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MINUTES OF THE MEETING

Minutes of the Meeting of Programme Coordination Committee held on 09.12.2020 at 11:00 AM on online mode.

A meeting of Coordinators of the Programme Coordination Committee held on 9.12.2020 at 11:00 am. The meeting was attended by the following Coordinators of the various programme for revision of course curriculum for all the programmes under BOS of USMS.

- Dr. Rachita Rana, Maharaja Surajmal Institute (BBA)
- Prof. Anuradha Jain, Vivekanand Institute of Professional Studies (B.Com)
- Dr. N. Malati, Delhi Institute of Advanced Studies (MBA-FM)
- Prof. Neelam Sharma, Maharaja Agrasen Institute of Technology (MBA)
- Dr. R.K. Bhandari, Bansaidas Chandiwala Institute of Hotel Management & Catering Technology (BHMCT)

The following faculty members of USMS were present:

- Prof. Neena Sinha
- Prof. Uditia Taneja
- Prof. Meenakshi Handa
- Prof. Shalini Garg
- Prof. Puja Khatri

The following discussions were held:

- (1) It was indicated that the curriculum revision has to be taken up for implementation from the Academic Session 2021-22. The new curriculum should attempt to incorporate the following features to make it contemporary and in line with the provisions of NEP 2020 such as multi entry and multi exit, 3 to 4 years programme at undergraduate level, skill based courses etc.
 - Choice based credit system
 - Provision for online course through MOOC, SWAYAM etc.
 - Open electives
 - Bilingual teaching
 - All curriculums should be prepared with clearly identified program outcomes, program specific outcomes, course outcomes and their mapping.
 - Mechanism for measurement of objectives for each course.
 - Courses on Human Values, Entrepreneurship, Environmental science, etc
- (2) Further, it was decided that the respective programme coordinators will conduct their own meeting with all the colleges/institutes conducting the programmes. A draft scheme would be prepared and shared latest by 28th December, 2020. In this regard, USMS will provide all possible help through its Professors to guide and mentor the Programme Coordination Committee. It was also agreed that feed back collected by the School from various colleges/institutes regarding the curriculum changes will be shared with all the Coordinators of Programme Coordination Committee of various programme. The entire exercise of curriculum revision should be completed by the end of January 2021.

The Committee should look into the best practices in curriculum alongwith any UGC guidelines model courses adopted by various institutes both nationally and internationally while working-out the scheme. The scheme should also clearly identify/classify the course as skill based interdisciplinary, electives etc. The meeting ended with the vote of thanks to the Chair.

(Prof. Anil K. Saini)
Dean & Chairperson

Copy to:

- (i) All faculty members via email
- (ii) All programme coordinators



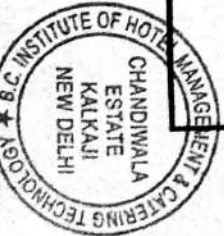
(Handwritten signature)

List of Internal Examiners (Theory & Practical) for End Term Examinations - GGSIP University


