

ANNEXURE - 11

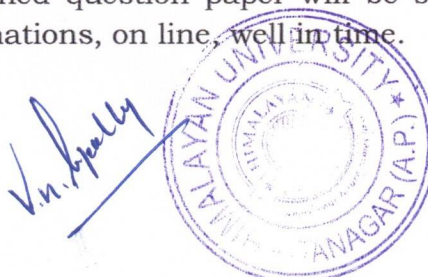
12. PROCEDURE FOR APPOINTMENT OF PAPER-SETTER / EXAMINER / EVALUATOR -

- i. The Faculty Board shall recommend to the Vice Chancellor through its Dean / HOD the panel of the examiners for taking the exam/paper-setting /evaluating answer sheets in each subject. In making their recommendations the Faculty Board must ensure that the minimum eligibility criteria have been followed.
- ii. The Vice Chancellor may appoint anyone for taking the exam/paper-setting/evaluating answer sheets from the panel list referred to him by the Head of the Department. The Vice Chancellor may also appoint anyone else, who is eligible but his name has not been mentioned in the list for any of the purposes mentioned herein above.
- iii. Controller of Examination shall issue general instructions for the guidance of the examiners/paper-setters/evaluators for the proper discharge of their duties.
- iv. In case of the appointed examiner/paper-setter/evaluator is incapable of acting as such or declines the offer, the Vice-Chancellor shall appoint a substitute.
- v. In situations where the appointed examiner is not able to come, the Vice Chancellor shall appoint any other eligible examiner out of the panel or otherwise.
- vi. Under special circumstances the Dean/HOD can take permission from Vice Chancellor after meeting personally or on phone and call anyone else as examiner, if the already appointed examiner fails to come on the day of examination.

13. PAPER SETTING -

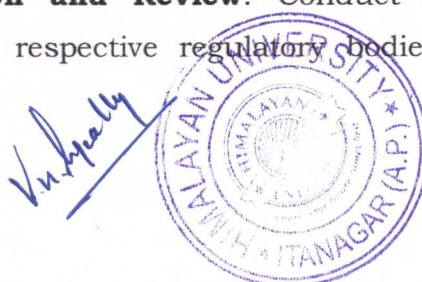
- i. **Rules for paper setter: -**
 - a. The question paper shall be set *from* the entire syllabus of a course. It shall be ensured that no question comes out of the syllabus.
 - b. Paper setter will be given a unique Identity Code.
 - c. Question Paper must be sent to Controller of Examination.
- ii. **Materials to be send to paper setter: -**
 - a. Copy of syllabus along with the Marking Scheme will be sent to the external paper setter.
 - b. Appointment letter along with materials.
- iii. **Setting of the question papers: -**

Each question paper shall be prepared in two sets, for each subject by paper setters. Assigned question paper will be sent to the office of the Controller of Examinations, on line, well in time.



A. Guidelines for Designing Question Patterns as per Regulatory Board Norms (PCI, RCI, BCI, APSNC, AIUETC)

- i. **Adherence to Prescribed Syllabus:** Ensure that all questions strictly follow the syllabus and curriculum guidelines laid down by the respective councils such as PCI (Pharmacy Council of India), RCI (Rehabilitation Council of India), BCI (Bar Council of India), APSNC (Arunachal Pradesh State Nursing Council), and AIUETC (All India Universities Examination & Training Council).
- ii. **Weightage Distribution:** Maintain proper distribution of marks according to each section of the syllabus as recommended by the respective regulatory body. Core subjects should carry higher weightage.
- iii. **Question Format Consistency:** Follow the standard question paper format set by the respective boards (e.g., long answers, short answers, MCQs, case studies, and problem-solving questions).
- iv. **Difficulty Level Balance:** Maintain a balanced mix of easy, moderate, and difficult questions to cater to different student competency levels and board-specific guidelines.
- v. **Time Allotment Appropriateness:** Frame the number of questions and their complexity in such a way that students can complete the paper within the given time as per board norms.
- vi. **Objective & Analytical Thinking Emphasis:** Encourage higher-order thinking by including analytical, application-based, and case-study questions, especially as mandated by boards like BCI and PCI.
- vii. **Use of Updated Terminology and Guidelines:** Incorporate the latest terminologies, drug names, legal references, or practices approved by the respective councils to ensure relevance and accuracy.
- viii. **Board-specific Ethical and Legal Content:** Include content related to ethics, codes of conduct, and legal regulations as required by boards like RCI and BCI.
- ix. **Question Moderation and Review:** Conduct question moderation by experts aligned with respective regulatory bodies to ensure quality and compliance.



- x. **Language and Clarity:** Ensure that the language used is clear, unambiguous, and aligned with the medium of instruction approved by the boards.
- xi. **Inclusion of Internal Assessment Criteria:** For boards like APSNC and PCI, integrate guidelines regarding internal assessments and practical components where applicable.
- xii. **Avoid Repetition:** Ensure variety in question types and avoid repeating questions across exams to maintain academic integrity.

B. Paper Setting Guidelines

i. Panel of Paper Setters

- A confidential panel of qualified and experienced subject experts is constituted for each course by the Examination Committee.
- Paper setters are selected based on their subject expertise, teaching experience, and adherence to university and regulatory standards.
- Paper setters must submit the question paper along with a model answer key and marking scheme in sealed format by the given deadline.
- Identity and content submitted by the paper setters must remain confidential throughout the process.

C. Question Paper Printing and Typing Protocol – Himalayan University

i. Pattern of Question Papers

- All question papers must strictly follow the standardized pattern prescribed by the university and relevant regulatory bodies (e.g., PCI, BCI, RCI).
- The format should include clear sections (e.g., long answers, short answers, MCQs), subject codes, duration, and total marks.
- Consistency in font, layout, spacing, and formatting is to be ensured across all papers.

ii. Record of Printed Question Papers

