.) Semester-II	2016	Growing Up: Understaning How We	Papersu	3 hours	75
BA (Prog)	2016	Thinking and Learning	Danie M	THE PERSON NAMED IN	
Semester III			Papacatti	3 hours	75.
Semester-IV	2016	Critical Perspective in Education	Paper-IV	3-hours	75
Semester-V	2016	Pluralism and Education	Paper-V	⇒ hours	79
B.A.(Prog.) Semester-VI	2016	Education Including Policy and Practice	Paper-Vi	3 hours	75
BELEG Partil	2017	Gender and Society	FA.9	2 hours	35
B.A. (Prog.)Part-m	2017	Education in the Contemporary India, Trends, Issues and Challenges	C-118	3 hours	190
B.A (Prog.) Semester-1	2017	Education in the Contemporary India	Paper-t	3 hours	75
B.A.(Prog.) Semester-ti	2017	Growing UprUnderstaning How We	Paper-II	3 hours	75)
B.A.(Prog.) Semester -III	2017	Thinking and tearning	Paper-III	3 hours	75
B A.(Prog.) Semester -IV	2017	Critical Perspective in Education	Paper-IV	3 hours	75
B.A.(Prog.)	2017	Pluralism and Education	Paper-V	3 hours	75
Semester -V B.A.(Prog.)	2017	Education in India Policy and	Paper-V	3 hours	75
Semester-VI	2010	Practice Gender and Society	F.4.9	2 hour	35
B.El.Ed. Part-IV	2018	Critical Perspective in Education	Paper P	The state of the s	
B:A (Prog.) Semester -IV	2010	The state of the s	P. P.	-	13
B.A.(Prog.)	2018	Pluralism and Education	Paper-	7 3 hour	> 75
Semester-V 3:A.(Prog.)	2018	Education in India Policy and	PaperA	/1 3 hour	75
semester VI		Prectice	ted	FC	



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3





Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Indu Kumari

age C	No. 865 Date: 125/9/18
То	
7	Convener/Examiner
The	Convener/ Examiner
	A STATE OF THE STA
Subject:	Request for setting of question papers by the Board of Setters) for forthcoming Undergraduate Three Year CBCS Semester-I/III/V Examinations, Nov/Dec, 2018 for the Academic Year 2018-2019 regarding
Sir/Madau	
1. This	S IS to state that question
Res	is to state that question papers for the above mentioned forthcoming Under duate Courses are required to be set in line with the Executive Council colution No. 05 dated 01/05/2003. The said E.C. Resolution is reproduced ow;-
set Exe	camination and evaluation / revaluation work be mandatory for all llege and University teachers and, as far as possible, question papers be by a Board of Examiners. Appointment of Head Examiner/Additional uniners be rotated on the basis of seniority from amongst the teachers of are teaching the concerned course".
2. The	Board of Examiners consisted of the following teachers is constituted are you will be acting as the Convener / Examiner.
1.	Examiner: Dr. Raj Ran; Sharry (cohamer) 9899690949 Examiner: Dr. Shall Kumari (MSC) 9873405194 Examiner: Dr. Bharti (KNC) 9811599257
0.014	Examiner: Dr. Indy Eumani (MSC)
2.	7873405199
2.	Examiner: Dr. Mart) (KNC)



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Indu Kumari

То	No. 1545 Date: 05/3/19
10	Dr. Karda Blathagu
	The Convener/ Examiner,
Subjec	ct: Request for setting of question papers by the Board of Examiners (paper setters) for the following forthcoming Undergraduate Examination to be held in May / June 2019 for the Academic Year 2018-19:-
	(i) Three year Semester Examination – II / IV / VI (ii) Erstwhile FYUP Semester Examination – IV / VI / VIII
Sir/M	adam,
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. Sharda Pshatrogar (Convener) 281-A 2. Examiner: D Judy Kumay (M. Sundar) 3873405194 3. Examiner: Dr. Fornam Yadar (JDM) 4. Examiner:
	2. Examiner: D- They Knimary (M. Sundar)
	3. Examiner: Dr. Fornam Kadar (50M)
	281-6 9212345507
-	4. Examiner : (If any)