S.No	Year	Name of Faculty Members			Participation
1	2016-17	ALOK ASWAL	PEEYUSH SRIVASTAV	SHUBHANGI GARG	1. Setting of question papers for End Term Theory Examinations; 2. Internal Examiners for End Term Practical Examinations 3. Answer sheet evaluation for End Term Theory Evaluation
		ARVIND KUMAR	POONAM ANAND	SUJEET KAPUR	
		ASHISH RANGA	PREM PRAKASH	SUMIT PANT	
		BHUPESH KUMAR	PREM RAM	SUNITA BADHWAR	
		DIVYA THAKUR	RACHNA CHANDAN	SUPRABHAT BANERJEE	
		GAGANDEEP SONI	RANOJIT KUNDU	TOM THOMAS	
		GAUTAM CHATTERJEE	RESHMA KAMBOJ	UTTAM KUMAR SINGH	
		INDRAJIT CHAUDHURY	SANDEEP CHATTERJEE	VAIBHAV VERMA	
		MANISH KUMAR MALHOTRA	SARAH HUSSAIN		
		MOHAN JAIN	SHAKESH KUMAR SINGH		
		ALOK ASWAL	MOHAN JAIN	SHUBHANGI GARG	
		ARVIND KUMAR	PEEYUSH SRIVASTAV	SUJEET KAPUR	
2	2017-18	ASHISH RANGA	POONAM ANAND	SUMIT PANT	1. Setting of question papers for End Term Theory Examinations; 2. Internal Examiners for End Term Practical Examinations 3. Answer sheet evaluation for End Term Theory Evaluation
		BHUPESH KUMAR	PREM RAM	SUNITA BADHWAR	
		DIVYA THAKUR	RACHNA CHANDAN	SUPRABHAT BANERJEE	
		GAGANDEEP SONI	RANOJIT KUNDU	TOM THOMAS	
		GAUTAM CHATTERJEE	RESHMA KAMBOJ	UTTAM KUMAR SINGH	
		INDRAJIT CHAUDHURY	SARAH HUSSAIN	VAIBHAV VERMA	
		MANISH KUMAR MALHOTRA	SHAKESH KUMAR SINGH		
		ALOK ASWAL	MOHAN JAIN	SHUBHANGI GARG	
		ARVIND KUMAR	PEEYUSH SRIVASTAV	SUJEET KAPUR	
		ASHISH RANGA	POONAM ANAND	SUMIT PANT	
		BHUPESH KUMAR	PREM RAM	SUNITA BADHWAR	
		DIVYA THAKUR	RACHNA CHANDAN	SUPRABHAT BANERJEE	
3	2018-19	GAGANDEEP SONI	RANOJIT KUNDU	TOM THOMAS	1. Setting of question papers for End Term Theory Examinations; 2. Internal Examiners for End Term Practical Examinations 3. Answer sheet evaluation for End Term Theory Evaluation
		GAUTAM CHATTERJEE	RESHMA KAMBOJ	UTTAM KUMAR SINGH	
		INDRAJIT CHAUDHURY	SARAH HUSSAIN	VAIBHAV VERMA	
		MANISH KUMAR MALHOTRA	SHAKESH KUMAR SINGH	NEHA SAHNI	
		ALOK ASWAL	MOHAN JAIN	SHUBHANGI GARG	
		ARVIND KUMAR	PEEYUSH SRIVASTAV	SUJEET KAPUR	
		ASHISH RANGA	POONAM ANAND	SUMIT PANT	
		BHUPESH KUMAR	PREM RAM	SUNITA BADHWAR	
		DIVYA THAKUR	RACHNA CHANDAN	SUPRABHAT BANERJEE	
		GAGANDEEP SONI	RANOJIT KUNDU	TOM THOMAS	
		GAUTAM CHATTERJEE	RESHMA KAMBOJ	UTTAM KUMAR SINGH	
		INDRAJIT CHAUDHURY	SARAH HUSSAIN	VAIBHAV VERMA	
MANISH KUMAR MALHOTRA	SHAKESH KUMAR SINGH	NEHA SAHNI			

Redones

Sharma



S.No	Year	Name of Faculty Members				Participation
4	2019-2020	ALOK ASWAL	MOHAN JAIN	SHUBHANGI GARG	1. Setting of question papers for End Term Theory Examinations; 2. Internal Examiners for End Term Practical Examinations 3. Answer sheet evaluation for End Term Theory Evaluation	
		ARVIND KUMAR	NEHA SAHNI	SUJEET KAPUR		
		ASHISH RANGA	PEEYUSH SRIVASTAV	SUMIT PANT		
		BHUPESH KUMAR	PREM RAM	SUPRABHAT BANERJEE		
		DIVYA THAKUR	RACHNA CHANDAN	TOM THOMAS		
		GAGANDEEP SONI	RANOJIT KUNDU	UTTAM KUMAR SINGH		
		GAUTAM CHATTERJEE	RESHMA KAMBOJ	VAIBHAV VERMA		
		INDRAJIT CHAUDHURY	SARAH HUSSAIN			
		MANISH KUMAR MALHOTRA	SHAKESH KUMAR SINGH			
		ARVIND KUMAR	MOHAN JAIN	RESHMA KAMBOJ		
5	2020-2021	ASHISH RANGA	NAUSHEEN SIDDIQUI	SIDHARTH SRIVASTAVA	1. Setting of question papers for End Term Theory Examinations; 2. Internal Examiners for End Term Practical Examinations 3. Answer sheet evaluation for End Term Theory Evaluation	
		DEEPAK CHHIKARA	NEHA SAHNI	SUMIT PANT		
			NIKHIL SHARMA			
		DIVYA THAKUR		SUPRABHAT BANERJEE		
		DURGA PRASAD SHUKLA	PEEYUSH SRIVASTAV	UTTAM KUMAR SINGH		
		GAGANDEEP SONI	PREM RAM	VAIBHAV VERMA		
		INDRAJIT CHAUDHURY	RACHNA CHANDAN			
		MANISH KUMAR MALHOTRA	RANOJIT KUNDU			


Reshma Kamboj
(Examination In Charge)

R.K. Bhandari
(Principal)







Re: Requirement of external examiners

1 message

Mon, Nov 18, 2019 at 9:53 AM

Director BCIIHMCT <director@bcihmct.ac.in>

To: "Dr. Tahir Sufi" <tsufi@amity.edu>

Cc: Prem Ram <prem@bcihmct.ac.in>, Ashish Kumar Ranga <ashish@bcihmct.ac.in>, PADirector <padirector@bcihmct.ac.in>

Dear Dr Tahir,

Following faculty members are being recommended for the same:

