

**INSTRUCTIONS TO THE QUESTION PAPER SETTER:**

1. Question paper setter should ensure utmost confidentiality in the entire process of setting the Question Paper(s).
2. Particulars regarding Regulations, Programme, Branch, Semester, Course Code, Course Title, Duration and Maximum Marks must be clearly given in the Question Paper.
3. **Please set the Questions covering the entire syllabus**
  - The Question Paper setter is requested to adhere strictly to 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 Pattern for Theory Courses of all U.G./P.G. programmes **except Theory-cum-Studio Courses of U.G. (B.Arch./B.Plan./B.Des.) and P.G. (M.Arch./M.Plan.)** for Non-Autonomous Affiliated Colleges should follow the below Question Paper pattern.

Sl.No	Part	No. of questions	Marks for each question	Choice Provision	Permitted No. of Subdivisions	Total Marks (Max: 100)	Bloom's Taxonomy Domain to be covered
1	A	10	1	Multiple Choice of Questions Type - Compulsory	No Subdivision is permitted	10	Remembrance / Understanding
		10	3	Compulsory	No Subdivision is permitted	30	Remembrance / Understanding
2	B	5	12	Either OR type	Maximum 2 per question	60	Application/ Analysis/ Evaluation / Creativity

6. For **Part - A Questions (Q.No.1 to Q.No.10) – Multiple choice questions type**, the choices should be in the format **(a) WWW** , **(b) XXX** , **(c) YYY** , **(d) ZZZ**. Care must be taken to mention **distinct answer choices** (i.e. There should be **only one correct answer** among the four choices). **Avoid the answer choices namely “All the above” and “None of the above”.**
7. For **Part - B Questions (Q.No.21 to Q.No.25) – Restrict the sub-divisions to maximum of two** and ensure the **marks are allotted for each subdivision.**
8. Question Paper should be set in such a way that it can be answered by an average student in 2 hours and 50 minutes.
9. Units of Measurements if any, **SI unit must be used.**
10. **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.**
11. **QUESTION PAPER SHOULD NOT BE A REPLICA OF PREVIOUS YEARS QUESTION PAPER.**

## Instructions – 1C

### 12. 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.

- For **Part – A (Q.No.1 to Q.No.10)** Multiple Choice of Questions type, the correct answer (**only one**) should be given in the format (a) WWW , (b) XXX , (c) YYY , (d) ZZZ .
  - The answers / solutions for questions in **Part - A (Q.No.11 to Q.No.20** - descriptive type questions) may be given to the point, preferably **not exceeding nine lines**.
  - All the answers / solutions for questions in **Part – B** should be provided with detailed scheme of evaluation with mark splitup if there are two sub divisions. Answers / solutions to the questions in **Part – B** 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. The answers for **Part - B** questions may be restricted to **a maximum of one page**.
  - If **Part – B** 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 the unit of measurement need to be mentioned clearly.
  - **Neatly handwritten / 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 addressed to “The Controller of Examinations, Anna University, Chennai – 25”** on or before the last date mentioned in the Question Paper setter order. **QUESTION PAPER SHOULD NOT BE SENT BY EMAIL.**
14. Remuneration for Setting **Question Paper** is ₹. 2000/- (**Inclusive of Postal Charges**) and for **Question Paper with Detailed Key** is ₹. 5000/- (**Inclusive of Postal Charges**).
15. The format for setting the question paper can be downloaded from the following link – <https://aucoe.annauniv.edu/qpsetter> – Examinations section - Downloads.

**(-Sd/-)**

**CONTROLLER OF EXAMINATIONSi/c**