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Jasvinder Oberoi

Name of teacher - L	Ji. Jasvilidei Oberoi
To	No. 1545 Date: 06 03 19
The Convener	Mesober ou Examiner,
setters) for the	setting of question papers by the Board of Examiners (paper ne following forthcoming Undergraduate Examination to be held 2019 for the Academic Year 2018-19:-
(i) Three	year CBCS Semester Examination – II / IV / VI
ir/Madam,	
Graduate Courses	t question papers for the above mentioned forthcoming Under are required to be set in line with the Executive Council dated 01/05/2003. The said E.C. Resolution is reproduced
set by a Board of Examiners be rota	d evaluation / revaluation work be mandatory for all resity teachers and, as far as possible, question papers be Examiners. Appointment of Head Examiner/Additional ted on the basis of seniority from amongst the teachers he concerned course".
. The Board of Exam where you will be a	niners consisted of the following teachers is constituted cting as the Convener / Examiner.
1. Examiner (202-A) 2. Examiner (202-B) Examiner (202-C)	Dr. Jasvinder Ober 01 (MC(Gonvener) Ph!- 9818423407 Dr. Alok Ramjan Panoley (RN) Ph!- 9540572211 Dr. Cammenolia Kimas (SLC)
Examiner : (If any)	Ph!-9868096180



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Lalita Meena

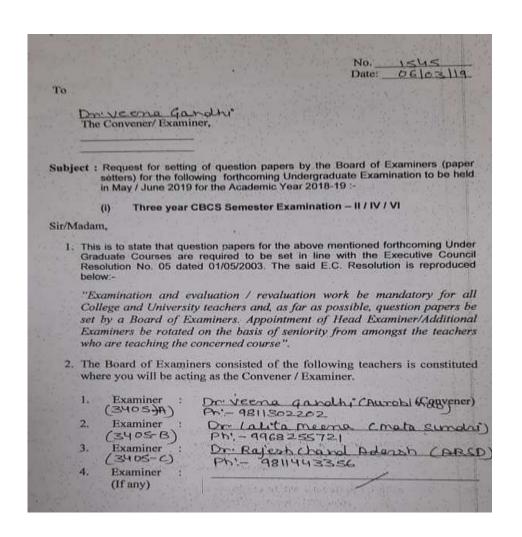
	No. Black Date: 1 = 17/19
To	
	Dr. Veena Grandhi
Ti	e Convener/ Examiner
14 12	The state of the s
- 11	
Subject:	Request for setting of question papers by the Board of Examiners (Paper Setters) for forthcoming Undergraduate Three Year CBCS Semester-I/III/V Examinations, Nev/Dec, 2018 for the Academic Year 2018-2019 regarding
Sir/Mada	m,
Res	s is to state that question papers for the above mentioned forthcoming Under duate Courses are required to be set in line with the Executive Council solution. No. 25 department of the Courses are required to be set in line with the Executive Council solution.
	solution No. 05 dated 01/05/2003. The said E.C. Resolution is reproduced ow:-
"E Coset Exc	xamination and evaluation / revaluation work be mandatory for all lege and University teachers and, as far as possible, question papers be by a Board of Examiners, Appointment of Head Examiner/Additional miners be rotated on the basis of sentority from amongst the teachers of are teaching the concerned course."
"E Coset Exc who	camination and evaluation / revaluation work be mandatory for all lege and University teachers and, as far as possible, question papers be by a Board of Examiners, Appointment of Head Examiner/Additional miners be rotated on the basis of seniority from amongst the teachers
"E Coset Exc who	Examiner: Examiner: Dr. Velen, Gas Ali (Part birel) Examiner: Saminer: Additional amongst the teachers of the following teachers is constituted are you will be acting as the Convener / Examiner.
"E. Co. set Exc. who	Examiner: Dr. Velage Manufacture (Convener) Examiner: Dr. Velage Manufacture (Mark) Examiner: Examiner: Dr. Velage Maleeyig (Mark)
"E. Co. set Exc. who	Examiner Examiner Examiner Solida Board of Examiners Appointment of Head Examiner/Additional miners be rotated on the basis of seniority from amongst the teachers of are teaching the concerned course. Examiner Dr. Veleng Gas Ri (Aut bide) (Convener)