Ms Nausheen Sidhiqui, Assistant Professor For Front Office Exam on 2 and 4 Dec, 2019

Ms Divya Rana, Assistant Professor, For Front Office on 3 and 5 Dec 2019

Mr Sumit Pant For Food Production on 2, 4 & 5 December 2019

Regards

R.K.Bhandari
Principal

Banarsidas Chandiwala Institute of Hotel Management & Catering Technology,
(NAAC 'A' Accredited Institution, Approved by AICTE and Affiliated to G.G.S. Indraprastha University),
Chandiwala Estate, Maa Anandmai Marg, Kalkaji, New Delhi - 110019
Phone: 011-49020300-301; Fax: 91-1149020320; Mobile: +91 9871200100
E-Mail: director@bcihmct.ac.in Website: www.bcihmct.ac.in

On Mon, Nov 18, 2019 at 9:19 AM Dr. Tahir Sufi <tsufi@amity.edu> wrote:

Sir,

Greetings!

This is with reference to the end term practical examinations of BHM 1st, 3rd and 5th Semester students.
In this regard, this is requested to nominate the faculty members for the following subjects:

Front Office: 2nd, 3rd, 4th and 5th December
Food Production: 2nd, 4th and 5th December

Thanks and regards,

Dr. Tahir Sufi
Professor & Dy Director
Amity School of Hospitality
Amity University Uttar Pradesh
Sector - 125, Noida, Gautam Buddha Nagar,
Uttar Pradesh - PIN - 201303, India.





Faculty of Hotel & Tourism Management

No: SGTU/FHTM/04/2021/321

Date: 12/04/2021

To,

Mr. Ashish Ranga
BCIHMCT
New Delhi

Subject: External Examiner

Dear Sir,

This is to inform you that you have been nominated for the external examiner for SGT University, End Term Regular Examinations of 1st semester of Front Office & Accommodation Foundation practical.

Hence you are requested to present on 17th April, 2021 (Saturday) at 10:30 a.m. Awaiting for your presence on the said date.

Thanking You.

Regards

Prof. (Dr.) Susanta Ranjan Chaini
Dean


Dean
Faculty of Hotel Management
SGT University
Budhera, Gurgaon





Regarding UR duty in GGSIP University for 21.09.2020

9 messages

Examination Conduct <examconduct2@gmail.com>

Sun, Sep 20, 2020 at 7:24 PM

To: abhishek Ait <Abhishekait.7@gmail.com>, ajayphogat@mdi-ggsip.org, priyankaprajapat811@gmail.com, mbs.navneet@gmail.com, santosh.trinity17@gmail.com, sarojkumargupta@gmail.com, vijayksditm@gmail.com, Shivanjain410@gmail.com, faculty.afa@autism-india.org, gnce.assistprof3@gmail.com, yashkantteotia@gmail.com, shoebalam.vaka@gmail.com, akashdhariwaldeep@gmail.com, varungoel.mtechcse@gmail.com, rilindermalwa@gmail.com, pramteke19@gmail.com, aditi.joshi@jagannath.org, mohdfaheemkhan0786@gmail.com, BCiHMCT <indrajit@bcihmct.ac.in>, bhardwaj.d2009@gmail.com, ashish@bcihmct.ac.in, babita868@gmail.com, neerto100@gmail.com, ipkaushik04@gmail.com, parmjot.singh@meri.edu.in, anjubatra216@gmail.com, sinmohit@gmail.com, neetumhn@yahoo.com, gauravjindal05@gmail.com, Harshvardhan Singh <hvsingh77@gmail.com>, m.priyankachopra@gmail.com, anshukalonia@gmail.com, bhattisbhatti@yahoo.com, sandeep@bciiit.ac.in, lovelesh.joshi12@gmail.com, poonam_sharma70@rediffmail.com, kavithank1975@gmail.com, anvitabansal06@gmail.com, latika@bcips.ac.in, jasleen.rana@jagannath.org, jmi.shahzad89@gmail.com, Vimal Katiyar <katiyarvimal@gmail.com>, amarendrakr.aarya@meri.edu.in, midhagaurav1@gmail.com, brijeshsaini@gmail.com, erpks07@gmail.com, trainings.afa@autism-india.org, prof.dr.prabhat@gmail.com, amanpreet.luthra@gmail.com, inderpalsingh.faculty@mains.ac.in, vibhakar.shrimail@gmail.com, deep_8781@yahoo.com, aggarwalneetu66@gmail.com, ravinderrana2509@yahoo.com, sahil.mbsspa@gmail.com, gnce.assistprof4@gmail.com, prashant@bcips.ac.in, sonakshisharma61996@gmail.com, munishkumar@cdac.in, jayjoshi.iimt@gmail.com, anurag.agarwal@bharativedyapeeth.edu, pankaj.surir@gmail.com, jogender@rediffmail.com, shashikantpandey@msi-ggsip.org, jitendervig.faculty@mains.ac.in, Manumishra136@gmail.com, ourge@yahoo.com, madhukar.chhinwal@gmail.com

Dear Sir /Madam,

You have been deputed on the examination duty as University Representative (UR) for /21.09.2020. The details regarding reporting time and examination session has already been communicated on mobile.

