

## GOVERNMENT POLYTECHNIC, KOLHAPUR.

(An Autonomous Institution of Govt. of Maharashtra)

### Instructions to Paper Setter for Term End Examination

(Theory/Drawing / Practical)

Read the following instructions carefully before setting the Question Paper...

#### **A) GENERAL INSTRUCTIONS:**

1. The Paper Setter shall not disclose his appointment and he is strictly prohibited from carrying out any information regarding any matter connected with the examination.

2. The Question paper, sets are liable to moderated or cancelled due to exigencies of circumstances

#### **B) INSTRUCTIONS TO PAPER SETTER REGARDING SETTING OF QUESTION PAPERS**

1. The question paper should be submitted in typed soft copy format as per the template attributes supplied along with paper setting order, should be send on given email ID [confidential.examwork@gmail.com](mailto:confidential.examwork@gmail.com)

2. One set of question paper should besend each time on given email ID.

3. The distribution of marks should be uniform for every theory paper as follows, wherever applicable.

For Section I			For Section II		
Q. No.	Distribution	Marks	Q. No.	Distribution	Marks
Q.1	Given 6 bits, any 4 bits to be attempted of 2 marks each	08	Q.4	Given 6 bits, any 4 bits to be attempted of 2 marks each	08
Q.2	Given 6 bits, any 4 sub-questions are to be attempted of 4 marks each	16	Q.5	Given 6 bits, any 4 sub-questions are to be attempted of 4 marks each	16
Q.3	Given 6 sub-questions, any 4 to be attempted of 4 marks each	16	Q.6	Given 6 sub-questions, any 4 to be attempted of 4 marks each	16

#### **Note:**

a) If required, the question carrying 16 marks shall be divided into 3 sub questions such that any 2 shall be attempted carrying 8 marks each.

b) All questions shall be compulsory. There should be sufficient internal choice.

4. The paper setter shall set different sets of section wise question paper.

#### **5. While setting the question paper, following guidelines shall be followed.**

5.1 The general Questions such as "Write short notes on" should not be asked unless the extent of Answer is defined in the question itself. The short note questions shall be structured response questions in which the specific acceptable response from the students shall be defined.

5.2 Question like fill in the blanks, match the pairs, or give answer in "Yes or No" shall not be asked.

5.3 The Paper Setter shall set the question paper as per period and allotted marks wherever indicated for each topic of the course in the syllabus.

5.4 No question or sub-questions shall be set beyond the scope of the syllabus.

5.5 Repetition of questions to be avoided.

5.6 For all measurement, the institute has adopted SI System and hence unit of data must be in SI System.

5.7 Paper Setter shall in every case specify the number of questions to be attempted and the marks assigned shall clearly be shown against each question...

5.8 Wherever required the student shall be allowed to use IS codes, Steel Tables, Steam Tables or such other data books and this should be mentioned in instructions in the question Paper. Use of programmable calculator is disallowed.

5.9 Every question shall be specifically and clearly worded without any ambiguity prescribing what the students are expected to draw or write to give the acceptable level of answers

5.10 Whenever question paper contain sketches, the same shall be drawn on paper in deep black ink. If there are more than one sketch in the same question-paper, all these sketches shall be drawn on the same paper indicating the number of the question and sub-questions. Sketches should be drawn on separate paper & only scan copy is to be attached with soft copy of Question paper.

**5.11 The paper setter shall destroy all rough work, chits etc. related to setting of question paper and shall not keep the text/information of question paper in any form including electronic media.**

5.12 Spelling mistakes shall be avoided as far as possible. Every question shall be specifically and clearly worded without any ambiguity. Do not formulate questions beginning with five "W"s (what , why, which, when, where) and one 'H' (How). Instead, use only "action" verbs, sincethe expected response becomes quite clear to the students and answer to the questions will be observable and measurable, thereby bringing in greater clarity to the examiners and increasing the objectivity, validity and reliability of the assessments.

5.13 Difficulty level of question shall be such that a well prepared candidate can fully answer the full question paper in the allotted time and also be is tested for the content of the subject.

5.14 For Drawing question-papers, candidates shall be provided with drawing sheets of half imperial size, hence the question paper set shall be such that the solutions of the drawing question-paper shall be accommodated on the drawing sheet provided to the candidates.

5.15 The paper sets shall be submitted online to the Controller of Examination within the prescribed time without fail.

**5.16 The secrecy and confidentiality about the work of paper- setting must be maintained by the paper- setter / Moderator.**

## **DISQUALIFICATION OF PAPER SETTERS AND EXAMINERS**

A person shall be disqualified for being as paper setter/or examiners

1. If he/she of a near relative of his/her is appearing for the relevant examination of the Institute or in that Subject.
2. If he/she has been disqualification for appointment as paper setter and for examination of statutory or any examination board.

The term-relative includes the following-Wife, Husband, son, Grand Daughter, Brother, Sister, Nephew, Niece, Grand-niece, Grand Nephew, Uncle, First-Cousin, Son-in law, Brother-in law, Daughter-in law.

In case any discrepancy such as out of curriculum, imbalance in marks as per specification table can be taken care of while setting paper set should be submitted by Paper setter to exam section email ID [confidential.examwork@gmail.com](mailto:confidential.examwork@gmail.com) in only.

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## Remuneration Bill

Examiners remuneration Bill for Autonomous examination held in **Summer/Winter**

Order No.					
Month		Year		(ODD/EVEN)	
Name				MOBILE	
Designation					
Address					
Bank name				BANK ACCOUNT NO.	
Branch name/ Code				IFSC CODE	
Email Id					

### \* A) PAPER SETTING

I) Setting of Question paper having 80 marks Rs. 500/- per section per course.

II) Rs. 1000/- per set having no section\*

III) Rs. 500/- per set for 40 marks having no section\*

Sr.	Diploma Programme	Course code	Course Name	No. of sets	Rate (Rs.)	Amount (Rs.)
					1 Total	

### B) Moderation of Question Papers

I) Rs. 200 per set for full paper.

II) Rs. 100/- per set for section.

Sr.	Diploma Programme	Course code	Course Name	No. of sets	Rate (Rs.)	Amount (Rs.)
					2 Total	
					1+2 Total	

I hereby undertake to refund any amount paid to me in excess of payment due. I further state that, have no objection to any changes subsequently made in bill as per rules of the Institute.

Date: \_\_\_\_\_  
Deduct Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ )  
Passed for amount of Rs. .... (Rs. \_\_\_\_\_ )

Signature of Examiner

Controller of Examination,  
Government Polytechnic, Kolhapur

Account Officer  
Government Polytechnic, Kolhapur

Principal  
Government Polytechnic, Kolhapur