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Lalita Meena





Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

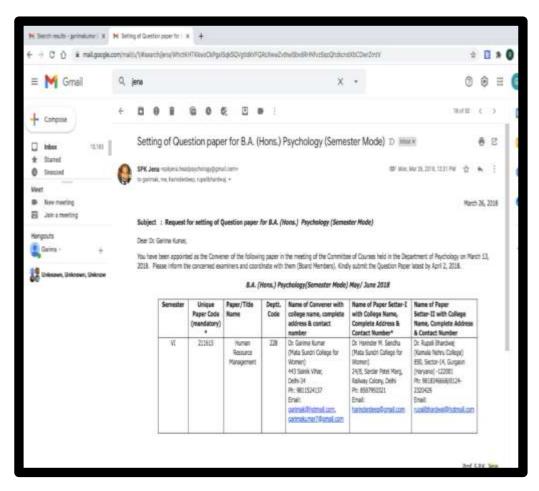
370	No. 1545 Date: 66/2/19
	To
	Dr. Vivender Krymar The Convener/Examiner,
	Subject: Request for setting of question papers by the Board of Examiners (paper setters) for the following forthcoming Undergraduate Examination to be held in May / June 2019 for the Academic Year 2018-19:-
	(ii) Three year Semester Examination – II / IV / VI (ii) Erstwhile FYUP Semester Examination – IV / VI / VIII
	Sir/Madam,
	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. Vivender Kumai (RD) (Convener) 403-A 2. Examiner: Dr. Poonem (Mats Sundai) Gautam 9015056363
	2. Examiner: Dr. Tooken (mats Sundai) 403-B Grantam 9015056363
	3. Examiner: 1. 1-em 29may nigh (Blast)
	4. Examiner : 9868 (8180) (If any)
	3. This Board of Examiners would be responsible for setting of question papers as per following details:



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Garima Kumar





Ph: 23237291

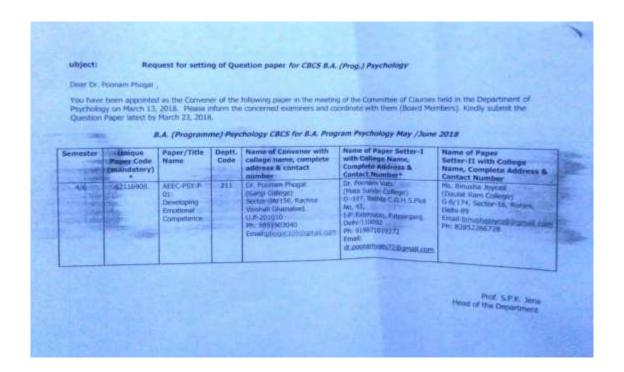
Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Subject		Change	n the examiners for setting of Question pa	cier	
You have	s. Amarjyou ve been app lease inform	ti Josen,	Convener of the following paper in the meeting the with your Board members and submit the Qu	of the Committee of Co extion Paper at the naci	ornes dated March 13,
		200	CBCS for B.A. (Hons.) Psychology May	/June 2018	
Sernes ter	Paper Code (mandat ory) *	Paper/Ti tle Name	Name of Convener with college name, complete address & contact number	Name of Paper Setter-I with College Name, Complete Address & Contact Number*	Name of Paper Setter-II with College Name, Complete Address & Contact Number
	12119911	GE-PSY- OS:Ptych ology and Media	Mrs. Amaryouth Josen (Mata Sundri College for Women) 0-2, G.K. Endave-1(Ground Roor), New Delh- 48 Ph. 9811811626, 41634564 Entail amarchautheanningmail core	Of. Poonam Vats (Mata Sund) College) 0-117, Bathia C.G. R.S. Pietra, 43, 17, Formson collegant, Dob11092 Ph. 11092	Ms. Pavara Tyagi (Zaldr Husain College) G-54, Olivya Jyoti Apartment, Settor 19, Rohini, Deshi- 89 Ph- 7838788782 Email: Dagi. parani 104 29mel. Cool



Ph: 23237291

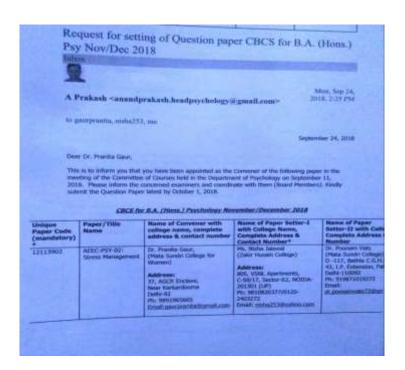
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Ph: 23237291