You are requested to kindly perform the UR duty as per schedule and kindly acknowledge the same.

This is treated to be most urgent.

Duties of University Representative



1. UR Shall reach the designated Centre at least 1.30 hours before the commencement of the Exam.
2. UR shall remain present during the entire duration of the Examination and not leave the Examination Centre.
3. UR will be provided half password for opening and printout of the question paper through either of SMS/Whatsapp/E-mail.
4. The other half password will be available with the Centre Suptd.
5. The UR shall remain present alongwith Centre Suptd. During the printing of question paper and ensure confidentiality and secrecy of question papers.
6. The UR shall adhere with the other instruction issued with regards to Conduct of Examination available on University Website www.ipu.ac.in.
7. The UR shall ensure that all the prescribed format should properly filled and verified by Centre Suptd. and UR whenever required.
8. UR shall ensure all the formats as above may be emailed in single file in pdf format to University after completion of the Examination.
9. The Centre Suptd. shall provide vehicle to the UR for depositing answer sheet to designated Evaluation Centre.
10. The remuneration shall be paid session wise for performing UR duty.

Thanks & Regards

(Conduct Branch)
Examination Division
GGSIPU 16C Dwarka
New Delhi-110078

Neeraj Kumar <neerto100@gmail.com>

Sun, Sep 20, 2020 at 7:35 PM

To: Examination Conduct <examconduct2@gmail.com>

Cc: abhishek Ait <Abhishekait.7@gmail.com>, ajayphogat@mdi-ggsip.org, priyankaprajapat811@gmail.com, mbs.navneet@gmail.com, santosh.trinity17@gmail.com, sarojkumargupta@gmail.com, vijayksditm@gmail.com, ShivaniJain410@gmail.com, faculty.afa@autism-india.org, gncc.assistprof3@gmail.com, yashkanteotia@gmail.com, shoebalam.vaka@gmail.com, akashdhariwaldeep@gmail.com, varungoel.mtechcse@gmail.com, ritindermalwa@gmail.com, pramteke19@gmail.com, aditi.joshi@jagannath.org, mohdfaheemkhan0786@gmail.com, BCiHMCT <indrajit@bcihmct.ac.in>, bhardwaj.d2009@gmail.com, ashish@bcihmct.ac.in, babita868@gmail.com, ipkaushik04@gmail.com, parmjot.singh@meri.edu.in, anjubatra216@gmail.com, sinmohit@gmail.com, neetumhn@yahoo.com, gauravjindal05@gmail.com, Harshvardhan Singh <hvsingh77@gmail.com>, m.priyankachopra@gmail.com, anshukalonia@gmail.com, bhattisbhatti@yahoo.com, sandeep@bcii.ac.in, lovelesh.joshi12@gmail.com, poonam_sharma70@rediffmail.com, kavitha.k1975@gmail.com, anvitabansal06@gmail.com, latika@bcips.ac.in, jasleen.rana@jagannath.org, jmi.shahzad89@gmail.com, Vimal Katiyar <katiyavimal@gmail.com>, amarendrak.aarya@meri.edu.in, midhagaurav1@gmail.com, brijeshsaini@gmail.com, erpks07@gmail.com, trainings.afa@autism-india.org, prof.dr.prabhat@gmail.com, amarpreet.luthra@gmail.com, inderpalsingh.faculty@mains.ac.in, vibhakar.shrimali@gmail.com, deepika18781@yahoo.com, aggarwalneetu66@gmail.com,

Ref No: ICI/19/Exam/53

Date: 17 May 2019

To

Chef Ranojit Kundu

HOD- Bakery and Pastry

B.C.I.H.M.C.T.

Subject: Invitation for External Examiner in ICI Noida

Sir,

Indian Culinary Institute' (ICI-Noida) Invite you as an External Examiner in 2nd Sem BBA in Culinary Art. Detail of Practical subject and time are:

Date & Day	Time	Subject Name
17 May 2019 Friday	9:00 AM to 5:00 PM	Confectionary Techniques

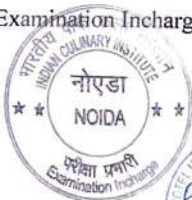
9 to 1 PM Group A practical and 2 to 5 PM Group B Practical

The venue detail:-Indian Culinary Institute Plot no.A35 Sector-62 Noida-201309. Landmark--Nearest metro station 'Noida Electronic city'

Sunil
17/5/19

Dr. Sunil Kumar

Examination Incharge



Sunil



NATIONAL INSTITUTE OF OPEN SCHOOLING

(An Autonomous Body under Deptt. of School Education & Literacy, Ministry of Education, Govt. of India)
A-24/25, Institutional Area, Sector-62, NOIDA – 201309 (U.P.)

