

Date: November 14, 2024

To

Dear Sir/Madam

Subject: Request for setting of question papers by the Board of Examiners (paper setters) for forthcoming Examination for Regular students:

a) Under Graduate CBCS-LOCF Part – 1 (Sem.-I) Part – 2 (Sem III) and Part – 3 (Sem V) (Admission of 2020 & 2021)

b) Under Graduate NEP (UGCF-2022) Part -1 (Sem.-I), Part -2 (Sem III) & Part - 3 (Sem V) (Admission in 2022, 2023 & 2024)

1. The question papers for the above-mentioned forthcoming Under Graduate Courses Examination 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. Pooja (SVC), 9582462939, Convenor
2. Examiner: Dr Neha Bhardwaj,(ARSD), 8860407245

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

- | | | | |
|----|---------------------------------------|---|--------------------------|
| a) | Name of Course | : | B.Sc. (H)/B.Sc. Prog. |
| b) | Semester | : | III/V |
| c) | Name of the Paper | : | SEC: Pesticide Chemistry |
| d) | Unique Paper Code | : | 32173911 |
| e) | Medium of setting the Question paper: | | English |

1. 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 are available on the University of Delhi website and / or may be obtained from the Department concerned.

2. 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.

3. **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.”

4. The Board of Examiners shall be required to prepare 3 (three) sets of question papers as Word Document for **B. Sc. Hons. / Prog. Courses (DSC/GE/SEC/DSE Papers)**. There should not be any preference of any particular set. **The sets should be numbered as A, B and C** (as the case may be) for Hons./ Prog. Courses.
5. 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 Dept./ 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) **Different 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.
- (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 / krutidev
 - (c) Font size - 12
 - (d) Space - Single-space

- | | | | |
|-----|------------------------------|---|--------------------------|
| (e) | Paper size | - | Standard A 4size |
| (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 mailed in **pdf/word format**.
- (ix) **For UGCF-NEP,**
- A total of 8 questions should be given in a paper of 90 marks and 3 hrs (3 credits) out of which students will have to attempt 6 questions.
 - A total of 6 questions should be given in a paper of 60 marks and 2 hrs (2 credits) out of which students will have to attempt 4 questions and
 - A total of 4 questions should be given in a paper of 30 marks and 1 hr (1 credit) out of which students will have to attempt 2 questions.
- For LOCF,**
- A total of 8 questions should be given in a paper of 75 marks and 3 hrs out of which students will have to attempt 6 questions.
 - A total of 5 questions should be given in a paper of 38 marks and 2 hrs out of which students will have to attempt 4 questions.
- Paper setters are requested to strictly adhere to these guidelines.**
- (x) Each set of question paper, either in English or bilingual (English and Hindi) is to be packed in a separate sealed envelope and submitted to the Office, Department of Chemistry, University of Delhi. Please note that hand written scanned copy of the question papers will not be accepted under any circumstances.

There will be separate envelopes- for each set of question paper. 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 super scribed with the following details:

Name of the Department:

Name of the Course:

Name of the Paper:

Scheme of Examinations:

Unique Paper Code:

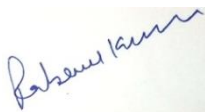
Semester:

Set:

A soft copy (word document) of the question paper is to be sent via email on given mail ID (ugchempapers2024@gmail.com) and not to the email id you received email from by the stipulated date to ensure timely conduct of the examination under reference. Kindly mention the unique paper code in subject line.

6. 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.
7. 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 along with 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.
8. 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



Prof. Rakesh Kumar
9810348999
E-mail: ugchempapers@gmail.com

For any query, contact following:-
Prof. Rakesh Kumar (9810348999)

Appendix-II

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

Unique Paper Code	: 32173911
Name of the Paper	: SEC: Pesticide Chemistry
Name of the Course	: B.Sc.(H)/B.Sc.(Prog.)
Semester	: III/V
Duration	: 2 hrs
Maximum Marks	: 38