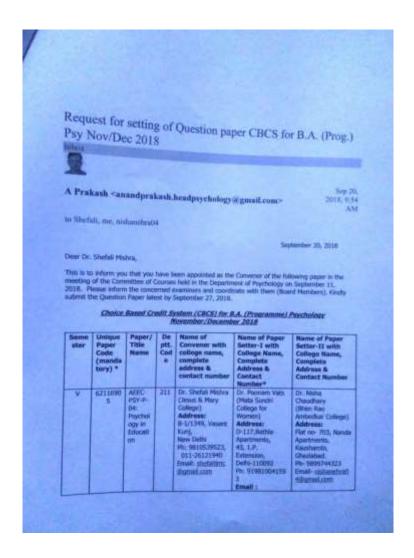
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Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

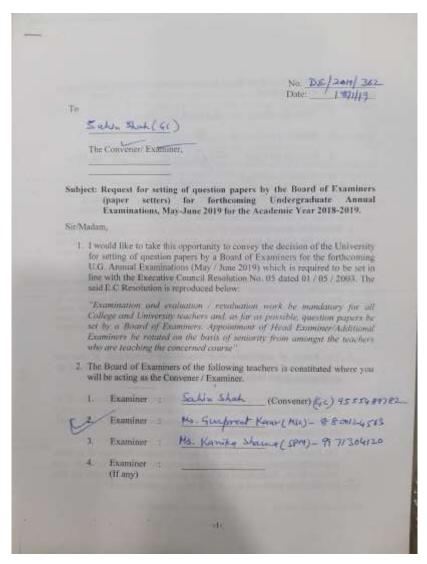




Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Ms. Gurpreet Kaur





Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Rama Verma



BA PROGRAMME COMMITTEE

University of

Delhi - 110007

Ref.No.FA/2018/

Dated: 30.03.2018

To

Dr. Rama Verma Mata Sundari College for Women Mata Sundri Lane New Delhi – 110002

Dear Dr. Verma,

You are aware that the scheme of setting the question paper for **B.A. Programme Application Course on Basic Statistics** has been changed. Now there will be board of examiners constituting three teachers and one of them will be the convener. The Convener for this course has decided to request you to be the convener for Application course on Basic Statistics.

Here I am attaching you the list of the examiners for the paper you are the convener. Kindly discuss with the examiners to do the needful. I am also sending the copy to the Board of examiners of the respective papers.

You are requested to ensure submission of the question papers latest by 10th April 2018.

With warm regards,

Purnima Roy Fellow Curriculum Development B.A. Programme Committee Ph: - 9310094655 / 27666348 (O)

Copy to:- Dr. Meenu Bhatia Grover (MH)

Mr. Chander Shekhar (IPC)

Room No. 134, Arts Faculty Extension Building, University of Delhi, Delhi-7.

Ph:- 011-27666348 / E-mail :- baprogrammecommittee@yahoo.com



Ph: 23237291

Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Rashmi Verma

No.Maths/2018/PS/22 Date: 04.10.2018

Sir/Madam,

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

Convener	Examiner	Examiner	
Rashmi Verma	Monica Mehta	Pooja Gupta	
Mata Sundari College	Satyawati (Day)	Gargi College	
9810217291	9650031693	8447041748	

The Board of Examiners will set question paper for the CBCS (Other than B.Sc. (H) Mathematics for the subject with the following details:

B.A. (PROG.)	SEMESTER III

Unique Paper Code	Paper Name	
62354343	Analytical Geometry and Applied Algebra	

- · Examinations to be held in the month of: November /December 2018
- · Medium of setting the Question paper : English
- Submit Question paper in the department by October 15, 2018

Sir/Madam,

 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)
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Name of teacher - Dr. Rashmi Verma

	2.	Examiner	7					
	3.	Examiner	0	_				
	4.	Examiner (If any)	÷	_				
3.		Board of Ex er following o			d be resp	onsible fo	or setting of qu	uestion paper
	a)	Name of C	ourse	÷	-			
	b)	Semester		18				
	c)	Name of th	e Pape	er:	3 7			
	d)	Unique Pap	er Co	de:	_			
	e)	Medium of	settin	g the Q	uestion p	paper;	English / En Hindi Lang	

- 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 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.
- 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 additional to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment."



