

CHAPTER-6

6.1 Question Paper Scrutiny Board

There shall be a Question Paper Scrutiny Board for all Majors/Branches constituted by the Vice Chancellor as under:

- Head of Department-Chairperson
- One expert in the discipline/ specialization shall be external member
- Controller of Examinations-Member Secretary

The tenure of the members of the Question Paper Scrutiny Board shall be three years.

6.2 Functions of the Question Paper Scrutiny Board

- To ensure that question papers are strictly in accordance with the course contents and the instructions
- To remove ambiguity in questions
- To moderate/ reframe the questions so as to give opportunities to students of varying abilities
- To ensure proper coverage of course contents
- To check the weightage/ marks for each question or part/ parts thereof, the time prescribed, course outcome and knowledge level based on Bloom's Taxonomy and to correct errors, if any.



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7.1 Valuation Board

There shall be a Valuation Board for each program /course constituted by the Vice Chancellor as under:

Head of the Department

- Chairperson

Senior most faculty next to HOD

- Chief Examiner

(Appointed if total number of answer scripts exceed 1000)

7.2 Procedure for Valuation Board

- Evaluation of answer scripts will commence at 9.30 a.m. and end at 4.30 p.m. The hall will be kept locked during lunch time
- The feedback form of each question paper should be referred at the time of opening of answer script pack and out of portion questions or any other matter in the feedback form should be verified with the Controller of Examinations, for any decision regarding these complaints.
- Each examiner should be provided with only 50 answer scripts in the forenoon and 50 answer scripts in the afternoon
- The examiners should give the details of their name, designation and address with contact phone number and also they have to write the details of the answer scripts - Roll number of the candidates, Paper Title and Code and the number of papers received in each session and sign in the form that is circulated. The Chairperson/ Chief Examiner should check the details and countersign in the form and hand over not later than 30 minutes from the commencement of valuation in both the sessions to the staff in charge from the Controller's section present in the hall
- The examiners are instructed to enter the marks only on the front page in red pen and sign against "Signature of the Examiner"
- The totallers will check the total marks of the valued answer scripts of the bundles (only after completion of valuation of those bundles). Number of totallers can be one per 200 scripts. The totallers will be available from 11.00 am in the forenoon and


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from 3.00 pm in the afternoon session

- The Chairperson/Chief Examiner should sign in each answer script after evaluation and checking is over
- The Chairperson/Chief Examiner will value 5% of the already valued answer scripts at random to check and monitor the valuation of the examiners and enter the marks in blue pen in the same boxes allotted for mark
- The examiners after valuation of the papers should shade the marks of the candidates against their Roll Number in the OMR sheets provided. This has to be signed by the Chairperson. Finally the sum of total marks of each OMR sheet shall also be shaded in the box provided
- The Chairperson/Chief Examiner has to check the remuneration forms and TA / DA Bills of both the external and internal examiners, sign on the last day of their duty and send to the staff in charge of Controller's section External Examiners should attach a photocopy of the first page of their Bank Pass Book


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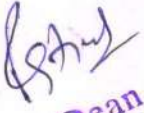
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Question Paper Setting

- The syllabus in each paper shall be demarcated into well-defined units/areas of content along with topic-wise breakdown. The units shall be numbered
- The question papers for the CE examinations shall be set in such a manner as to ensure that the entire syllabus of the concerned course is covered
- The tests and examinations shall aim at evaluating the student's ability to recall information, her understanding of the subject and ability to relate and analyze. Some of the questions shall be analytical and invite original thinking or application of theory
- Questions for CE of all courses (except Computer Based Test (CBT)) of UG, PG, and PG Diploma programs shall be set by external examiners and scrutinized by a Question Paper Scrutiny Board consisting of external subject expert and HOD of the respective departments. The committee shall be chaired by the HOD of the respective courses
- Questions for CIA Tests for all courses of UG, PG and PG Diploma programs shall be set by the respective teacher handling the course and scrutinized by the HOD of the respective departments
- Question papers for 100% CIA courses and Computer Based Test shall be set by the respective department teacher and scrutinized by the HOD of the respective departments
- COE will invite external examiners from the approved panel for UG PG and PG Diploma semester practical examinations. Setting the question paper and evaluation shall be done concurrently by the course teacher and external examiner concerned.

