

INSTRUCTIONS TO THE QUESTION PAPER SETTERS:

1. Question paper setters should ensure utmost confidentiality in the entire process of setting the question papers.
2. Particulars regarding Regulations, Programme, Branch, Semester, Subject Code / Subject, Duration and Maximum Marks must be clearly given in the Question Paper.
3. **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.
 - 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.
4. **The Diagrams / Sketches / Figures / Tables, if any, should be drawn neatly with proper dimensions and should be labeled legibly.** Clearly mention the Question Number to which the Diagrams / Sketches / Figures / Tables are relevant.

5. QUESTION PAPER PATTERN

Question Paper setters for English of all UG programmes (B.E./B.Tech./B.Arch.) for non-autonomous affiliated colleges should follow the below question paper pattern.

No.	PART	No. of Questions	Mark for each question	Choice Provision	Permitted No. of Sub-divisions	Total Marks (Max: 100)	Domain to be covered
1	A	10	2	Compulsory	No Sub-division is permitted	20	Remembrance
2	B	5	16	Q.No. 11 is Compulsory and Q.No. 12 to 15 are Either-Or type	Maximum 2 per question	80	Understanding/ Application/ Design/Analysis /Evaluation/ Creativity/ Case Study

6. Please take specific care while indicating the marks for questions (marks must be given for each sub-division).
7. Question paper should be set in such a way that it can be answered by an average student in 2 hours and 50 minutes.
8. Units of Measurements if any, must be used appropriately.
9. **Instructions for the use of statistical tables, data books, graph sheets, drawing sheets, etc. should be clearly mentioned in the beginning of the question paper.**
10. **QUESTION PAPER SHOULD NOT BE A REPLICA OF PREVIOUS YEARS QUESTION PAPER.**

11. DETAILED KEY - FOR VALUATION:

Key should be prepared only when specified in the order. 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.**
 - All the answers / solutions for questions in Part – B and Part – C should be provided with detailed scheme of evaluation with mark split up. Answers / solutions to the questions in Part – B / Part - C should be divided into several steps and allocation of marks for each step should be provided. For theoretical questions, only the important points, headings and sub headings should be given. For Part – B / Part – C questions, the answer may be restricted to **a maximum of one page.**
 - 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)
 - **All the pages of the question paper should be mandatorily numbered** in the format 01 of N to N of N (eg. 01 of 07 to 07 of 07) where N is the total no. of Pages.
 - 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.**
12. The Question Paper / key must be properly sealed in the enclosed envelope and send by **Speed Post by name only** to the Controller of Examinations on or *before the last date prescribed.* **QUESTION PAPER SHOULD NOT BE SENT BY EMAIL.**
13. Remuneration for Setting Question Paper is Rs. 2000/- (Inclusive of Postal Charges) and for Question Paper with detailed Key is Rs. 5000/- (Inclusive of Postal Charges).
14. The format for setting the question paper can be downloaded from the following link – www.aucoe.annauniv.edu/qpsetter.php– Examinations section - Downloads.

(-Sd/-)

CONTROLLER OF EXAMINATIONSi/c