



बिरला प्रौद्योगिकी संस्थान

BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची ८३५२१५ (भारत) || MESRA, RANCHI 835 215 (INDIA)

EXAMINATION DEPARTMENT | परीक्षा विभाग

Ref. No: 44/ 2022-23 (EO-Section-I)

Dated: November 09, 2022

GUIDELINES FOR PAPER SETTER (For CBCS)

1.	Make sure you have the latest version of the syllabus, and you are familiar with the assessment criteria.
2.	Kindly ensure that the questions are set only from the subject syllabus and as per the Textbook(s) mentioned in the syllabus to judge the standard and extent of knowledge of the subject expected from a student. Please avoid any confusion that may arise regarding the notations, symbols, units etc. which vary sometimes from book to book.
3.	<u>Question Sentence Construction</u> 1. For clarity, use simple language to convey the meaning of the question and avoid any ambiguity. 2. Split down short sentences if they contain a lot of condensed information. 3. Do not use passive voice because it can make a sentence impersonal and complex. Also, avoid the conditional form (sentences starting with “if”) and double negative sentences while forming questions. 4. Eliminate superfluous words and any abstract or metaphorical language which is not necessary. 5. Make sure that the introductory statements in questions contain only the information required for answering those questions.
4.	<u>Please set Five Questions each of 10 marks (For End Semester) / Five Questions each of 5 marks (For Mid Semester)</u> spanning over the entire syllabus in equitable manner. The questions may be subdivided into parts, however, kindly ensure that the continuity of the questions is being retained (i.e., question parts may be on the same topic).
5.	The question paper should be set based on <u>Course Outcome (CO), Programme Outcome (PO) and Bloom’s Taxonomy Level.</u> The paper setter should indicate the corresponding course outcome from the defined course structure and indicate the level of Bloom’s Taxonomy across each question framed.
6.	For Short-Answer type questions ensure that: <ul style="list-style-type: none">• the item calls for a single, brief answer• the item has been written as a direct question or a well-stated incomplete sentence.• the desired response is related to the main point of the item• clues to the answer have been avoided (e.g. “a” or “an”, length of the blank).• the units and degree of precision are indicated for numerical answers. For Essay type questions make sure that: <ul style="list-style-type: none">• questions starting with “who”, “what”, “when”, “where”, “name”, “list” are avoided as these terms limit the response

• questions demanding higher order skills, such as those indicated in the following table (Gronlund: 2006, p.120), are used

Outcome	Sample Terms
Comparing	Compare, classify, describe, distinguish between, explain, outline, summarize
Interpreting	Convert, draw, estimate, illustrate, interpret, restate, summarize, translate
Inferring	Derive, draw, estimate, extend, extrapolate, predict, propose, relate
Applying	Arrange, compute, describe, demonstrate, illustrate, rearrange, relate, summarize
Analyzing	Break down, describe, diagram, differentiate, divide, list, outline separate
Creating	Compose, design, devise, draw, formulate, make up, present, propose
Synthesizing	Arrange, combine, construct, design, rearrange, regroup, relate, write
Generalizing	Construct, develop, explain, formulate, generate, make, propose, state
Evaluating	Appraise, criticize, defend, describe, evaluate, explain, judge, write

7. In case of Design/Engineering Graphics/Engineering Drawing etc., kindly decide suitably on the number of questions to be set.

8. The total value of the question paper is 50 marks (END SEM. UG/PG) and 25 marks (MID SEM. UG). **Kindly check** for symbols, notations, numerical value, figures, and the marks distribution in the question paper carefully for ensuring clarity before sending the question paper. Check that the diagrams, pictures, or photographs used are necessary, helpful and of high quality.

9. Ensure that marks assigned for each question are clearly indicated on the question paper.

10. Place the text close to the relevant diagrams or pictures to enable the candidates relate the two effectively.

11. Please ensure that the questions should be set in such a manner so that all the questions could be answered in given time duration 2.00 hours for MID SEM. and 3.00 hours for END SEM. as it applicable. Also, check that the duration of the examination is entered correctly on the question paper.

12. Kindly **mention** clearly the Log-tables, steam tables, data Handbooks, Microprocessor Instruction Sheets or any other Design Tables, Codes, Graph papers etc. which are to **be supplied** to the candidates **in the Examination Hall**.

13. You are requested to send (01) One Set of question paper in password protected MS Word (.docx) format to q.coe@bitmesra.ac.in.

Please ensure that the question paper should be password protected with the password already provided before sending the question paper. If any faculty member wants to create a new password or reset the password, then please email at coe@bitmesra.ac.in with the following details.

a) Name:

b) Designation:

	c) Department: d) Employee Code: e) Email id:
14.	For further clarification, please write to the Controller of Examinations at q.coe@bitmesra.ac.in or call at 0651-2275138.



Controller of Examinations