



E-mail: coemiet@gmail.com

INSTRUCTIONS TO THE QUESTION PAPER SETTERS

1. Treat this appointment as strictly confidential.
2. Do not set the question paper if any member of your family or relatives is appearing for the examination.
3. Particulars regarding Branch, Semester, Course Code and Course title must be clearly given in the Question Paper.
4. Adhere to the syllabus and question paper template provided. **(File - MS Office Word, Font – Times New Roman, Font Size - 12, Paper Size – A4, Line Spacing – 1.5).**
5. **Handwritten questions are not accepted under any condition.**
6. All units in the syllabus must be given equal weightage.
7. In Either - Or type questions both questions should be from the same Bloom's taxonomy level and same course outcome.
8. Part-A questions should not contain objective type, fill in the blanks, true or false.
9. In Part-B questions, Sub-divisions if needed can be given, restricted to a maximum of two in each question.
10. The distribution of marks for each sub-division must be indicated and the questions must be evenly distributed over the entire syllabus.
11. Questions in Part-A should not be repeated in Part-B of the question paper.
12. The question paper setter is instructed to use Revised Bloom's Taxonomical verbs (enclosed) while setting the question paper. The question paper may contain questions to test L1 to L4 knowledge levels. Part-A Questions should be at the level of L1 (Remember) / L2 (Understand) and Part-B Questions should be at the level of L2 (Understand) / L3 (Apply) / L4 (Analyze) only.
13. Appropriate COs and BTL must be assigned to each question.
14. Diagrams / Sketches / Figure / Tables / charts must be neatly drawn in black ink with all details shown legibly and clearly mention the Question No. to which the Figure / table is relevant.

15. Instructions for the use of statistical tables, data books, graph sheets, drawing sheets, etc. should be clearly mentioned in the top of the question paper.
16. Abbreviations should be avoided.
17. While setting the question paper for analytical subjects, equal weightage should be given to the problems.
18. It is mandatory to fill up the weightage of CO table at the end of the question paper.
19. Remuneration for Setting Question Paper is Rs. 1500 – 10% TDS = Rs. 1350/-.
20. Send the **Soft Copy** of the Question Paper to coemiet@gmail.com on or before the last date prescribed.



Controller of Examinations