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- The Board of examiners shall be required to prepare the question papers in the following manner:-
 - · For Three Years CBCS Examination;

S. No.	Paper	No. of Sets Required
i.	All papers of Honours / Programme except Discipline Centered Course-I, II & Language Papers.	2 Sets
ii.	All discipline Centered Courses I & II Papers (Except discipline Centered Courses / Papers offered in B. Com (H) & B. Com (Prog.)	4 Sets
iii.	Language papers offered in B. A. (Prog.)	4 Sets

- 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.
- 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) These two sets of question papers should not have questions common in 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.



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- (iv) The question papers set by a Board of Examiners must be moderated by the Moderation Committee at the department level.
- Following technical specifications should be strictly adhere to while setting the question papers:

(a) Font (in English) - Times New Roman

(b) Font (in Hindi) - unicode / kruti dev

(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 it's CD. These envelopes 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:



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Name of teacher - Dr. Rashmi Verma

- (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 October 15, 2018. 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



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Name of teacher - Dr. Rashmi Verma

Instructions for Candidates

Appendix-II

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

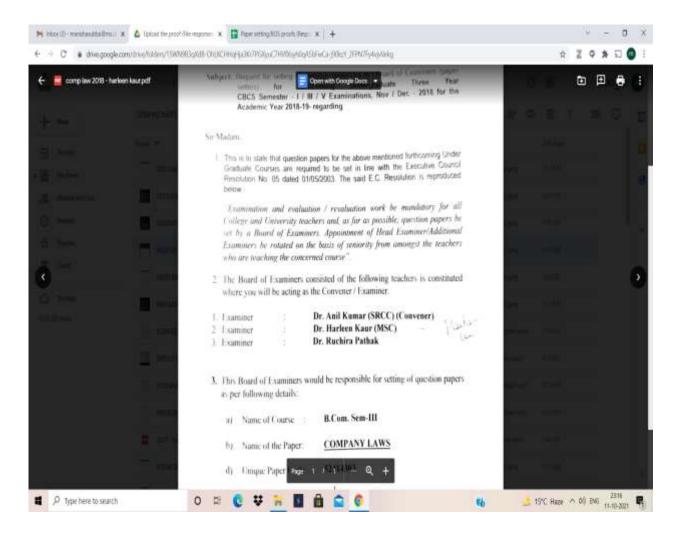
Unique Paper Code	1		
Name of the Paper	*		
Name of the Course	:		
Semester			
Duration	: _	hours	
Maximum Marks	; _	Marks	



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Name of teacher - Dr. Harleen Kaur

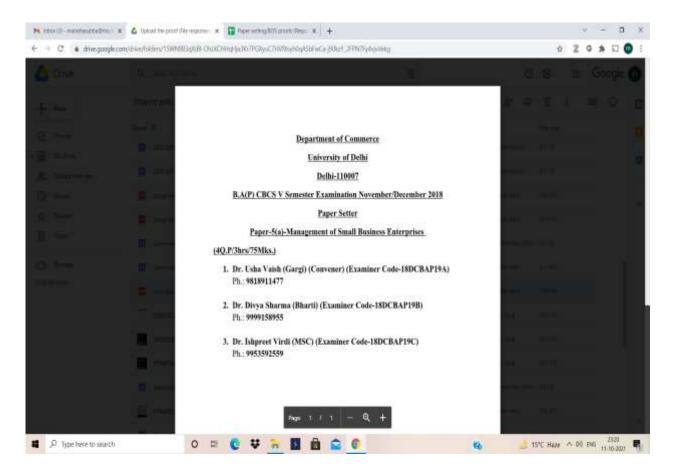




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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Ishpreet Virdi

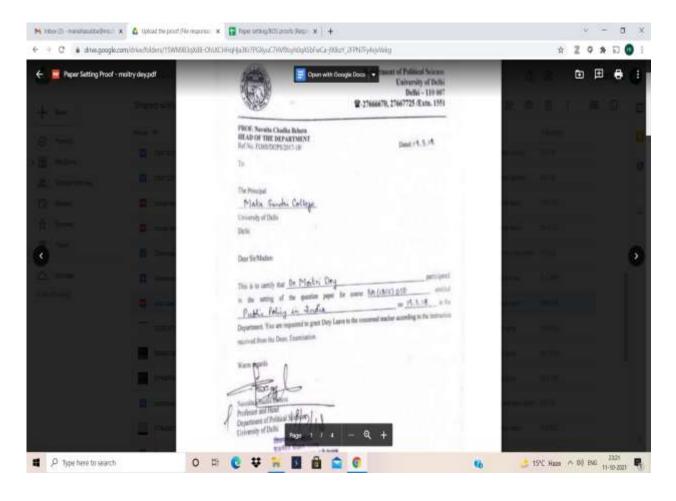




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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Moitri Dey

