

# **SHRI GURU RAM RAI UNIVERSITY**

(Estd. By of Uttarakhand, vide Shri Guru Ram Rai Act No. 03 of 2017)

Patel Nagar Dehradun-248001, Uttarakhand.



## **Guidelines for University Examination- Question Paper Setting**

**(As per provision of the SGRR University Act,  
Chapter no.-05 under Section 30)**



**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

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# SHRI GURU RAM RAI UNIVERSITY

Form No: SGRRU/EXAM/SEC-001

DEHRADUN (UTTARAKHAND)

Ref. No.:

Dated:

To,

.....  
.....

**Sub: Setting of Question Paper for .....**

Dear Sir/Madam,

It is a matter of pleasure to share with you that we are conducting **ESE- Dec. 2018** of the University.

I, therefore, request you to prepare question paper in **Password protected MS Word Format** for the subject having following details and submit the same to the undersigned **in soft copy through e-mail (coe@sgrru.ac.in)** latest by .....

Programme	Subject Code	Subject Name	No. of Set

In connection with preparation of question paper(s) please note the following:-

1. Please use the attached question paper format while setting the question paper for UG & PG programs separately. Kindly ensure not to include first two lines of the **FORMAT**. **While typing the questions in the attached question paper format please ensure that font style of the Question Paper must be BATANG (for English medium) and ..... (for hindi medium) and font size is 12.**
2. Submit the question paper in password protected MS Word Format to the Controller of Examinations, in soft copy through e-mail (coe@sgrru.ac.in).
3. Name of MS Word file should be combination of Subject code & program name. eg. **MBOC104\_MSC-BOTANY**.
4. Please do not send any question paper without password in order to maintain complete confidentiality of the above and share the **password along with the question paper** to the Controller of Examination only.
5. Please mention **Correct Subject Title and subject Code on the question paper.**

Please find attached the following:

1. General instructions to paper setter
2. Undertaking - Send scanned copy of the same by email
3. Question paper formats-Please Type in the attached format only
4. Please find attached the **MS Word format** of the question paper to bring in uniformity and ease in locating information about the question paper.

**Please do not send any question paper without password in order to maintain complete confidentiality of the above and share the password to the undersigned only.**

**Best regards**



# SHRI GURU RAM RAI UNIVERSITY DEHRADUN (UTTARAKHAND)

## Request for obtaining Consent to act as Paper Setter

To,  
The Controller of Examinations  
SGRR University, Patel Nagar  
Dehradun (Uttarakhand) - India

Sir,  
With reference to your above mentioned confidential letter, I want to inform you that I agree/do not agree to act as paper setter for the following:-

Sr.No.	Programme	Subject Code	Subject Name

My total teaching experience is ..... years.

I shall abide by the instructions given by the University and send the question paper within the time limit.

I declare that

- (i) None of my close relatives or a blood relation of similar type is going to take examination in the subject for which paper –setting has been offered to me.
- (ii) I have no private tuition in the subject nor shall I undertake one hereafter upto date of examination. I am not a teacher fellow and I am not appearing at the ensuing university examinations.

Date:-.....

Signature and Name of the paper setter





**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

**General Instructions to Paper Setters**

1. No person shall be appointed as a paper-setter in any option for an examination if:
  - a) Any of his / her \*close relations intends to appear at that examination in that paper
  - b) He/ She has private tuition in the subject
  - c) The paper-setter is a fellow teacher or intends to appear at any examination of the University. In such circumstances he/she should return the setting material immediately intimating the facts.  
(\*The term close relations, includes wife, husband, son, daughter, grand-son, grand- daughter, brother, sister, nephew, niece, grand-niece, grand-nephew, uncle, first cousin, son-in-law, daughter-in-law and sister-in-law.)
2. The question paper set by the Paper setter will be sent for Moderation process.
3. The question paper must be set in English Language only.
4. The questions should be written very clearly and legibly on one side of the blank sheets of paper supplied for the purpose. Every part of each question should be clear and definite in language as also in regard to the nature of the answer required from the candidates, and the paper should be properly punctuated. Paper – setters are requested to be careful in setting the questions in accordance with the syllabus and scheme. Before sending the paper, the paper-setter must satisfy himself/ herself through careful scrutiny that no mistakes have crept in.
5. Serial number of questions should be given on the left-hand margin and the marks allotted to each question should be mentioned on the right hand side of the paper. Where a question is divided into parts, the marks assigned to each part should also be shown on the right hand side of the paper. The marking scheme viz marks for definition, figures; explanation etc. must be clearly indicated on the Question Paper itself.
6. No initials or signatures should be put anywhere on the question paper or the instructions.
7. The name of the examination, the subject name, subject code, the maximum marks , the time allotted and credits as given in the heading should be carefully checked from the syllabus before forwarding the question paper.
8. Any direction to candidates regarding the answering of different sections in different answer- books or regarding the number of questions to be answered should be clearly given on the top of the question paper and it should be free from ambiguity.
9. No question shall be put calling for a declaration of religious belief on the part of the candidates and no answers given by any candidate shall in allotting marks, be objected to on the ground of its giving expression to any particular form of religious belief.
10. In setting question-paper, abbreviations of all kinds except those in special subjects should be avoided.
11. The question paper should be fairly distributed over the whole course of study and not concentrated on any one or a few portions only.
12. Detailed instructions as to the material, if any, to be provided to the candidates besides answer books in connection with answering any particular question/ questions should be send with question paper so that necessary arrangements for providing the same to the center may be made accordingly.

