



OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY:DIBRUGARH


Memo No.: DU/DR-A/6-1/20/08

Date: 02.01.2020

NOTIFICATION


As recommended by the 122nd Meeting of Under Graduate Board, Dibrugarh University held on 05.12.2019, the 118th Meeting of the Academic Council, Dibrugarh University held on 27.12.2019 vide Resolution No.07 has approved the Guidelines to Paper Setters for Under Graduate Semester Examinations under CBCS including the Pattern of Question Papers giving immediate effect. The Guidelines is given with this Notification as Annexure A.

Issued with due approval.


(Dr. B.C. Borah)
Joint Registrar (Academic)
Dibrugarh University

Copy to:

1. The Vice-Chancellor, Dibrugarh University.
2. The Deans, Dibrugarh University
3. The Registrar, Dibrugarh University.
4. The Director, College Development Council, Dibrugarh University.
5. The Controller of Examinations, Dibrugarh University.
6. The Heads/ Chairpersons of the Teaching Departments/ Centres for Studies, Dibrugarh University for information and needful.
7. The Principals/ Directors of the Colleges/ institutes affiliated to/ permitted by Dibrugarh University conducting the Under Graduate Academic Programmes for information and needful.
8. The Programmer, Dibrugarh University for information and with a request to upload the notification in the D.U. Website for all concerned.
9. File.


(Dr. B.C. Borah)
Joint Registrar (Academic)
Dibrugarh University

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Guidelines to the Paper-Setter for the B.A./B.Sc./B.Com End Semester Examinations

General Instructions:

1. Paper setter should submit the question paper in original and should not retain any copy of the question paper. The question paper should be 'Legibly Written'. All irrelevant drafts and notes should be effectively destroyed. If the question paper(s) is type written or computer printed, the paper setter must certify that typing/printing was done by him and no carbon/hard copy/soft copy retained with him.
2. Assignment should be immediately refused if the assignee has any children/close relative/private coached candidate(s) is going to appear the concerned examination. Such refusal shall be sent to the Officer concerned of the Examination branch immediately.
3. Maintaining the standard, the question should be simple, direct and worked clearly and unequivocal so that the candidate may have no difficulty in appreciating the scope and purpose of the questions.
4. No question be asked, which require an expression of religious belief on the part of the candidates or which involves religious controversy.
5. Question should be framed so as to test the student's intelligent grasp of board principles and his power of intelligent presentation in literary courses. Question should also aim at encouraging good methods of work and teaching and discouraging rote memory and submission of ready-made answers found in note books.
6. The question paper be so set as to minimize the scope for selective preparation of the subject by the student.
7. Particular care should be taken to ensure that the candidates might have reasonable time to think over and to answer all questions within the allotted time leaving a fair margin for revision work.

Following are some important instructions to be followed by the Paper Setter during setting of Question Paper(s) for B.A./B.Sc./B.Com End Semester Examinations:

1. a) Types of Questions to be set for all Theory Papers:

Question Pattern	Percentage of Marks
Objective Type Questions	10% of the total marks allotted for the course
Short Answer Type Questions	20% of the total marks allotted for the course
Essay Type Questions	70% of the total marks allotted for the course

b) Level of Questions to be considered for all theory papers:

Level of Questions	Percentage of Marks
Easy Questions	40% of the total marks allotted for the course
Average Questions	50% of the total marks allotted for the course
Difficult Questions	10% of the total marks allotted for the course

c) Distributions of Marks to be allotted for each question:

Question Pattern	Maximum Marks
Objective type questions	1 (one) mark for each question
Short answer type questions	2- 4 (four) marks for each question
Essay type questions	5 -15 (fifteen) marks for each question

Important: In case of permitted subjects viz., Bengali (MIL), Bodo (MIL), Hindi (MIL) & Nepali (MIL), the paper setter shall have to frame another set of questions of 20 marks following the above pattern. The questions so set shall be under the heading "In lieu of Internal Assessment".

2. The question paper should cover the entire syllabus with proper distribution and weightage of marks allotted for each unit or a part thereof. No question should be set outside the syllabus.
3. The questions so set shall have to be from all units of a course.
4. The Paper-Setter shall have to record the maximum marks against each question in the margin. If necessary, break-up of marks should be shown properly.
5. A part of the question paper should be compulsory for all, rest question may provide only internal choice:
6. The choices given to the examinee about the question should be limited. (Thus the practice of giving open choice to the students should be discontinued).
7. There shall be word limits (wherever applicable) in case of Essay type question.
8. Answer-keys to be Objective type questions as well as the mathematical problems to be provided along with the manuscript.
9. Assamese version of all the General Courses question papers, except for the MIL/Major papers to be provided along with the question paper manuscript.
10. The paper setter shall have record specific instructions in the manuscript, if any, for the student like –
'The questions are of equal value'
'The figures in the margin indicate full marks for the questions'
'Write the answers to the separate halves/sections/groups in separate books' in the question paper etc.