SUVENDU SEKHAR DAS
Director I/c. (Evaluation)

STRICTLY CONFIDENTIAL

Tel Off: 0120-4089893, 4089870, 4089877
Mob.No.07044134338, ddsecret@nios.ac.in

No.2-2/2010/NIOS/EVAL/SECRET

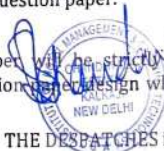
Dated: 02/12/2020

Dear Sir/Madam,

1. The National Institute of Open Schooling, an Autonomous Organization of Deptt. of School Education and Literacy, Ministry of Education, Government of India, provides school education at Secondary and Sr. Secondary levels and for Vocational Courses through distance Education mode. It is also vested with the authority by the Government of India to examine and certify students up to Senior Secondary level.
2. The NIOS conducts Examination twice a year in the month of April-May and October-November. We appoint educationists with sound academic/professional background and vast experience in the field of education and with proven integrity as paper setters in all the subjects. Keeping the above in view, I am pleased to appoint you as paper setter in the subject of **BAKERY & CONFECTIONERY(256)** for Vocational examination of NIOS. Kindly prepare **04 Sets** of question papers in the above subject as per the guidelines given in succeeding paragraphs and sample design and question paper.

3. PRE - PAPER SETTING GUIDELINES:

- 3.1 You are requested to set **04 Sets** of question papers in the said subject and the paper will be **BOTH IN ENGLISH & HINDI VERSIONS**. If you are unable to supply Hindi Version, please set the question papers in **English version** only.
- 3.2 You are requested to go through the study materials of the subject viz. all the despatches and Sample Question Papers in the subject concerned in order to become familiar with the lessons/units on which students have made their preparations and will reflect the same in the question paper.
- 3.3
 - i) Each set of question paper will be strictly in accordance with the prescribed syllabus, and as per question paper design which indicates weightage for different units.
 - ii) Questions are set from **ALL THE DESPATCHES** in the subject concerned.



3.4 You will be required to prepare a Blue Print for each set of question paper based on the Question Paper Design provided to you. The blue print is to be prepared in the prescribed format (proforma enclosed). While preparing the same, please ensure the following :-

3.4 (i) Include questions that test all the components of learning namely Knowledge, Under- standing and Application /as per blue print/design.

3.4 (ii) Question under each of the above will contain (as per blue print/design)

- i) Very Short answer type.
- ii) Short answer type.
- iii) Essay type/ long answer type.

For General Guidelines, please read Booklet "Instructions for Paper Setter".

3.5 The Question Papers set by you will be identical in terms of weightage allotted to different Units, learning outcomes and difficulty levels (Balanced paper).

4. DURING SETTING OF THE QUESTION PAPER :

4.1 Please ensure that all units of the syllabi are covered and the time allowed is sufficient for an average student for completing the question paper comfortably.

4.2 The language of the question should be clear, simple and direct.

4.3 The questions should have specific answers and should not point at duplicate answers or mislead the students to differing concepts.

4.4 The questions should be written in the Press Copy clearly, legibly with your own hand or typed by you.

4.5 The Press Copy should be original and not a carbon copy of the original.

4.6 No signatures or initials will be affixed on the Press Copy while setting the paper.

4.7 Special care should be taken to ensure that National Leaders, Personalities and Institutions should not become topic of criticism through Question Papers set by you and administered by the NIOS.

4.8 The Questions given at the end of the each lesson/unit should not be used in the question paper verbatim.

5. AFTER SETTING OF THE QUESTION PAPER :

5.1 Please review the paper to ensure that it has been set according to the pattern. Also Prepare question wise analysis in the proforma attached herewith.

5.2 Please prepare Marking Scheme giving step and outline answers with distribution of marks for each value point expected in respect of each Question making reference from despatches, like unit no./lesson no., page no and book no. etc. Marking Scheme is to be prepared in English version only.

