



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



QUESTION PAPER SETTING

Policy

Version 2.0



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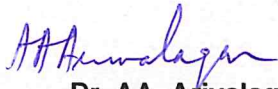
NOTIFICATION


Ref: **SMVEC / IQAC / CoE / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Question Paper Setting. This will come into force with immediate effect.


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IQAC coordinator


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DIRECTOR CUM PRINCIPAL
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POLICY FOR QUESTION PAPER SETTING OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

Sir Manakula Vinayagar Engineering College takes meticulous care in setting question paper for End Semester Examinations since the quality of question paper only will enhance the knowledge level of the students. SMVEC has also taken tremendous measure in implementing AICTE reformations in setting question papers viz., incorporating course outcome and knowledge level. These two parameters have made the question paper setters to set the question paper in such a way to test the application knowledge acquired by the students by studying a particular course.

Board of Question Paper Setters

The CoE shall constitute a Board of question paper setters consisting of required number of question paper setters for each semester. There shall be separate Board of question paper setters for UG and PG programmes. The duties of the Board of question paper setters shall be to set the question papers for the subject. They must ensure that the questions are of prescribed standard and the scope of the questions are within the prescribed syllabus.

The following guidelines shall be followed in the constitution of Board of question paper setters:-

1. There shall be separate panel of question paper setters for each subject of various programmes.
2. The panels of question paper setters are to be prepared by the Chairman, Board of Studies (BoS) of the concerned programme and shall be submitted to the CoE with the approval of Academic Council.
3. The panel constituted by the Chairman-BoS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoS (or) in the department at any cause. He/she shall handover the panel to the CoE personally in a sealed envelope in the personal name and address of the controller and marked "confidential" (or) shall be sent by registered post.
4. There shall be a minimum of five members in the panel of question paper setters for each course (paper).
5. The CoE shall select the required number of persons from the panel for consideration of appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College.

Qualifications of Question Paper Setters

1. Teaching faculties who are rendering their services in Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry is not eligible for appointment as question paper setters in any of the programmes conducted by Sri Manakula Vinayagar Engineering College (Autonomous).
2. A person engaged in teaching with not less than five years of experience in relevant subject in any University, Research Institute (or) College affiliated to Universities shall be appointed to set question papers.
3. If question paper setters are not available as mentioned in the above clause, for special subjects such as Fine Arts, Media and Communication, Technology, Engineering etc., persons with seven years of practical experience in relevant areas, could be considered.
4. The CoE shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

Instructions to Question Paper Setters

Question Paper Setters should strictly comply with the following instructions.

1. All Question Paper Setters are required to keep their appointments strictly confidential.
2. Question papers can be sent to the CoE preferably by password protected email or in compact disc. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the Paper Setters' own handwriting and shall contain no alterations, additions, (or) erasures as far as possible. Special care must be taken in the delineation of mathematical signs and index figures.
3. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any. A proforma shall be forwarded from the CoE's office. In the case of question papers which are common to two (or) three examinations, it shall be mentioned in the heading itself. The maximum marks for the whole paper shall be noted at the top of each question paper. Allotment of marks for sub-divisions of questions shall also be indicated.
4. All the question papers shall be completed with respect to instructions to candidates, if any which shall be ready for transmission to press.

5. All the pages shall be numbered. While numbering the pages, the pages shall be indicated as e.g. 1/3, 2/3, 3/3 etc.,
6. Any "special direction to candidates" and instructions regarding the answering of different sections in different answer books, the number of questions to be answered (or) the choice amongst them shall be specific, precise and free from ambiguity.
7. Questions must be set with relation to the prescribed course of study and the books recommended in the syllabus and must conform to the standard and syllabi laid down by the College. Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books (or) notes (or) extracts used in setting question papers, and drafts (or) copies of question papers shall be kept with the same care and confidentiality should be maintained.
8. Every question shall be clear and definite in language with regards to the form and nature of the answer expected. The question shall not be vague, (or) farfetched, or beyond the standard prescribed beyond syllabus and shall be evenly distributed over the whole course of study and the books prescribed.
9. The question paper shall be such that a candidate of decided ability well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time and secure full marks.
10. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and time delay.
11. The question papers of the previous year (in the case of examinations conducted during the previous year) shall be supplied to the question Paper Setters for reference.
12. Questions shall not be a mere reproduction from standard text books or other question papers from earlier examinations in this (or) in other Universities (or) Autonomous colleges.
13. Question Paper Setters after finishing the work of setting question papers shall send to the CoE the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid to the examiners immediately after the successful completion of the examination.

Appointment of Question Paper Setters and their Duties

Appointment of Question Paper Setters is considered the most important responsibility of the CoE, because of its confidentiality.

1. The Controller of Examinations appoints question paper setters from the panel of question paper setters submitted by Board of Studies.
2. No member shall ordinarily be assigned more than three question papers at a time.
3. The paper setters are required to set 2/3 sets of question papers for each course in which is used in the ensuing examination; another in any critical situation and one more is required for the next session/ supplementary examination (if applicable). The following materials are to be sent along with the request.
 - a. Copy of the guidelines for question paper setters
 - b. Syllabus of the concerned course /courses
 - c. Model question papers
 - d. Bill forms for remuneration
 - e. Any other items to suit particular requirements, if necessary
4. The Question paper setters shall send the question papers to the CoE before the last for submission.
5. The proceedings of the Board of Question Paper Setters shall be treated as strictly confidential.