



PRESIDENCY COLLEGE

(AUTONOMOUS)

AFFILIATED TO BENGALURU CITY UNIVERSITY, APPROVED BY AICTE, DELHI & RECOGNISED BY THE GOVT. OF KARNATAKA
RE-ACCREDITED BY NAAC WITH 'A+' GRADE

Guideline No.GE.2.2021.V1

GUIDELINES ON SETTING OF QUESTION PAPERS AND PREPARING MODEL ANSWERS

This Guideline is made in pursuant of the following Regulations and Notifications: -

- 1. Presidency College (Autonomous) Regulation No.RE.1.2021.V1 Regulation on Examination Management and Control 2021*
- 2. UGC Notification in the gazette of India, 12th February, 2018-UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018- F. No. 1-1/2012(A.C.).*
- 3. UGC Communication on Conferment of Autonomous Status to Presidency College- No.F.22-1/2017(AC), 22ndDecember, 2020.*
- 4. Government of Karnataka Order No. e-office No. ED 36 UHU 2021 Dated: 23-03-2021*
- 5. Bengaluru City University Notification to Presidency College- No.B.C.U/01/Education/Presidency College/2020-21 Dated: 26-03-2021.*



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1. PREAMBLE

Examinations at Presidency College (Autonomous) are conducted to assess students' acquisition of knowledge and skills in a course of study. Hence, a question paper must be set in a way that can measure the change in the level of students' knowledge in a subject. The setting of question paper should be in line with outcome-based education and the variety of sections and questions should be formulated as per course outcomes. Therefore, a good amount of care and caution is necessary for setting question papers.

2. SHORT TITLE AND APPLICATION

- i. This document shall be called the "Guidelines on Setting of Question Papers and Preparing Model Answers"
- ii. This document shall come into effect from the date of approval by the Academic Council of Presidency College.

3. EXTENT AND APPLICABILITY

This shall be applicable to setting of question papers for examinations in all academic programs and courses of the College and has implications for:

- i. Students at all levels of study
- ii. Academic staff of the College, and
- iii. Other associated or contracted entities by the College with responsibility for setting of question papers relating to examinations, by or on behalf of the College.

4. PRINCIPLES AND PROCEDURES FOR SETTING OF QUESTION PAPERS

It is the responsibility of selected paper setters / evaluators to set question papers conduct evaluation and grading. Question papers are prepared after enough deliberations on the type of questions and their answers, possible alternative answers, language of the questions and distribution of marks.

I. Setting the Question Papers for Internal Tests:

- i. Question papers of internal tests will be prepared by the staff members of the respective department who are teaching the concerned courses under the guidance of the Head of the department.
- ii. A soft copy of the question paper needs to be submitted to the office of the COE sufficiently in advance for printing and making necessary arrangements.
- iii. The question paper pattern as far as possible shall be similar to the pattern of End semester examination.



- iv. The COE's office shall maintain the records of internal question paper copies course-wise and semester wise.

II. Setting the Question Papers of End Semester Examinations:

- i. Two sets of question papers in each course in each semester shall be prepared.
- ii. Out of two sets, one shall be prepared by the qualified internal examiner and the other by the qualified External examiner.
- iii. The Internal and External examiners are selected from the Panel of Examiners approved by the BOS.
- iv. The Dean/HOD of the concerned course or faculty in consultation with the COE shall choose the Internal and External examiners for question paper setting. The question paper setting process shall be recorded, signed by the COE and the concerned Dean/HOD. The list of question paper setters course-wise & semester-wise shall be submitted to the COE.
- v. A declaration shall be obtained from the examiners that their family members/relatives are not writing the concerned examination.
- vi. Question papers may be hand-written or in soft copy format, provided security features are followed to the satisfaction of the COE. Such soft copies of the question papers need to be password protected and the password to be shared only with the COE. The soft copies of the question paper need to be mailed only to the official mail ID of COE. However, handwritten question papers can be sent by registered post in a sealed cover.
- vii. The print out of the question papers received through mail will be inserted into an envelope which will then be properly sealed with complete details on the outer cover.

