बिरला प्रौद्योगिकी संस्थान
BIRLA INSTITUTE OF TECHNOLOGY
(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची ८३५२१५ (भारत) || MESRA, RANCHI 835 215 (INDIA)

EXAMINATION DEPARTMENT | परीक्षा विभाग

Ref. No: No: 80/ 2024-25 (EO-Section-I)　　　　　　　Dated: September 03, 2024

GUIDELINES FOR PAPER SETTER (For CBCS)

1.	Kindly ensure that the **questions are set only from the course syllabus** and as per the Textbook(s) mentioned in the syllabus.
2.	The total value of the question paper is 50 marks (END SEM. UG/PG), 25 marks (MID SEM. UG), and 100 marks (Make-Up Examination).
3.	For the Regular Semester and Short Semester Examinations, please set **Five 10-mark Questions for the End Semester** and **Five 5-mark Questions for the mid-semester** spanning over the entire syllabus equitably. For the **Make-Up Examination, kindly set five 20-mark** questions spanning the entire syllabus in an equitable manner. The questions may be subdivided into parts; however, kindly ensure that the continuity of the questions is retained (i.e., question parts may be on the same topic).
4.	The question paper should be set based on *Course Outcome (CO) and Bloom's Taxonomy Level.* The paper setter should indicate the corresponding course outcome from the defined course structure and indicate the level of Bloom's Taxonomy under each question framed.

Definitions	I. Remembering	II. Understanding	III. Applying	IV. Analyzing	V. Evaluating	VI. Creating
Bloom's Definition	Retain and recall information Reiterate, Memorize, Duplicate, Repeat, Identify	Grasp the meaning of something Explain, Paraphrase, Report, Describe, Summarize	Use existing knowledge in new contexts Practice, Calculate, Implement, Operate, Use, Illustrate	Explore relationships, Causes, and connections Compare, Contrast, Categorize, Organize, Distinguish	Make judgment based on sound analysis Assess, Judge, Defend, Prioritize. Recommend	Use existing information to make something new Invent, Develop, Design, Compose, Generate, Construct

5.	In the case of Design Courses, kindly decide suitably on the number of questions to be set.
6.	Kindly carefully check for symbols, notations, numerical values, figures, and marks distribution in the question paper to ensure clarity before sending the question paper.
7.	Ensure that the diagrams, pictures, or photographs used are necessary, helpful and of high quality.
8.	Please ensure that the questions are set so that all the questions can be answered within the given time, which will be 2.00 hours for the Mid-Semester and 3.00 hours for the End-Semester examination as applicable.

9.	Kindly **mention** the Log-tables, steam tables, data Handbooks, Microprocessor Instruction Sheets or any other Design Tables, Codes, Graph papers, etc., which are to **be supplied** to the candidates **in the Examination Hall**.
10.	**Question Sentence Construction** 1. For clarity, use simple language to convey the question's meaning and avoid ambiguity. 2. Split down short sentences if they contain much-condensed information. 3. Do not use passive voice because it can make a sentence impersonal and complex. Also, avoid the conditional form (sentences starting with "if") and double negative sentences while forming questions. 4. Eliminate superfluous words and any unnecessary abstract or metaphorical language. 5. Ensure that the introductory statements in questions contain only the information required to answer those questions.
11.	**For Short-Answer type questions, ensure that:** • the item calls for a single, brief answer • the item has been written as a direct question or a well-stated incomplete sentence. • the desired response is related to the main point of the item • clues to the answer have been avoided (e.g. "a" or "an", length of the blank). • the units and degree of precision are indicated for numerical answers. **For Essay type questions, make sure that:** questions starting with "who", "what", "when", "where", "name", and "list" are avoided as these terms limit the response
12.	You are requested to send (01) One Set of question papers in password-protected MS Word (.docx) format to q.coe@bitmesra.ac.in Please ensure the question paper is password protected with the already provided password. If any faculty member wants to create a new password or reset the password, the request may be sent to coe@bitmesra.ac.in
13.	For further clarification, please write to the Controller of Examinations at q.coe@bitmesra.ac.in or call 0651-2275138.

Controller of Examinations