5.3 IMPORTANT :-
envel/ncs

- 5.3 **IMPORTANT** :-The paper set by you, may not some time, be moderated and the envelope containing Press Copy of the question paper will be sent to the Confidential Printer for composing and printing without any checking at our end. Therefore, it must be ensured that the papers are complete in all respect like the information given at the title of paper regarding time/duration, total marks, subjects name & code etc.
- 5.4 Please ensure that the question Numbers are in sequential order and the total of Marks given for each question tallies with total marks indicated at the title.
- 5.5 The Press copy and Office copy of question paper is accompanied with Hindi version and if Hindi version is not provided, this may be indicated on the inner envelope.
- 5.6 You can use your computer for writing the question papers, provided the computer is under your control and no one has access to it. However, no extra payment will be made for supplying computer printed question Papers. Due care should be taken to delete all the write-ups, after submission of the papers.
- 5.7 **Packing of Question paper** : Each copy of the question paper, Press and Office copy, must be put in a separate inner cover. These covers should be properly sealed and details like Set No., Subject code, Press copy and Office copy etc. written over them in ink. Marking Scheme should be put along with the Office copy of the Question Papers.
- 5.8 The inner covers should be placed in the outer cover and the outer cover duly sealed, may please be sent through Insured Speed Post for Rs.1000/-. **IT SHOULD NOT BE SENT IN UNSEALED COVER OR BY ORDINARY POST IN ANY CIRCUMSTANCES.**
- 5.9 It may kindly be ensured that all sets of question papers are supplied together.
- 5.10 Paper Setters should ensure that all the drafts, notes, or copies of question papers are duly burnt and a certificate to the effect be furnished.

6. **REMUNERATION PAYABLE TOWARDS PAPER SETTING IS AS UNDER*:-**

(a)	For One Year Courses (per paper) :	-	Rs.1800/-
	i) Paper Setting	-	Rs.700/-
	ii) Blue Print	-	Rs.1000/-
(b)	For Six Months Courses (per paper) :	-	Rs.1200/-
	i) Paper Setting	-	Rs.400/-
	ii) Blue Print	-	Rs.700/-
(c)	iii) Marking Scheme / Answer Keys	-	Rs.900/-
	Translation of Question paper in Hindi version (per paper)	-	Rs.1000/-
(d)	Paper setting in Typewriting/Stenography/Short Hand in Theory/Practical including marking scheme in the concerned language (per paper)	-	Subject to submission of original bills.
(e)	Contingent charges (if any)	-	

* This remuneration is subject to TDS as per I.T. Act. Please indicate your PAN Number in the remuneration Bill.

7. GENERAL CONDITIONS :-

- (7.1) NIOS reserves the right to reject any question paper which is not found suitable or which does not conform to the pattern, design and guidelines given for paper setters, for this the decision of the NIOS will be final and binding. In such cases no remuneration will be payable. If, however, the NIOS returns the paper for making certain corrections, no extra remuneration will be payable.
- (7.2) NIOS reserves the right to make alternate arrangement for setting paper if the paper setter does not return the assignment completed on time or as indicated above, or if the paper setter contravenes the instructions given for the guidance of paper setters and other rules contained therein.
- (7.3) Once question papers are accepted, they shall be the exclusive property of the NIOS and the copyright shall vest with the National Institute of Open Schooling. The attached form of certificate concerning the copyright should also be sent with the question paper duly completed and signed.

For any clarification/doubt you may also contact Shri K. Srinivas, Section Officer, NIOS on his Mobile No.9810523318.

The assignment may please be completed in **03 Weeks** and sent in my name through Insured Speed Post for Rs.1000/- mentioned in Para-5.7 and 5.8.

With regards,

Yours sincerely,

(Suwendu Sekhar Das)

DR. RANOJIT KUNDU
B.C.I.H.M.C.T
MAA ANANDMAYI MARG
CHANDIWALA ESTATE, KALKAJI
NEW DELHI - 110019

Encls.:-

- 1) Dispatches/Study Material.
- 2) Syllabus & QP design- available in the study material
- 3) Stationery for writing questions and marking scheme.
- 4) Proforma of Blue Print, Design and QP analysis.
- 5) Acceptances.
- 6) Undertaking.
- 7) Bill of claiming remuneration.
- 8) Envelopes - Inner and Outer
- 9) Sample paper/previous question paper.
- 10) Sample Marking Scheme.
- 11) Guidelines for Paper Setters.



NATIONAL INSTITUTE OF OPEN SCHOOLING

(An Autonomous Body under the Department of School Education & Literacy, MHRD, Govt. of India)
A-24/25, Institutional Area, Sector-62, NOIDA – 201309 (U.P.)

B.VENKATESWARAN
Director (Evaluation)

STRICTLY CONFIDENTIAL

Tel Off: 0120-4089893, 4089870, 4089877
Mob.No.07044134338, suwendusdas@nios.ac.in

No.2-2/2010/NIOS/EVAL/SECRET

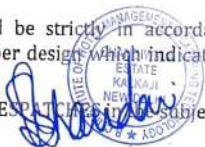
Dated: 28/01/2020

Dear Sir/Madam,

1. The National Institute of Open Schooling, an Autonomous Organization of Deptt. of School Education and Literacy, Ministry of Human Resource Development, Govt. of India, provides school education at Secondary and Sr. Secondary levels through distance Education mode. It is also vested with the authority by the Government of India to examine and certify students up to Senior Secondary level.
2. The NIOS conducts Examination twice a year in the month of April-May and October-November. We appoint educationists with sound academic/professional background and vast experience in the field of education and with proven integrity as paper setters in all the subjects. Keeping the above in view, I am pleased to appoint you as paper setter in the subject of **DIPLOMA IN FOOD PRODUCTION MANAGEMENT (725)** for Vocational examination of NIOS. Kindly prepare **04 Sets** of question papers in the above subject as per the guidelines given in succeeding paragraphs and sample design and question paper.

