

Shaheed Bhagat Singh State Technical Campus, Ferozpur

GENERAL INSTRUCTIONS FOR THE PAPER SETTER

The offer, however, is subject to the fulfilment of the following conditions:

1. None of your relations is appearing in this examination.
2. You have not written or revised a help book or guess paper guide relating to the examination in which you have been appointed as paper setter.
3. You possess minimum of 5 years teaching experience.
4. You have not been disqualified by any university for the year for which this appointment pertains
5. If you fulfil the above conditions and if you accept the offer, kindly set one set of question paper and send two copies (Office & Press Copies) of the same along with enclosed forms by speed post, so as to reach the undersigned by name, not later than _____.
6. You are requested to fill and send the acceptance regarding setting of the question paper in the format enclosed herewith.
7. The Press Copy (envelope A) & Office Copy (envelope B) of the question papers must be sealed separately in envelopes enclosed for the purpose. These two envelopes should be properly sealed in envelope C marked CONFIDENTIAL.
8. **The undertaking/ declaration and receipt should be submitted separately.**
9. All other correspondence of confidential nature relating to the question paper being set must be dispatched by speed post in sealed double covers, the inner covers and the outer cover marked CONFIDENTIAL & addressed to the undersigned by name.
10. The Examiners should inform the Controller/Deputy Controller Examinations (Secrecy), Shaheed Bhagat Singh State Technical Campus Ferozpur by name, by registered post, whenever there is any change in their addresses (i.e. office as well as Residential address).
11. The medium of the question paper will be English unless otherwise stated.
12. In case the envelope(s) containing the question paper(s) are not properly sealed by the paper-setter, the same are likely to be rejected by the Controller of Examinations.

You are requested to go through the enclosed guidelines before setting of question paper.

Your cooperation in setting and providing the question paper(s) to the Controller of Examinations (by name) well in time will be highly appreciated.

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Controller of Examination

IMPORTANT NOTE

IF THE CANDIDATES ARE TO BE SUPPLIED WITH ANY SPECIAL MATERIAL VIZ LOGARITHMIC/ MATHEMATICAL/ STATISTICAL/ ANY OTHER TABLES, GRAPH PAPERS ETC. A CLEAR NOTE TO THAT EFFECT SHOULD BE MADE.

GENERAL INSTRUCTIONS FOR THE PAPER SETTER

1. The question paper should be typed in MS Word on A-4 size paper Font Size 12, Times New Roman. **Templates are available on college website www.sbsstc.ac.in.** Please note that the copies of question paper set should be ready to use directly for printing.
2. At least 40 % of the question should be numerical wherever applicable.
3. The paper setter shall provide detailed marking instructions and solutions to numerical problems for evaluation purpose in the separate envelopes for solutions.
4. The two different question papers should not contain more than 15 % same/similar questions (if applicable)
5. The paper setter should seal the internal & external envelope properly with signature & cello tape at proper place.
6. The paper setter is requested to be very careful that paper should be strictly from syllabus and is uniformly set.
7. Instructions to candidates regarding the attempt of questions should be clear.
8. **For the subject HVPE Human Values and Professional Ethics, the paper is to be set in English, Hindi & Punjabi Languages**

PATTERN FOR B. TECH, BCA, BSc(IT), MCA

Time Allowed: 3 hrs. /4hrs

MM. 60/100*

Instructions for question paper are as under:

- Part A is compulsory and shall contain one question having 10 parts carrying two marks each, distributed from the entire syllabus. These questions shall be of conceptual nature of short answer type to test the basic grasp of the subject matter by the students.
- **Part B shall contain five questions, each carrying equal marks. Each question should correspond to one/ two course outcomes. Internal choice must be provided within a question such that the target course outcomes are the same for the two options given.**
- ***Maximum marks for BCA and MCA are 100 for 2016 batch onwards.**

PATTERN FOR M. TECH (Regular)

Time Allowed: 3 hrs

MM. 60/100*

***Maximum marks are 100 for batches upto 2015 batch and 60 marks for 2016 batch.**

- Five questions are to be uniformly set from the entire syllabus and each question is to be mapped against one/two course outcomes. **Internal choice must be provided within a question such that the target course outcomes are the same for the two options given.**
- Each question carries equal marks.

PATTERN FOR MBA

Time Allowed: 3 hrs.

MM. 60

Instructions for question paper setting are as under:

- **The question paper shall have three parts: Part A, Part B & Part C.**
- Part A shall contain six parts and students are required to attempt any four. Each question carries five marks.
- Part B shall contain four subsections and each subsection consists of two questions. A student shall be asked to answer one question from each subsection. Each question will carry eight marks.
- Part C shall contain one case study for eight marks and is compulsory.

**SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS FEROZEPUR
BILL FOR PAYMENT OF REMUNERATION FOR SETTING OF QUESTION
PAPERS BY INTERNAL PAPER SETTERS**

Name of the examination:					
Year and session :					
Name of paper setter:					
Department of paper setter:					
Phone No:					
Bank Account no:					
IFSC CODE:					
Bank Name And Branch :					
S NO	SUBJECT NAME	SUBJECT CODE	COURSE/ BRANCH	SEM.	Remuneration
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
TOTAL AMOUNT CLAIMED					

Date of submission: _____

PRE RECEIPT

Received a sum of Rs _____ (in words _____) from the Controller of Examination, SBSSTC, Ferozepur on account of remuneration for setting of question paper/s as mentioned above.

Certified that the above mentioned question paper/s have been set by me under instructions received from the COE. It is also certified that undersigned will deposit the income tax on account of income received for the above said purpose.

Signature of Paper Setter with date

Shaheed Bhagat Singh State Technical Campus, Ferozepur

DECLARATION BY INTERNAL PAPER SETTER

With reference to intimation received from examination cell, I hereby declare that:

1. None of my close relatives as specified in examination rules of the institute is appearing for the referred examination (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter)
2. I do not come under any disqualification for the paper setter.
3. I have carefully gone through the syllabus for the course and no question set by me is outside the scope of the syllabus of the course.
4. **The questions have been mapped against the relevant course outcomes (as applicable).**
5. The allotment of marks and numbering of question are correct.
6. I have verified that the questions can be solved within the stipulated time and there is no confusing data or missing data provided by me.
7. I have enclosed the sketches/diagrams, if any, along with the question paper.
8. I have supplied scheme of marking and model answers/stepwise marks for numerical asked in question paper with each question paper set.
9. I have checked question paper carefully for Name of examination, Examination Course code and course name, Maximum marks, Duration, Instructions to Candidates, total marks, options etc and found correct.
10. I have kept the question papers under lock & key till despatch and I have not retained any copy of the question paper set.

Course Code and course name:

S NO	SUBJECT NAME	SUBJECT CODE
1		
2		
3		
4		
5		
6		
7		
8		
9.		
10.		

Date:

(Signature & Name of Paper Setter)