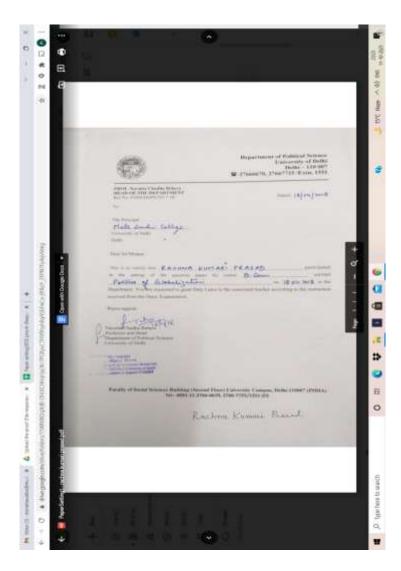




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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr, Rachna Kumari Prasad

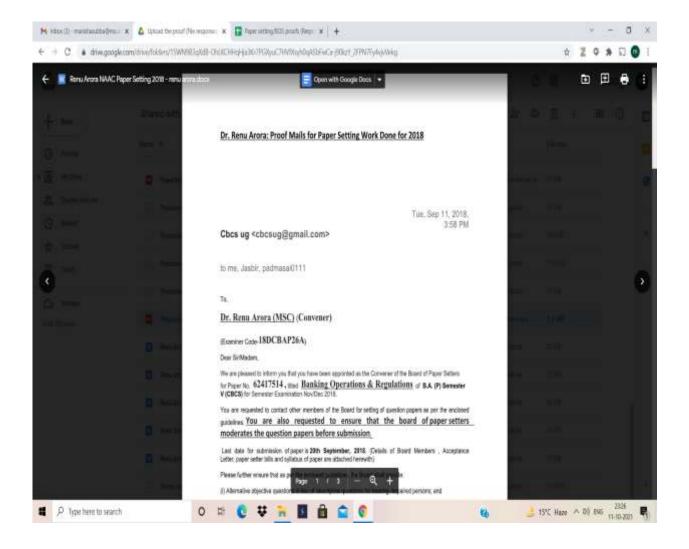




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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Renu Arora

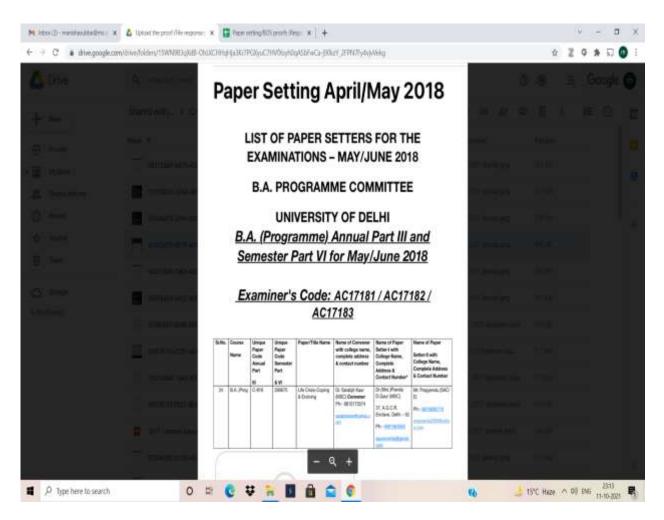




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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Sarabjit Kaur

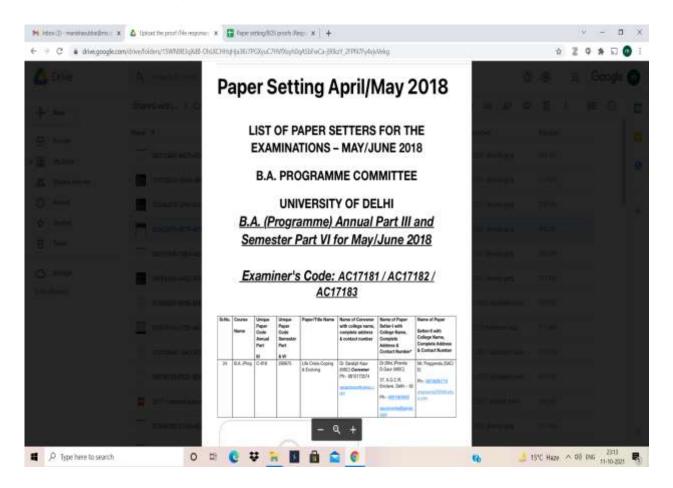




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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr, Pranita Gaur