Sd/-

Controller of Examination



**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

(To be signed by the Paper-Setter and returned along with the question-paper)

**CONFIDENTIAL**

I certify that: -

1. I have carefully read all the instructions given for the Paper setters and give my consent to abide by them and ready to set the Question Paper accordingly.
2. I have destroyed all drafts, notes etc, of the questions set and have retained no copy of the paper with me.
3. The question-paper has been typed/written by me personally and understands that the confidentiality need to be maintained.
4. I have very carefully gone through the syllabus prescribed for the examination for which the paper has been set by me. The paper set does not include any question, which is outside the scope of the syllabus.
5. The questions are distributed evenly over the whole syllabus

.....  
Signature of Paper-Setter

Name of Paper Setter:.....

Address: .....

Contact No.: .....

Email Id: .....

Subject Code: .....

Subject :.....

Program Name:.....



Exam Name

ROLL No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

UG Program:

Subject Name:

Paper Code:

Time:

Max Marks:

**Instructions to candidates**

All Sections are compulsory.

Section A contains 10 Very Short Answer Type questions/ MCQ's carrying weightage of 2 marks each.

Section B contains 4 Short Answer Type questions carrying weightage of 5 marks each.

Section C contains 2 Descriptive Answer Type questions carrying s weightage of 15 marks each.

**Section A**

**Q.1 Attempt all questions**

- i).
- ii).
- iii).
- iv).
- v).
- vi).
- vii).
- viii).
- ix).
- x).

**Section B**

**Q.2 Attempt any four**

- i).
- ii).
- iii).
- iv).
- v).
- vi).

**Section C**

**Q.3 Attempt any two**

- i).
- ii).
- iii).
- iv).

**Exam Name****ROLL No**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**PG Program:****Subject Name:****Paper Code:****Time:****Max Marks:****Instructions to candidates**

All Sections are compulsory.

Section A contains 10 Very Short Answer Type questions/ MCQ's carrying weightage of 1 marks each.

Section B contains 4 Short Answer Type questions carrying weightage of 5 marks each.

Section C contains 2 Descriptive Answer Type questions carrying s weightage of 15 marks each.

**Section A****Q.1 Attempt all questions**

- i).
- ii).
- iii).
- iv).
- v).
- vi).
- vii).
- viii).
- ix).
- x).

**Section B****Q.2 Attempt any four**

- i).
- ii).
- iii).
- iv).
- v).
- vi).

**Section C****Q.3 Attempt any two**

- i).
- ii).
- iii).
- iv).



ESE—

ROLL No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Program: Pre Ph.D. Examination

Semester : I

Subject Name:

Paper :

Time:

Max Marks:

## Section A:

All questions are compulsory. Each carries equal marks.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

## Section B:

Attempt any four from six of the followings. (short answer)

- 16.
- 17.
- 18.
- 19.
- 20.
- 21.

## Section C:

Attempt any one question. (long answer)

- 22.
- 23.
- 24.

ROLL No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Program:

Semester :

Subject Name-

Paper :

Time- 2 Hrs

Max Marks:

Attempt any five questions. All questions carry 14 marks. Draw labeled diagram wherever necessary.

1.

2.

3.

4.

5.

6.

7.

Roll No. ....

**MBBS-001**  
**M.B.B.S (First Professional)**  
**EXAMINATION,**  
**Subject Name**  
**Paper**

*Time:*

*Maximum Marks:*

**Note: All questions are compulsory. Answer Section A and Section B in separate answer sheets. Draw diagrams whenever necessary**

**Section-A**

**Section-B**





# SHRI GURU RAM RAI UNIVERSITY DEHRADUN (UTTARAKHAND)

## (QUESTION PAPER MODERATION REPORT FORM)

NAME OF MODERATION COMMITTEE: ..... DATE: .....

PROGRAMME ..... YEAR .....SEMESTER .....

SUBJECT NAME: .....SUBJECT CODE: .....