3. PRE – PAPER SETTING GUIDELINES:

- 3.1 You are requested to set **04 Sets of** question papers in the said subject and the paper will be **BOTH IN ENGLISH & HINDI VERSIONS**. If you are unable to supply Hindi Version, please set the question papers in **English version** only.
- 3.2 You are requested to go through the study materials of the subject viz. all the despatches and Sample Question Papers in the subject concerned in order to become familiar with the lessons/units on which students have made their preparations and will reflect the same in the question paper.
- 3.3
 - i) Each set of question paper will be strictly in accordance with the prescribed syllabus, and as per question paper design which indicates weightage for different units.
 - ii) Questions are set from ALL THE DESPATCHES IN THE Subject concerned.



3.4 You will be required to prepare a Blue Print for each set of question paper based on the Question Paper Design provided to you. The blue print is to be prepared in the prescribed format (proforma enclosed). While preparing the same, please ensure the following :-

3.4 (i) Include questions that test all the components of learning namely Knowledge, Under- standing and Application /as per blue print/design.

3.4 (ii) Question under each of the above will contain (as per blue print/design)

- i) Very Short answer type.
- ii) Short answer type.
- iii) Essay type/ long answer type.

For General Guidelines, please read Booklet "Instructions for Paper Setter".

3.5 The Question Papers set by you will be identical in terms of weightage allotted to different Units, learning outcomes and difficulty levels (Balanced paper).

4. DURING SETTING OF THE QUESTION PAPER :

4.1 Please ensure that all units of the syllabi are covered and the time allowed is sufficient for an average student for completing the question paper comfortably.

4.2 The language of the question should be clear, simple and direct.

4.3 The questions should have specific answers and should not point at duplicate answers or mislead the students to differing concepts.

4.4 The questions should be written in the Press Copy clearly, legibly with your own hand or typed by you.

4.5 The Press Copy should be original and not a carbon copy of the original.

4.6 No signatures or initials will be affixed on the Press Copy while setting the paper.

4.7 Special care should be taken to ensure that National Leaders, Personalities and Institutions should not become topic of criticism through Question Papers set by you and administered by the NIOS.

4.8 The Questions given at the end of the each lesson/unit should not be used in the question paper verbatim.

5. AFTER SETTING OF THE QUESTION PAPER :

5.1 Please review the paper to ensure that it has been set according to the pattern. Also Prepare question wise analysis in the proforma attached herewith.

5.2 Please prepare Marking Scheme giving step and outline answers with distribution of marks for each value point expected in respect of each Question making reference from despatches, like unit no./lesson no. page no and book no. etc. Marking Scheme is to be prepared in English version only.

- 5.3 **IMPORTANT** :-The paper set by you, may not some time, be moderated and the envelope containing Press Copy of the question paper will be sent to the Confidential Printer for composing and printing without any checking at our end. Therefore, it must be ensured that the papers are complete in all respect like the information given at the title of paper regarding time/duration, total marks, subjects name & code etc.
- 5.4 Please ensure that the question Numbers are in sequential order and the total of Marks given for each question tallies with total marks indicated at the title.
- 5.5 The Press copy and Office copy of question paper is accompanied with Hindi version and if Hindi version is not provided, this may be indicated on the inner envelope.
- 5.6 You can use your computer for writing the question papers, provided the computer is under your control and no one has access to it. However, no extra payment will be made for supplying computer printed question Papers. Due care should be taken to delete all the write-ups, after submission of the papers.
- 5.7 **Packing of Question paper** : Each copy of the question paper, Press and Office copy, must be put in a separate inner cover. These covers should be properly sealed and details like Set No., Subject code, Press copy and Office copy etc. written over them in ink. Marking Scheme should be put along with the Office copy of the Question Papers.
- 5.8 The inner covers should be placed in the outer cover and the outer cover duly sealed, may please be handed over to the undersigned preferably personally or sent by Insured Speed/Registered Post for Rs. 100/-. **IT SHOULD NOT BE SENT IN UNSEALED COVER OR BY ORDINARY POST IN ANY CIRCUMSTANCES.**
- 5.9 It may kindly be ensured that all sets of question papers are supplied together.
- 5.10 Paper Setters should ensure that all the drafts, notes, or copies of question papers are duly burnt and a certificate to the effect be furnished.

