



OFFICE OF THE CONTROLLER OF TECHNICAL EXAMINATIONS

THIRUVANANTHAPURAM

GENERAL INSTRUCTIONS TO QUESTION PAPER SETTERS/SCRUTINIZERS

1. Confidentiality on the appointment and the work done should be maintained.
2. The question paper setters/scrutinizers must go through the syllabus of the examinations concerned carefully and note the text books and reference books suggested in the curriculum.
3. Questions must be formulated to measure the Course outcomes, defined in the syllabus in order to calculate the program attainment.
4. The Module outcome No. and Cognitive level of the question shall be indicated against each question (format attached).
5. The questions should map with the 'Cognitive level' indicated in the syllabus
6. **You can access the model question paper from www.sitttrkerala.ac.in.**
7. The proportion of questions related to 'Cognitive levels' may be as follows:

Cognitive level	% of questions
Remember	30%
Understand	50%
Apply	20%

Remember and Understand put together may be limited to 80%. In case, the syllabus has the Cognitive level 'Analysis', then Remember and Understand together may be limited to 70% and Apply and Analysis, together may be limited to 30%. In case, the syllabus does not have the Cognitive level, 'Apply', then the questions may be distributed among 'remember' and 'Understand'. A deviation of 10% is permitted.

8. The proportion of hours to marks may be as follows:

Module	Total hours allotted as per syllabus	Total Marks from each module
I	h_1	$(h_i / \sum H_i) * 123 (\pm 5\%)$
II	h_2	
III	h_3	
IV	h_4	
Total hours: $\sum H_i = h_1 + h_2 + h_3 + h_4$		

9. The setter shall prepare Blue print, Cognitive level wise question analysis and Scoring Indicators for each QP. (format attached).

10. The Maximum marks of QP shall be 75 marks

11. The QP shall have 3 parts: PART A, PART B & PART C

12. Number of questions from each module shall depend on the hours allotted to each module in the respective syllabus

a. **PART A:** There shall be 9 questions of 1 mark each to be answered in one word or one sentence, with at least two questions from each module. All questions are compulsory. $9 * 1 = 9$ Marks

b. **PART B:** Part B shall have 10 questions of 3 marks each, with at least one questions from each module. The candidate will have to attempt 8 questions out of 10. **(Setter to include, min 1 questions from each module. Setter shall ensure that more no. of questions from the Modules, which have more hours allotted to it.)**

$$8 * 3 = 24 \text{ Marks}$$

c. **PART C:** There shall be sets of 6 questions of 7 marks each from each module. Each set will contain two questions from the same module with choice to answer one question from the set. **(Setter to include, min 1 questions from each module. Setter shall ensure that more no. of questions from the Modules, which have more hours allotted to it.)**

$$6 * 7 = 42 \text{ Marks}$$

**The directions for PART A, PART B and PART C questions should be mentioned in proper places.*

13. It should be ensured that the questions are:

- i. In the requisite standard.
 - ii. Set within the syllabus and covering the whole of it.
 - iii. Questions should not be ambiguous.
 - iv. Repetition of questions should be avoided.
14. The questions and scheme of valuation should be typed / printed in the format as:
- i. Paper Size: A4; Font Style: Times New Roman; Font Size: 12; Line Spacing: 1.5
 - ii. Header portion should be in font size 14 with bold and capital letters.
 - iii. The print should be sufficiently dark and clear.
 - iv. Each page should be numbered clearly, (eg. Page 1 of 3, Page 2 of 3, Page 3 of 3 etc) in the bottom middle of the page.
 - v. Use only one side of the paper for printing the questions and scheme of valuation.
 - vi. Papers used must be of photo copying quality (Min 75GSM).
- 15. The year and month of examination should not be mentioned in the question papers.**
16. The header portion should contain:
- i. The subject code & revision code should be marked at the left hand top corner of the question paper.
 - ii. Name of the examination should be given as the heading and below this, the name of the subject should be given.
 - iii. Time allowed for answering the paper should be noted at the right hand side and the maximum marks at the central portion just below the heading.
17. Instructions to examinees if any should be clearly specified in the first page of the question paper.
18. Question / sub question should not be split across two pages. It should appear on the same page.
19. The serial number of the question should be given on the left hand margin and the marks allotted to each question should be mentioned on the right hand side. When a question is divided into sub questions, the marks for each sub question should be indicated on the right side of the paper.
20. Graphs, diagrams, maps, tables etc must be originals and suitable for reproduction. They must either be incorporated in the typescript OR if they are to appear as separate sheets, they should be in A4 paper and should identify clearly the question to which it refers.
21. All required data for solving / answering the questions should be given.
22. In the case of drawing paper, graphs etc exact measurement in cms may be specified.