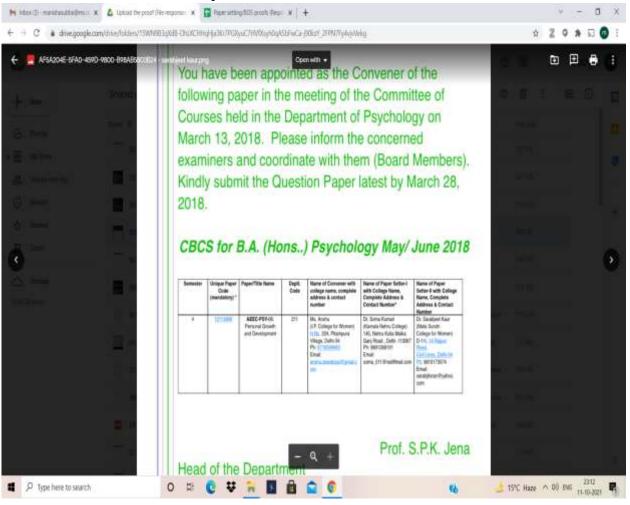




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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Sarabjeet Kaur

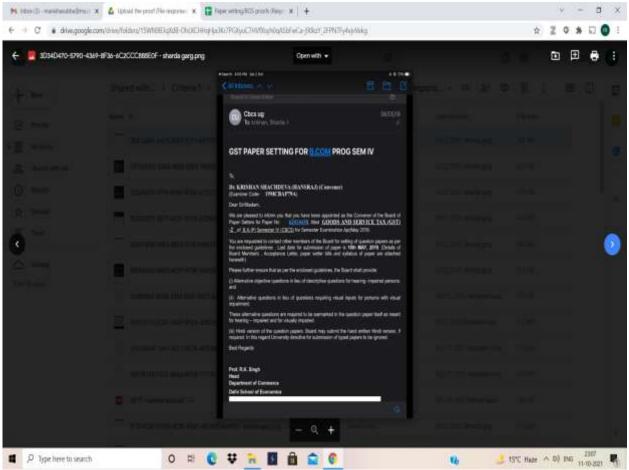




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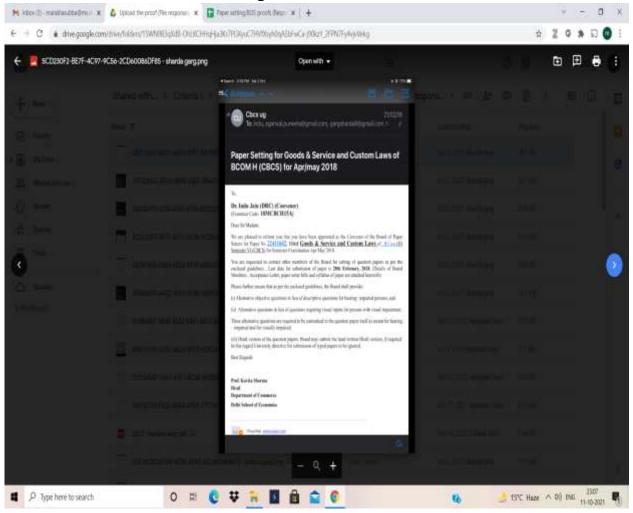
Name of teacher - Dr. Sharda Garg (7 papers)





