# Annexure – VI C

# INSTRUCTION TO PAPER SETTERS

1. The question papers should be prepared strictly in accordance with the syllabus, specification ad design of the question paper of the University.
2. Questions should be framed in such a way as to test the students’ intelligent grasp of broad principles, and the power of intelligent presentation in literary subject. Questions should also aim at encouraging good methods of teaching and discouraging unintelligent memorizing and submission of ready made answers found in note books. Therefore, the Weightage of the marks to the difficulty level of the question paper shall be as follows:

i) Easy question 25%

ii) Average questions 50%

iii) Difficult questions 25%

1. The distribution of marks to each question/answer should be indicated in the question paper
2. Special care should be taken to follow the prescribed syllabus.
3. The question paper should cover the entire syllabus with proper distribution and Weightage of marks for each question or a part thereof. The question paper should cover all units so as to discourage selective study and cramming. **No question should be set outside the syllabus**. As far practicable, repetition of last year questions may be avoided.
4. Maintaining the standard, the language of questions should be simple, direct, and worded clearly and unequivocally. So that the candidates may have no difficulty in appreciating the scope and purpose of the questions. The length of the expected answer should be specified as far as possible in the question itself.
5. Question which may offend or hurt the sentiment of the examinee on the ground of religion, community, political belief and social system should be avoided.
6. Stereotyping of questions should be avoided.
7. The manuscript of question paper should be typed by the question setter. All relevant draft and notes should be effectively destroyed.
8. If any of the near-relation, of the paper setter is appearing at the examination, it should be intimated prior to undertaking this assignment.
9. Particular care should be taken to ensure that the candidates may have reasonable time to think over and to answer all questions within the allotted time, leaving a fair margin for revision work.
10. Each Paper Setter will be allotted a Password for MS Word (details to be obtained from the Controller of Examinations)

**DESIGN OF QUESTION PAPER**

### The questions should be framed to test the acquired *Knowledge, Understanding, Application*, and *Skill* of the student. (This is applicable to all the subjects, except language skills). So the weightage of marks for these instructional objectives would be as follows:

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Objective** | **Weightage of marks (%)** |
| 1 | Knowledge (Recalls) | 35 |
| 2 | Understanding (Compares, Explains, Identifies) | 45 |
| 3 | Application (Reasons, Analyses, Establishing  relationship) | 15 |
| 4 | Skill (Locates, Draws) | 05 |
|  |  | **Total**  100 |

## In the case of language skills the questions should be framed to test the acquired *Knowledge, Comprehension ability,* and the *Expression* *ability* of the student**.** So the weightage of marks for these instructional objectives would be as follows:

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Objective** | **Weightage of marks (%)** |
| 1 | Knowledge (Recalls) | 30 |
| 2 | Comprehension (Interprets) | 30 |
| 3 | Expression (Use of structure) | 40 |
|  | Total | 100 |

1. **Question format for UG courses (for theory papers**)**:**

The UG question paper should contain two parts (A & B) with certain number of section and choices, as shown below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course/ Programme | Part | Type of question | No of questions to be answered | Marks  for each question | Time for answering each question | Number of questions to be set | Total marks |
| UG | A | Multiple choice | 20 | 01 | 1 minute | 20  (No choice) | 20 |
| VSA | 10 | 02 | 4 minutes | 10  (No choice) | 20 |
|  | B | S A | 05 | 6 | 10 minutes | 07  (Answer any 5) | 30 |
| LA | 03 | 10 | 20 minutes | 05  (Answer any 3) | 30 |
| **170 minutes**\* |

(VSA: Very Short Answer; SA: Short Answer; LA: Long Answer)

***(\* Ten minutes for the pre-writing & post-writing activities: like writings the student details on the answer script & arranging papers for submission)***

1. **Question Format for PG courses (for theory papers**)**:**

The PG question paper should contain three parts (A, B & C) with certain number of sections and choices, as shown below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course/Programme | Part | Type of question | No of questions to be answered | Marks  for each question | Time for answering each question | Number of questions to be set | Total mark |
| PG | A | Multiple choice | 40 | 01 | 1 minute | 40  (No choice) | 40 |
| B | SA | 6 | 05 | 10 minutes | 10  (Answer any 6) | 30 |
|  | C | LA | 03 | 10 | 25 minutes | 06  (Answer any 3) | 30 |
| **175 minutes\*** |

(SA: Short Answer; LA: Long Answer)

***(\* Five minutes for the pre-writing & post-writing activities: like writings the student details on the answer script & arranging papers for submission)***

1. **Question Format for Practical subjects (PG):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course/Programme | Part | Type of question | No of questions to be answered | Marks  for each question | Number of questions to be set | Total mark | Time |
| PG | A | Multiple choice | 40 | 01 | 40  (No choice) | 40 | 40 minutes |
| B | Practical | 05 | 10 | 05 | 50 | 140 minutes |
| Viva voce | | | 10 |

1. **Question Format for Practical subjects (UG):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course/Programme | Part | Type of question | No of questions to be answered | Marks  for each question | Number of questions to be set | Total mark | Time |
| UG | A | VSA | 10 | 05 | 12  (Answer any 10) | 50 | 60 minutes |
| B | Practical | 04 | 10 | 05  (Answer any 4) | 40 | 120 minutes |
| Viva voce | | | 10 |