1. Is the time allocated adequate/appropriate for the tasks given?

**Moderator's Comments:** .....  
.....

2. Has the course outline been made available to the moderating team?

**Moderator's Comments:** .....  
.....

3. Are the exam items aligned to the learning outcomes listed in the course outline?

**Moderator's Comments:** .....  
.....

4. Are the question statements clear? Do they provide adequate guidance to the Student?

**Moderator's Comments:** .....  
.....

5. Is the examination comprehensive and appropriate, given the course content, learning outcomes and class schedule? Does it attain similar standards (where applicable) when compared to examination papers for other sections of the same course?

**Moderator's Comments:** .....  
.....

6. Is the examination appropriate for the level it is set?

**Moderator's Comments:** .....  
.....

1. Are the marks allocated commensurate with the expected responses?

2. List any corrections

**Moderation Team**

**Signature**

1. ....

.....

2. ....

.....

3. ....

.....



**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

Form No: SGRRU /EXAM/COND-018-T

**(University Paper Setter Bill)**

Name of Examiner : .....

Designation: .....

Institute/University Name: .....

Address for Correspondence: .....

..... (M) .....

Programme	Subject (With Code)	Number of Paper(s) setted	Remuneration (Rs.)/Paper	Amount to be paid (Rs.)
<b>Total Amount to be paid (Rs.)</b>				

Details for NEFT Transaction:-

PAN Number:.....

Beneficiary Name : ..... Bank Name : .....

Branch:..... Account No. : ..... IFSC Code : .....

Date: .....

Signature of Examiner

Signature on  
revenue stamp  
if exceeding  
Rs5000/-

**Certificate**

This is to certify that ..... setted the paper as stated above.

Date:

Signature of Dy. COE

Signature of COE

**For Office Use Only**

Verified by .....

Total Amount claimed .....

Deductions .....

Net Amount Payable .....

Date:

Account Officer



**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

(Receipt of Question Paper by Examination Centre Superintendent)

**Question Papers Packets Format**

Name of Examination:

Academic Year:

**NOT TO BE OPENED BEFORE TIME**

**Note: This cover should not be opened until the candidates have assembled in the Examination Centre**

Subject Name: -

Paper Code:

No. of Question Paper:-

Signature of CoE/Dy. CoE

Date of Exam.....

Time: From..... To.....

To be filled in by the superintendent of the Examination Centre and checked by the Deputy Superintendent/Assistant Superintendent/Invigilators in accordance with the date and time given in the date sheet

Signatures: Assistant Superintendent/Invigilator    Deputy Superintendent    Centre Superintendent

IMPORTANT CERTIFICATE

We certify that we have examined very carefully this cover, the seals, before it was opened. We have verified that this packet contains Question Papers for the subject to be held on the date & time given in the date-sheet for which it is being opened and that all the original seals and the edges of envelopes were found intact.

Date.....

Time.....when verified

To be signed by: Assistant Superintendent/Invigilator    Deputy Superintendent    Centre Superintendent

Countersigned by (If Present)

DCoE/CoE/ VC

Total No. of Copies of Q.P.....

No. of Copies of Q.P. Consumed.....

No. of copies of Q.P. Unused.....



## **CONDUCT OF EXAMINATION**

### **1. Question Paper (Setting and Moderation)**

**1.1** The Question Paper shall be set only in English language and normally by the faculty decided by the Dean/Principal of the respective colleges of the University. Dean/Principal of the respective colleges will forward list of Q.P. setters to the Examination Department well in advance.

**1.2** The paper-setter shall be guided as to the scope of the subject of Examination by the syllabus prescribed. The paper shall be so set that a student, fairly well prepared in the subject, can reasonably be expected to answer it within the time allotted. Questions in each subject shall be fairly distributed over the syllabus.

**1.3** The paper setter should have freedom and flexibility in setting the question paper, to ensure maintenance of the standard, quality and secrecy of the question paper. However, all question papers be moderated by the Moderation Committee under HOD/Dean of the concerned College after sending the question paper to the Examination Department in a sealed envelope. Model answers should be deposited with the question paper.

### **2. Appointment**

#### **2.1 Question Paper Setters →**

- i. The question paper setters shall be appointed by the Controller of Examinations from a panel of names forwarded by the Head/Principal of the constituent College/Department duly approved by the Vice Chancellor.
- ii. The qualification and experience for paper setter shall be as per the guidelines of the statutory Council or as per the ordinance in this regard.
- iii. Any person who is working as a permanent/contract/visiting faculty in University who are Assistant Professor or above shall be eligible to be appointed as a Question Paper Setter, with exception for those courses, where Assistant Professor are not available in the University.
- iv. The Question Paper Setter will be responsible for setting the question papers for the various examinations complying with the syllabus. The detailed instructions issued by the Controller of Examinations of the 'Question Paper Setter' regarding the setting of the question papers must be strictly complied with.
- v. The Question paper setter shall be appointed from a panel of paper setters. In case of unavailability of paper setter so appointed, another paper setter shall be appointed from the panel.