5. SCRUTINY OF QUESTION PAPERS – EXAMINATION COMMITTEE

The scrutiny of question papers shall be done by the Examination Committee constituted for the purpose. The Examination Committee is constituted for each course /department.

Composition of the Examination Committee:

- a. BOS Chairman of the course/ department – Chairperson
- b. One qualified External examiner - Member
- c. One qualified Internal examiner – Member



In case the faculty is offered many courses, the Chairperson may invite required number of qualified examiners in consultation with the COE.

The question papers scrutinized and approved by the Examination Committee shall be handed over to the COE in a sealed envelope.

5.1. Selection & Printing of Question Papers:

- i. The COE's office prepares the indent of the question paper course-wise in consultation with the Deans/HODs.
- ii. Question paper printing is done at the COE's office under strict supervision.
- iii. The hard copy of the question paper will be converted into a soft copy at the COE's office.
- iv. The Chairperson of the Examination committee will proofread and make required corrections during the BOE review meeting and both copies of the question paper will be sent to the COE by mail.
- v. The printed question paper will be inserted in a sealed cover immediately and details such as the title, scheme, date of examination, no. of question papers will be written on it in the prescribed format.
- vi. The COE shall select by lot one of the envelopes containing the question paper from among the available sets for each course.

5.2 Guidelines for Setting Question Papers

- i. Question papers prepared shall consist of varied levels of difficulty such as easy, average and difficult. The level of difficulty shall be reflected by marks allotted to a particular question. The questions should also test different objectives and outcomes of the course along with Bloom's Taxonomy (Annexure I).
- ii. Each paper is accompanied with complete solutions and scheme of marking as per the format given (Annexure II).
- iii. The question papers shall be approved by the Examination Committee for the content and formats. The process of question paper setting shall be monitored by the respective Head of Department as the case, may be.
- iv. Absolute confidentiality shall be maintained while preparing and submitting the question papers.
- v. The question papers shall be submitted to Controller of Examinations a week in advance to ensure timely conduct of examinations.
- vi. The final paper submitted shall meet all the standards of academia and should be free from any grammatical/ typographical errors.



- vii. The paper setters of the multi section courses should maintain the confidentiality of the paper by not discussing the same with the other instructors.
- viii. All paper setters have to follow the course hand out / course plan while preparing the Questions.

The following important points need to be remembered and strictly adhered to:

- i. The format of top header
- ii. The name of examination
- iii. The Course code and Course name as per the course handout
- iv. Date of examination as per the schedule announced by Controller of Examinations.
- v. Maximum allowed time as per the scheme of evaluation announced by the concerned Department.
- vi. The instructions will vary as suitable to the course. e. g. Steam Tables are permitted, Financial Tables are permitted etc.
- vii. The margins are normal and font size is 12 Times New Roman.
- viii. Page numbers need to be inserted as per the format even if the question paper runs into just one page.
- ix. The question numbers shall be mentioned as PART/ SECTION specific and not continuous.
- x. The marks allotted will be mentioned as the number of questions multiplied by marks per question indicating the total marks for that part. Example: (2 Q x 15 M= 30 Marks)
- xi. The solutions need to be free from calculation errors if any.
- xii. The exact Proforma given to be followed (Annexure I & Annexure II)

5.3 Do's and Don'ts for Question Paper Setting

The following is an indicative list of Do's and Don'ts for question paper setting.

DO's

- i. In multi-section courses, the syllabus for each evaluation component should be decided by the Instructor-in-charge in consultation with the team of instructors and the same should be announced at least one week in advance in respective classrooms and a copy of it to be put up on the notice boards.
- ii. The format of Announcement of portions is given in Annexure No III
- iii. Question papers prepared shall consist of varied levels of difficulty and will cover learning objectives so as to ensure fair evaluation. The difficulty level will vary from 1 to 3; Level 1 being the easiest and level 3 being the most difficult. Elementary questions to be categorized as level 1. Similarly, questions requiring a



minimum application of basic fundamentals to arrive at a solution to be categorized as level 2. The open-ended questions requiring application of concept to unknown situations involving highest level of thinking are to be categorized as level 3.

