IQAC Guidelines for Conducting University and Internal Examinations

University Examination

Will be conducted as per the guidelines issued by the university from time to time.

Internal Examination

1. Examination time table will be published by the examination cell, 25 days before the commencement of Examination after getting approval from the principal.

2. After the publication of the Timetable, IQAC will publish the guidelines and Question paper template for the examination within 3 working days.

3. Faculty members should prepare 3 set of question papers as per the template issued by IQAC and should ensure that each Questions should be mapped with the corresponding CO and BTL

4. The 3 set of Question papers should not include more than 30% repetitive Questions

5. The 3 set of Question papers has to be submitted to IQAC within 10 working days after publishing the time table, for scrutiny.

6. A department level Scrutiny Committee will be constituted for the scrutiny of Question papers.

7. The scrutiny committee will forward the report to IQAC within 5 days.

8. IQAC will finalize the Question paper and forward it to In Examination Cell for printing 3 days before the commencement of Examinations.

9. For online Examinations the selected Question paper will be informed to the corresponding Faculty.

10. Valuation of the answer scripts should be completed within 7 working days after completion of the examination. The answer scripts are to be returned (Except those required for the course file) to the internal examination cell.

11. A common date will be announced by the Internal Examination Coordinator for returning the Answer sheets to the examination cell.

12. The internal mark has to be entered in the campus book within 10 working days after completion of the examination.

INSTRUCTIONS ON FORMAT AND NAMING OF THE QUESTION PAPER FILES.

- There should be three question papers (A/B/C) for every subject.
- The files are to be in .pdf format.
- There must be a separate table for each section/part of the question paper. Each section should have a small header indicating the part number/name and the choice system applicable to the section. The number and structure of the sections must be in accordance with the university pattern for the relevant subject.

- Question numbering is done in the first column and numbers will run continuously from 1 to the maximum number of questions in the question paper, irrespective of the sections/parts. The numbering here must not contain alphabets or special characters. Sub-questions must be referred to as a,b,c etc. and the code must be within the cell allotted to the matter of the question. A question must not span more than a cell.

- Restriction of the size of the question paper to two pages is advised for convenience and to save trees.

- The question paper files are to be named in the following format. QP-DateofExam-Dept-Semester-Subject_Code-Subject_name-qp_code (qp_code is A,B and C respectively for the three question papers being uploaded)
  (Eg: QP-05/03/19-CSE-VI-CS306-COMPUTER_NETWORKS-A).

- The question paper should contain questions covering 2 modules.

  EXAM CODE: Top Left Corner: <DEPT><UG or PG><2/4/8><A/B/X><DATE><F/A>

<DEPT>: Department which is offering the course. (Not the department of the faculty)

<2/4/8> : 2 or 4 or 8 depending on the semester

<A/B/X> : Batch : A or B and X if common to both.

<F/A> : Forenoon or Afternoon (Eg: CSUG2X240220F)

It is envisaged that that all the courses shall be having COs defined, mapped to the corresponding POs and in turn to the Performance Indicators. IQAC works in tandem with the Exam Cell to conduct the series examinations. IQAC is in charge of preparing the question papers for in semester exams and the logistics of conducting the exams are taken care of by the examination cell. IQAC shall receive a set of three question papers from each faculty and an expert panel set up by IQAC involving subject experts chooses a question paper from the three, to be used for the exam.

The expert committee set up by IQAC for the purpose shall look into the following aspects while scrutinizing and selecting the question paper for the exam:

1. Whether the questions are in precise accordance with the syllabus prescribed for the exam.

2. Whether the questions assess all the performance indicators mapped to the relevant COs of the portions prescribed.

3. Whether question paper contains questions from various Bloom's Taxonomy levels.

4. Whether each question is correctly mapped to the corresponding COs, PIs and BTL.

5. Whether the question paper carries the same total marks as declared in the course sheet published by the faculty.

The committee shall have the right to create a new question paper collating questions from the three submitted ones or even set a new one if it deems the submissions to be inadequate in quality.

IQAC Scrutiny Report of the Question Paper

	Details of Question Paper				
1.	Course Code			3. Duration	
2.	Course Name			4. Max Marks	
	Faculty Details (Scrutiny)				
1.	Name of Verifying faculty				
2.	Designation & Department				
3.	Name of Approving faculty				
4.	Designation & Department				
5.	Date of scrutiny				

Fill the following details after completing the verification of Question Paper & Scheme

Sl. No	Parameters	Verified and found *Correct / Not Correct*	If Not, write the required corrections					
1.	Course code & Course Name							
2.	Max Marks & Duration							
3.	Pattern of Question Paper							
4.	Marking of Compulsory Questions, Choices & Instructions (like - Use of Tables, Graph Sheets etc.)							
5.	Module wise distribution of Marks	**Module**	I	II	III	IV	V	VI
		Marks						
		Percentage						
6.	Clarity of the Questions: **Yes/No**							
7.	Duplication of Questions: **Yes/No**							
8.	Whether distribution of questions are as per particular syllabus covering analytical / numerical / descriptive/Design types: **Y/N**							
9.	Whether one third of the questions in each part is application/design oriented as per the format supplied by KTU: **Yes/No**							
10	Sufficiency of Duration of Time: **Yes/No**							
11	**Recommendation: QP Can be**	**Accepted*/Accepted with Minor corrections** / Rejected***		*)				
	**) Suggested Corrections (either on the Question Paper itself or attach additional page)							
	***) Reasons for Rejection:							
12	Whether the Scheme of Evaluation is sufficient for Valuation, if not, give suggestions:							
13	Whether the scheme of Evaluation can be Accepted/ Rejected							

14	I hereby certify that, I have scrutinized the Question Paper and scheme of evaluation and made required corrections as mentioned above. Signature of the verifying faculty
15	I hereby certify that; I have cross checked all details as mentioned above. Signature of the approving faculty Counter signed Head of the department