## 2.2 Moderators →

- i. The Moderators shall be appointed by the Controller of Examinations from a panel of names forwarded by the Head/Principal of the constituent College/Department duly approved by the Vice-Chancellor.
- ii. The qualification and experience for Moderator shall be as per the guidelines of the statutory Council or as per the ordinance in this regard.
- iii. The Moderator should be the senior faculty member in the college/department who are Assistant Professor or above with at least 5 years of teaching experience.
- iv. The Moderator will be responsible for moderating the Question Papers keeping the following in mind : distribution of marks, ambiguity in language, language of paper w.r.t. syntax, spellings, punctuation etc. and whether marks allocated to the questions commensurate with the type of questions.



## SHRI GURU RAM RAI UNIVERSITY DEHRADUN (UTTARAKHAND)

(Form for obtaining the Name of Paper Setters from Principal/Head of College)

SGRR College of .....Name of Examination .....Main Examination 2018.....

Semester ..... Year ..... Program Name .....

S. No.	Program with Semester	Subject Name with Paper Code		Name & Designation	College	Experience (In Years)	Contact No.	E-Mail Id.
1			Internal					
			Internal					
			Internal					
			External					
			External					
2			Internal					
			Internal					
			Internal					
			External					
			External					

Signature of Principal/HOD





# SHRI GURU RAM RAI UNIVERSITY

Patel Nagar Dehradun-248001, Uttarakhand

## Remuneration Policy for conducting End Semester/Annual/Professional/Supplementary/Entrance Examination for External Examiners

S.No.	Nature of Work	Remuneration
1	Question Paper Setting	Rs. 1000/- per Set
2	Practical Examination	Rs. 30/- per student
3	Project Viva/Evaluation	Rs. 100/- per student
4	TA	Rs. 10/-per km.
5	DA	Rs. 150/- (for Assistant Professor)
		Rs. 250/- (for Associate Professor and above)
6	Evaluation	Rs. 15/- per candidate
7	Invigilation	Rs. 250/- per shift
8	Supporting Staff	Rs. 100/- per shift



ROLL No .....

EXAM NAME.....

PG Program:

Subject Name .....

Paper Code: .....

Time- .....

Max Marks: .....

**Instructions to candidates**

All Sections are compulsory.

Section A contains 10 Very Short Answer Type questions carrying weightage of 1 marks each.

Section B contains 4 Short Answer Type questions carrying weightage of 5 marks each.

Section C contains 2 Descriptive Answer Type questions carrying s weightage of 15 marks each.

**SECTION A**

**Q.1 Attempt all questions (All questions of CO1 )**

**ALL CO1**

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.

**Section B**

**Q.2 Attempt all questions**

- i) Question Choice 1 (question of CO4 level )  
OR  
Question Choice 2 (question of CO4 level)
- ii) Question Choice 1 (question of CO4 level)  
OR  
Question Choice 2 (question of CO4 level)
- iii) Question Choice 1 (question of CO5 level)  
OR  
Question Choice 2 (question of CO5 level)
- iv) Question Choice 1 (question of CO6 level)  
OR  
Question Choice 2 (question of CO6level)

**Section C**

**Q.3 Attempt any two**

- iii) Question Choice 1 (question of CO 2 level)  
OR  
Question Choice 2 (question of CO 2 level)
- iv) Question Choice 1 (question of CO 3 level)  
OR  
Question Choice 2 (question of CO 3 level)



ROLL No .....

EXAM NAME.....

UG Program:

Subject Name .....

Paper Code: .....

Time- .....

Max Marks: .....

**Instructions to candidates**

All Sections are compulsory.

Section A contains 10 Very Short Answer Type questions carrying weightage of 2 marks each.

Section B contains 4 Short Answer Type questions carrying weightage of 5 marks each.

Section C contains 2 Descriptive Answer Type questions carrying s weightage of 15 marks each.

**SECTION A**

Q.1 Attempt all questions (All questions of CO1 )

ALL CO1

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.

**Section B**

Q.2 Attempt all questions

- i) Question Choice 1 (question of CO4 level )  
OR  
Question Choice 2 (question of CO4 level)
- ii) Question Choice 1 (question of CO4 level)  
OR  
Question Choice 2 (question of CO4 level)
- iii) Question Choice 1 (question of CO5 level)  
OR  
Question Choice 2 (question of CO5 level)
- iv) Question Choice 1 (question of CO6 level)  
OR  
Question Choice 2 (question of CO6level)

**Section C**

Q.3 Attempt any two

- iii) Question Choice 1 (question of CO 2 level)  
OR  
Question Choice 2 (question of CO 2 level)
- iv) Question Choice 1 (question of CO 3 level)  
OR  
Question Choice 2 (question of CO 3 level)