

Guidelines/Instructions to the Question Paper Setter:

1. The question paper format with common instructions printed on it shall be provided to the paper setter.
2. The question paper for summer shall normally be of 100 marks and 3 hours durations. Any Exceptions to this rule shall be informed to the BoE well in advance.
3. The nature of question paper should be precise. Paper setter should design question paper such that the questions:
 - a) are unambiguous
 - b) are written in simple, and meaningful words.
 - c) are asked for appropriate marks
 - d) cover the entire syllabus prescribed for the course.
4. Question should be set in such a way that it shall test the skill of applying the knowledge acquired, rather than testing the memory. Questions shall not be based on merely book information. The questions should check the student's analytical ability and should contain minimum 40% analytical questions.
5. There shall be maximum six questions.
6. Every question should address one of the COs and Blooms levels.
7. The questions shall be serially numbered as 01, 02, 03, 04, 05 & 06.
8. The number of sub-questions, if any, shall be restricted to five and numbered as a, b, c, d and e
9. Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
10. Diagrams or sketches, if any, shall be drawn in black ink or with black ball pen and shall be attached separately (to the question paper) with question number mentioned below the sketch.
11. Model answer along with scheme of marking, giving distribution of marks for different points in the question, shall be prepared by the paper setter for the guidance of examiners assessing the answer books. In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in the scheme of marking.
12. The paper setter shall specially mention the Charts, Tables, other documents/standards/coded data books etc. The use of which shall be permitted during the actual conduct of the examination. Preprinted data-sheets may be provided as per need, to be used by students during the examinations.
13. If a faculty member, teaching a course feels that, for B.Tech / M.Tech theory courses, programmable calculator is required for solving the question paper of his/her course, he/she should mention it explicitly in the instructions. The students then will be allowed to use programmable calculator only if the question paper has such explicit instruction that allows the students to use programmable calculator.
14. The faculty members shall not write any instruction/s in the question paper which will violate the examination rules.
15. Format of the Question Paper for Printing
 - Both sides of the papers shall be used for printing.
 - Additional sheets may be used for printing if the contents of the question paper exceed two A4 size papers. Additional sheets shall be stapled with the main sheet.