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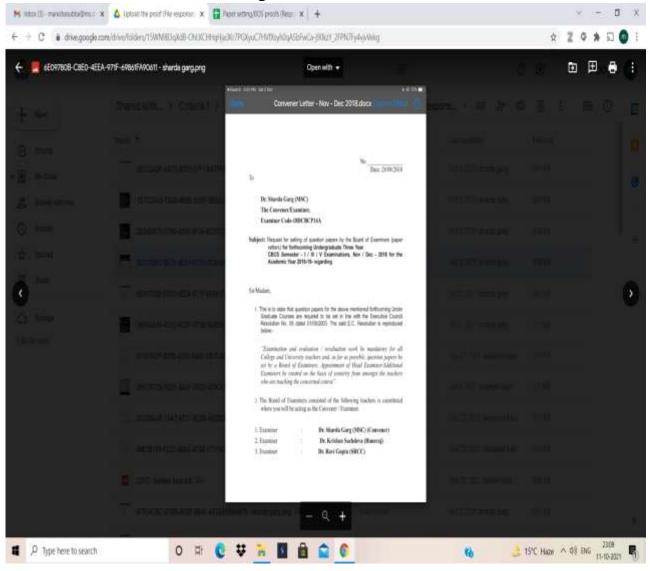
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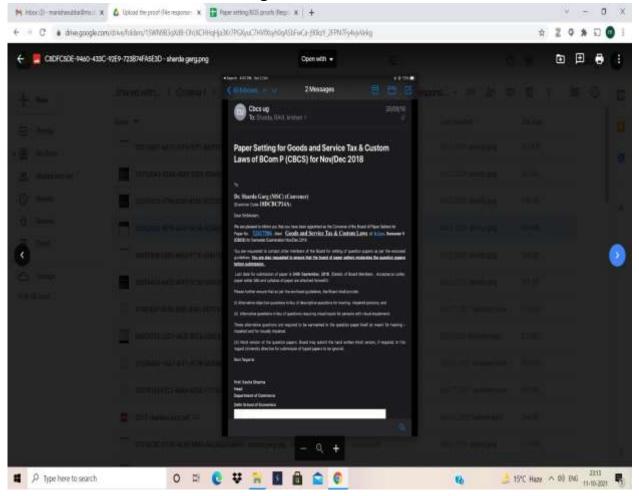
Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3





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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

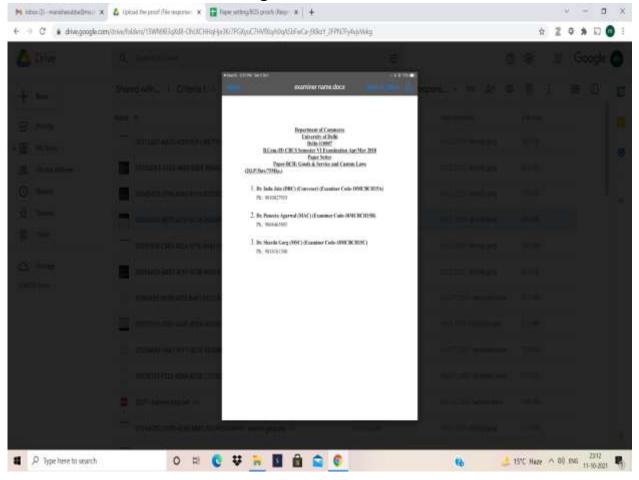


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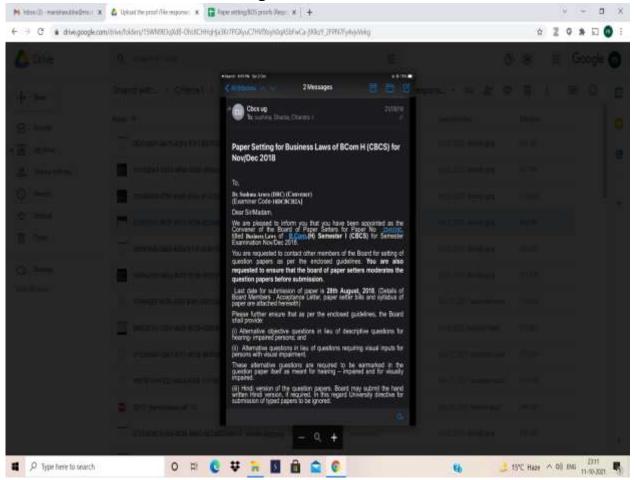




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Ref No. MSC/IQAC/SSR-CR1/DVV/1.1.3

Name of teacher - Dr. Sharda Garg



Section Officer (Accounts)
Mata Sundri College for Women
Mata Sundri Lane,
Naw Delhi-110002

Coordinator Internal Quality Assurance Cell Mata Sundri College for Women (University of Delhi) New Delhi-110032 Principal
Main Sundri College For Women