6. REMUNERATION PAYABLE TOWARDS PAPER SETTING IS AS UNDER*:-

(a)	For One Year Courses (per paper) :	
	i) Paper Setting	- Rs.1800/-
	ii) Blue Print	- Rs.700/-
	iii) Marking Scheme / Answer Keys	- Rs.1000/-
(b)	For Six Months Courses (per paper) :	
	i) Paper Setting	- Rs.1200/-
	ii) Blue Print	- Rs.400/-
	iii) Marking Scheme / Answer Keys	- Rs.700/-
(c)	Translation of Question paper in Hindi version (per paper)	Rs.900/-
(d)	Paper setting in Typewriting/Stenography/Short Hand in Theory/Practical including marking scheme in the concerned language (per paper)	Rs.1000/-
(e)	Contingent charges (if any)	Subject to submission of original bills.
(f)	Conveyance charges will be paid for visiting NIOS in connection with delivery of Question Paper related work.	

* This remuneration is subject to TDS as per I.T. Act. Please indicate your PAN Number in the remuneration Bill.

7. GENERAL CONDITIONS :-

- (7.1) NIOS reserves the right to reject any question paper which is not found suitable or which does not conform to the pattern, design and guidelines given for paper setters, for this the decision of the NIOS will be final and binding. In such cases no remuneration will be payable. If, however, the NIOS returns the paper for making certain corrections, no extra remuneration will be payable.
- (7.2) NIOS reserves the right to make alternate arrangement for setting paper if the paper setter does not return the assignment completed on time or as indicated above, or if the paper setter contravenes the instructions given for the guidance of paper setters and other rules contained therein.
- (7.3) Once question papers are accepted, they shall be the exclusive property of the NIOS and the copyright shall vest with the National Institute of Open Schooling. The attached form of certificate concerning the copyright should also be sent with the question paper duly completed and signed.

For any clarification/doubt you may also contact Shri Suvendu Sekhar Das, Deputy Director, NIOS on his Mobile No.07044134338.

The assignment may please be completed in **03 Weeks** and handed over to me personally or sent in my name by insured speed post for Rs.100/- mentioned in Para-5.7 and 5.8.

With regards,

Yours sincerely,


(B. Venkateswaran)

DR. RAJNIT KUNDU
BCIHMCT, MAA ANANDA MAI MARG
CHANDIWAL ESTATE, KALKAJI
NEW DELHI - 110019

Encls.:-

- 1) Dispatches/Study Material
- 2) Syllabus & QP design- available in the study material
- 3) Stationery for writing questions and marking scheme.
- 4) Proforma of Blue Print, Design and QP analysis.
- 5) Acceptances.
- 6) Undertaking.
- 7) Bill of claiming remuneration.
- 8) Envelopes - Inner and Outer
- 9) Sample paper/previous question paper.
- 10) Sample Marking Scheme.
- 11) Guidelines for Paper Setters.



Requesting for external examiner on 2nd Sep 2021

8 messages

Harish kumar <harish_fhtm@sgtuniversity.org>

Sun, Aug 29, 2021 at 12:25 PM

To: "director@bcihmct.ac.in" <director@bcihmct.ac.in>

Cc: Dean FHTM <dean.fhtm@sgtuniversity.org>, "nikhil@bcihmct.ac.in" <nikhil@bcihmct.ac.in>

Dear sir,

Greetings of the day.

I hope you and your family members are safe and healthy.

As external practical exams are going to start from 1st September 2021 in FHTM, SGT University. For that we need presence of **Mr. Nikhil Sharma** as an external examiner for F&B Service because he is one who's name in our panel of external examiners.

So, I request you sir please make him available on 2nd September 2021.

Director BCIHMCT <director@bcihmct.ac.in>

Sun, Aug 29, 2021 at 12:50 PM

To: Harish kumar <harish_fhtm@sgtuniversity.org>

Cc: Dean FHTM <dean.fhtm@sgtuniversity.org>, "nikhil@bcihmct.ac.in" <nikhil@bcihmct.ac.in>

Dear Mr Nikhil,

Dear Mr Nikhil,

Please do the needful and coordinate with Mr Peeyush Srivastava and Dr Prem regarding classes.

R.K.Bhandari

Principal

Banarsidas Chandiwala Institute of Hotel Management & Catering Technology,
(NAAC 'A' Accredited Institution, Approved by AICTE and Affiliated to G.G.S. Indraprastha University),

Chandiwala Estate, Maa Anandmai Marg, Kalkaji, New Delhi - 110019

Phone: 011-49020300-301; Fax: 91-1149020320; Mobile: +91 9871200100

E-Mail: director@bcihmct.ac.in Website: www.bcihmct.ac.in

(Forwarded by 10/09/21)

Nikhil Sharma <nikhil@bcihmct.ac.in>

Sun, Aug 29, 2021 at 4:52 PM

To: Director BCIHMCT <director@bcihmct.ac.in>

Respected Sir,

Greetings of the day!!!

Certainly Sir, duly noted.

Regards,