23. No question, which contain any objectionable / unlawful contents / politically or religiously sensitive issues or the answers to which is likely to disclose the identity of the candidate or his institution should not be included.

24. No duplicate copy of the question paper should be kept and rough drafts or notes if any should be destroyed by burning them.

TED (21) – Sub. Code
REVISION 2021

QID :

Reg. No.
Name :

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/ MANAGEMENT/
COMMERCIAL PRACTICE.**

NAME OF COURSE

Time: 3 hours

Maximum Marks: 75

PART A

I. Answer all the following questions in one word or sentence.

(9 x 1 = 9 Marks)

		Module Outcome	Cognitive level
1		M 1.01	U
2			
3			
4			
5			
6			
7			
8			
9			

PART B

II. Answer any Eight questions from the following

(8 x 3 = 24 Marks)

Module Outcome Cognitive level

		Module Outcome	Cognitive level
1		M 1.01	U
2			
3			
4			
5			
6			
7			
8			
9			
10			

PART C

III. Answer all questions from the following

(6 x 7 = 42 Marks)

Module Outcome Cognitive level

1			
	OR		
2			
3			
	OR		
4			
5			

6	OR		
7	OR		
8	OR		
9	OR		
10	OR		
11	OR		
12	OR		

Name of Setter :

Signature with date :

Designation :

Name of Scrutinizer :

Signature with date :

Designation :

BLUE PRINT

Mark Distribution

Module	Hr / Module	$(h_i / \sum H_i) * 123$	TYPE OF QUESTIONS							
			PART A		PART B		PART C		TOTAL	
			No of Questions	Marks	No of Questions	Marks	No of Questions	Marks	No of Questions	Marks
I										
II										
III										
IV										
Total										

Cognitive Level Wise Question Analysis

Mark Distribution

Cognitive Level	% Marks	Marks	TYPE OF QUESTIONS							
			PART A		PART B		PART C		TOTAL	
			No of Questions	Marks	No of Questions	Marks	No of Questions	Marks	No of Questions	Marks
R										
U										
A										
Total	100									

Scoring Indicators

COURSE NAME :

COURSE CODE :

QID :

Q No	Scoring Indicators	Split score	Sub Total	Total score
	PART A			9
I. 1			1	
I. 2			1	
I. 3			1	
I. 4			1	
I. 5			1	
I. 6			1	
I. 7			1	
I. 8			1	
I. 9			1	
	PART B			24
II. 1			3	
II. 2			3	
II. 3			3	
II. 4			3	
II. 5			3	
II. 6			3	
II. 7			3	
II. 8			3	
II.9			3	

II.10			3	
	PART C			42
III. 1			7	7
III. 2			7	7
III. 3			7	7
III. 4			7	7
III. 5			7	7
III. 6			7	7
III. 6			7	7
III. 8			7	7
III. 9			7	7
III. 10			7	7
III. 11			7	7
III. 12			7	7

CONFIDENTIALITY CERTIFICATE

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

Sub Code :

Subject Name :

Version :

Q I D :

I certify that,

1. I have read the instructions carefully and agree to them.
2. 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.
3. The questions are distributed evenly over the whole syllabus.
4. The proper Scheme of Valuation is prepared and submitted.
5. The question paper and Scheme of Valuation has been typed/printed by me personally.
6. I have destroyed all drafts, notes etc., of the questions set and have retained no copy of the paper with me.
7. I have destroyed the electronic versions of the question ensuring that the same cannot be regenerated.
8. I am not the author of any help, book prescribed or recommended in the subject of which I am the papers setter.

Signature of Setter with date

Name:.....

User Id (*sbte*):.....

Designation with Institution Name:.....

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.....

.....

Date:.....

Mobile No.....

MINUTES OF THE BOARD OF SCRUTINY

Sub Code :

Subject Name:

Version :

Q I D :

I have personally scrutinized the question paper and affirm that the questions:

- i) Are set within the syllabus and covering the whole of it, as per the scheme of examinations.
- ii) Are of the requisite standard and are not ambiguous.
- iii) Contain the required data for solving/answering.
- iv) Contain Graphs, diagrams, maps, tables etc., which are originals and suitable for reproduction.
- v) Contain necessary instructions to examinees.
- vi) Do not contain any objectionable/unlawful contents/politically or religiously sensitive issues or the answers to which is likely to disclose the identity of the candidate or his institutions.
- vii) The proper scheme of valuation is prepared and submitted.
- viii) The following corrections/additions/deletions are made in the question paper/Scheme.
(Add separate sheet if required)

Observation if any,

I also affirm that the Confidentiality on the appointment and the work done will be maintained.

Signature of Scrutinizer with date

Name.....

User Id (*sbte*).....

Designation with Institution Name.....

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Date:

Mobile No......