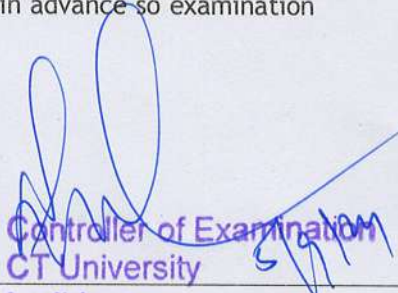


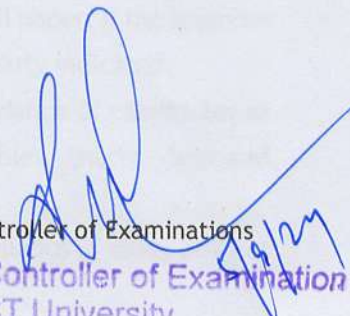


Guidelines for Setting of Question Papers of MT Examination

1. The Paper setter shall set the question papers only in the prescribed formats. No other format will be accepted.
2. Question from every unit should be equally covered.
3. There should be no repetition of questions in same set.
4. The exam Question paper should cover all the materials taught in the complete semester.
5. Even in case of repetition, the style of question should be different and should not have the exact repetition of the question.
6. Not more than 10% question should be match in case of different sets. If it is, do paraphrasing.
7. Please ensure that both sets of question paper covers the equal level of difficulty.
8. Question paper to be set as per the Bloom's Taxonomy
9. All questions should be mapped with their CO and RBT Level.
10. The Paper Setter shall take all the necessary precaution for the maintenance of confidentiality of his/ her appointment and the question paper(s) submitted set by him/ her.
11. The Paper setter shall ensure that the question papers set carry the correct name of the School, Program, Semester, subject code, subject name.
12. He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.
13. The Paper setter shall provide necessary instructions for the guidance of candidates at the top of the question paper. Any Mathematical, Physical tables, charts, data and handbooks permitted to be used should also be clearly indicated.
14. The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions only.
15. The paper setter is required to cover 30% easy questions, 40 % moderate level questions and 30% difficult and application based questions.
16. The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
17. If Calculator or Tables (Log Table, Financial Table, or any data table) are required in any paper, setter is required to inform examination department in advance so examination cell could provide during the examination.


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18. Question should be framed in a way that does not favor students who may be referred to specific text books. The emphasis should be on assessing their understanding of the subject matter.
19. To avert the menace of Question Paper leakage, Paper setter will not keep any record of question paper either in digital or in hard copy form.
20. To maintain secrecy and security of the Question Paper, Paper setter shall destroy any kind of evidence or proof of the question paper either in digital or hard copy form after submitting it to the CT University. Paper setter shall not keep the record on any social media platform especially.
21. Once the question paper is submitted by the paper setter, the question paper will remain the sole property of CT University, Ludhiana. CT University has the right to either cancel / modify / edit / rename the question paper at any point of time. Paper setter cannot claim for its rights after submission.
22. Paper setter shall not set any biased questions regarding any race / gender / religion / country / state etc....
23. Paper setter must send the question paper before due date at confidential.examination@ctuniversity.in
24. Only question paper will be accepted on above mentioned Email ID, other than that it will be considered as non-submitted.
25. Questions starting with "who", "what", "when", "where", "name", should be avoided as these terms limit the response.
26. Every question paper setter is required to set two sets of Question papers. Single set will be not accepted.


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