

1. No Duplicate copy of the Question Paper need be prepared.
2. Particulars regarding Regulations, Programme, Branch, Semester, Subject Code / Subject, Duration and Maximum Marks must be clearly given in the Question Paper.
3. Please take specific care while indicating the marks for questions (marks must be given for each sub-division).
4. **Please set the Questions covering the entire syllabus;**
 - **The Paper setters are requested to adhere strictly the norms / Syllabus while setting the question paper without any deviation.**
 - **Two Questions (without subdivisions) from each unit for Part – A and**
 - **One Question from each Unit for Part-B as given in the format enclosed.**
 - **Part-C Questions should be of either / or type involving higher order cognitive questions that test the application / design / analysis / evaluation / creativity / case study of the subject.**
 - **In the case of non uniform distribution of syllabus, kindly set the Question paper proportionate to number of hours as mentioned in the syllabus prescribed by the University.**
5. **Diagrams / Sketches / Figure / table must be neatly drawn with all details shown legibly and clearly mention the Question No. to which the Figure / table is relevant.**
6. **STANDARD OF QUESTIONS**

You are required to set the question paper of sufficient standard to test the analyzing, designing and critical thinking skills in addition to their basic understanding of the subject. The question paper should contain a judicious mix of the following types of questions:

- a. **Lower order (LO)** cognitive questions that **test the remembering** of the concepts by the students.
- b. **Intermediate order (IO)** cognitive questions that **test the Understanding** of students with respect to the subject.
- c. **Higher order (HO)** cognitive questions that **test the application, analysis, evaluation and creative abilities** of the students with respect to their knowledge of the subject.

The question paper should contain the above types of questions in the following distribution:

Level of questions	Lower order cognitive questions (Remembrance type Questions)	Intermediate order cognitive questions (Understanding type Questions)	Higher order cognitive questions (Analysis, Application, evaluation, creative, case study type questions)
Mark distribution recommended	50 – 60%	30 – 45%	15%

7. Questions in Part-A should have 5 questions on Remembrance and 5 questions on understanding. Similarly, questions in Part B should have 2 questions on Remembrance and 3 questions on Understanding where there are 5 questions and 2 questions on Remembrance and 2 questions on Understanding where there are 4 questions.
8. Both the questions in one Part-B question should be from the same category (i.e. LO, or IO, or HO). E.g. If Q.No. 11 (a) is a LO question, 11 (b) should also be a LO questions. Similarly, if Q.No. 12 (a) is a IO question, 12 (b) should also be a IO question.

9. Question paper should be set in such a way that it can be answered by an average student in 2 hours and 50 minutes.
10. S.I. Units must be adopted.
11. **Instructions for the use of statistical tables, data books, graph sheets, drawing sheets, etc. should be clearly mentioned.**
12. **DETAILED KEY - FOR VALUATION:**

It is requested to prepare a detailed key for valuation to be followed uniformly by the examiners while valuing the answer papers. Please follow the given instruction meticulously.

- The answers / solutions for questions in Part - A may be given to the point, preferably **not exceeding six lines**.
 - Answers / solutions to the questions in Part – B / Part - C should be divided into several steps and marks allocation to be provided. For theoretical questions, important points, headings, sub headings alone to be given. For Part – B / Part – C questions the answer may be restricted to **a maximum of one page**.
 - All the answers / solutions for questions in Part – B and Part – C should be provided with detailed scheme of evaluation (mark split up).
 - If Part – B / Part - C questions have more than one possible correct solution (e.g. Design subjects/Mathematical/Numerical), the other possible solutions may kindly be indicated.
 - Photocopying several pages from books / reference materials as answers / solutions should be strictly avoided (However, figures if any may be photocopied from books, if required)
 - Page numbers are to be mandatorily given in the format 01 of N to N of N (ex. 01 of 07 to 07 of 07) .
 - Required data to be assumed as a standard for the relevant questions and the relevant code books to be used need to be mentioned.
 - Figures must be clear and units of measurement need to be mentioned clearly.
 - **Neatly hand written / typed version of key should be submitted in hard copy.**
 - **No remuneration for key will be paid if the key is incomplete and keys without scheme of valuation.**
13. The Question Paper / key must be properly sealed in the enclosed envelope and sent by **Speed Post by name only** to the Controller of Examinations on or before the last date prescribed.
 14. Remuneration for Setting Question Paper alone is Rs. 1000/- (Inclusive of Postal Charges) and for Question Paper with detailed Key is Rs. 3000/- (Inclusive of Postal Charges).
 15. The format for setting the question paper can be downloaded from the following link – www.aucoe.annauniv.edu/Exam – Examinations section - Downloads.

CONTROLLER OF EXAMINATIONS