14.1 Appointment of Paper Setters, Examiners and Evaluators

- The Heads of Department shall forward the panel of internal and external examiners recommended by Experts of Boards of Studies and approved by Academic Council, for question paper setting, practical examinations, viva voce examinations, workshops and paper evaluation to the Controller of Examinations
- The Vice Chancellor on the recommendations of the Controller of Examinations, shall approve the panel of paper setters, examiners, evaluators, moderators from amongst persons recommended by the Controller of Examinations. he may, however, appoint a person whose name is not included in the panel recommended by the



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Controller of Examinations, if he is satisfied that the person in question possesses the minimum qualifications and experience as prescribed in the regulations.

14.2 The qualifications of the paper-setter/examiners/evaluators shall be as follows:

S.No.	Examination	Qualifications
1.	Post Graduate Examinations / M.Phil. & Ph.D. Course work in all Schools	Three years teaching experience in the Subject at the post graduate level. Or Five years teaching/research experience in The subject at the under graduate level.
2.	Undergraduate, Degree examinations in all Schools except Engineering	Five years teaching experience in the subject at the under graduate level. Or Five years professional experience in the relevant area.
3.	Undergraduate Degree examination in a School of Engineering	Five years teaching/ professional experience or seven years industry experience in the relevant area.
4.	Diploma examinations	Three years teaching/ professional experience / industry experience in the relevant area.
5.	Post Graduate Diploma Examinations	Five years teaching/ professional experience / industry experience in the relevant area.

- The appointment of paper setters/ examiners for practicals / Viva Voce and evaluators of answer booklet shall be made as per the above guidelines
- A viva voce examination prescribed in a program shall be conducted by a board of two examiners of whom one shall be an external examiner and the other an internal examiner
- In case of practical examinations, the internal examiners at the undergraduate and the postgraduate levels shall be appointed from amongst the faculty of the University
- No external examiner shall be given examinership for more than two practical's. However, the Controller of Examinations may relax the condition


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- In case of under graduate practical examinations, one external examiner shall not evaluate more than 100 students
- In case of written examinations, an examiner shall not evaluate value more 300 scripts in total and 50 scripts per day.
- An external examiner paper setter for three consecutive years, shall not be eligible for re-appointment until a period of one year has elapsed between the year in which he/she last acted as an examiner and the year in which he/she is re-appointed.
- On the recommendations of the Examination Committee, a specialist or expert may continue for two more years after the expiry of the three year period without a gap
- An examinership may be cancelled at any time even before the expiry of the three year period if in the opinion of the Controller of Examinations, her his work is found to be unsatisfactory
- An examiner's work shall be deemed to be unsatisfactory if
 - Mistakes of such a nature are found in her/his work in the course of checking and scrutiny that affect the result or
 - He/she is found to have delayed the work without good cause or
- In the opinion of the Examination Committee and/or the Controller of Examinations or any Authority of the University, there are reasonable doubts about her/his integrity or suspicion that he/she is accessible to examinees or their relations and
- If there are serious complaints against his/her paper eg that the paper was much above or below the standard or contained questions outside prescribed syllabus/course or the breach of any such condition
- In the case of programs where thesis is permissible in lieu of a paper or a project, there shall be a Board of two examiners for evaluation of the thesis/ project
- No person shall act as a paper-setter or examiner or moderator either in theory, viva voce or practical examination, if any of her his relations is taking up the examination

14.3 Course Evaluation

The University has implemented the Choice Based Credit System (CBCS) of curriculum for undergraduate and postgraduate programs from 2024 respectively and has modified the pattern subsequently in line with the guidelines of concerned statutory bodies (UGC, NCTE, AICTE and RCI).


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