

Birla Vishvakarma Mahavidyalaya (Engineering College)
(An Autonomous Institution)

Important Instructions to Convener/Paper Setter/Examiners

- (1) The question paper must cover the whole syllabus of the course which is prescribed by the Academic Council. (Copy of syllabus is available on institute website)
- (2) The question paper must be divided into two sections of equal marks.
- (3) The distribution and weightage of questions in each section is subject to the decision and understanding of the convener/paper setter.
- (4) The questions in paper should be such that they measure the skills of students like Knowledge (define, describe, draw, find, identify, write), Comprehension (conclude, demonstrate, discuss, explain, generalize, identify, illustrate), Application (apply, compute, prepare, show), Analysis (analyze, characterize, classify, compare, differentiate), Synthesis (compose, construct, design, develop, perform) and Evaluation (appraise, assess, decide, evaluate, judge, justify, prove).
- (5) The question paper must be prepared in the prescribed format only.
- (6) The text of question paper must be aligned equally on left and right side. (i.e. use “Justify” text option in MS-word)
- (7) A design of question paper should be such that the questions are written with simple, straight forward and meaningful wording. They should be unambiguous and should have relevant weightage of marks.
- (8) As far as possible, please avoid manual drawing of figures/diagrams/sketches. It should preferably be drawn with the help of computer such as to have better quality in photocopies.
- (9) The use of academic references such as steel tables/steam tables/charts/IS codes etc. which will be required by students must be mentioned in “Instructions” section so that the exam supervisor can know about the permitted material.
- (10) Any extra material for students such as steel tables, steam tables, charts, IS codes etc. which is required to be provided by the institute need to be brought into the notice of Controller of Examinations well in advance.
- (11) Convener must arrange a meeting of all the examiners before starting assessment. Convener must convey the marks distribution for theory as well as numerical part for assessment to all examiners. Also, the expected answers for theoretical part must be discussed for uniformity in assessment. In case of more number of examiners, the assessment distribution must be question-wise and not section-wise.
- (12) Convener must submit the hardcopy of question paper and detail solution of the numerical part of the question paper along with assessment chart (marks distribution) to Mr. Shailesh Ka.Patel (Exam Control Room/Academic Section) in separate sealed covers within the stipulated time mentioned in appointment order. The separate printed covers for submission of manuscript and solution with assessment chart are available at Academic Section/Exam Control Room.

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Exam Section, BVM