- iv. Considering the requirements of the outcome-based education and some of the fundamental prerequisites of the objective assessment methods, the question paper pattern is suggested. The question paper shall have a combination of Conceptual, analytical and problem-solving questions. 3 parts [A, B, C]. Part-A is for "MEMORY RECALL QUESTIONS" Part-B is for "THOUGHT PROVOKING QUESTIONS" and Part-C is for "PROBLEM SOLVING QUESTIONS".
- v. The End Term examination will be based on the complete syllabus covered during a semester ensuring all learning objectives are met.
- vi. The duration of test examination / End Term examination is kept in mind. The students are expected to utilize the complete duration of the examination for a particular evaluation component.
- vii. The questions shall be suitably word processed by using MS-word format and will be editable.
- viii. The diagrams for questions need to be camera ready for printing of the question paper.
- ix. The equations and mathematical expressions if any in the question paper need to be made by using equation editor.
- x. The question paper shall be prepared as per the format given in Annexure I.
- xi. The solutions and the marking scheme need to be given as per the format given in Annexure II.

DON'Ts

- i. The question paper should not be disclosed to students/ discussed in classes at any point of time.
- ii. The question paper should not to be communicated through email/ any internet-based applications.
- iii. Question papers prepared should not cover only a few topics and should not adhere to a single level of difficulty.
- iv. The question papers shall not be given in handwritten format/ PDF format.
- v. Answers for an open book examination should not be readily/directly available in the textbook and should not involve any application to unknown situations.
- vi. Question papers/solutions should not violate the formats given in Annexure I and II.



6 AMENDMENTS

This guideline will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders, impact analysis and deliberations of the focus group constituted by the Director.



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APPENDIX:

QUESTION PAPER PATTERN - END SEMESTER EXAMINATION - UG

Presidency College (Autonomous)

REG NO:

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END TERM EXAMINATION MARCH 2022

BBA/BCOM/BCA/BA - I SEMESTER

SUBJECT / COURSE CODE: SUBJECT / COURSE TITLE

Duration: 2 Hours

Max Marks: 60

*Instruction: Answers should be written in **English** only.*

PART – A

Answer **any EIGHT** questions. **Each** question carries **TWO** marks.

(8 X 2=16)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

PART - B

Answer **any FOUR** questions. **Each** question carries **SIX** marks.

(4 X 6=24)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



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PART - C

Answer **any TWO** questions. **Each** question carries **TEN** marks.

(2X 10=20)

- 1.
- 2.
- 3.
- 4.



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REG NO:

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END TERM EXAMINATION MARCH 2022
BBA/BCOM/BCA/BA - I SEMESTER
SUBJECT / COURSE CODE: SUBJECT / COURSE TITLE

Duration: 1 1/2 Hours

Max Marks: 30

Instruction: Answers should be written in *English* only.

PART - A

Answer **any FIVE** questions. **Each** question carries **TWO** marks.

(5 X 2=10)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

PART - B

Answer **any TWO** questions. **Each** question carries **TEN** marks.

(2 X 10=20)

- 1.
- 2.
- 3.



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QUESTION PAPER PATTERN - END SEMESTER EXAMINATION - PG

Presidency College (Autonomous)

REG NO:

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END SEMESTER EXAMINATION APRIL 2022

MCOM(FA) – I SEMESTER

SUBJECT / COURSE CODE: SUBJECT / COURSE TITLE

Duration: 3 Hours

Max Marks: 70

Instruction: Answers should be written in **English** only.

PART - A

Answer any **FIVE** questions. **Each** question carries **FIVE** marks.

(5X5=25)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

PART - B

Answer **any THREE** questions. **Each** question carries **TEN** marks.

(10X3=30)

- 1.
- 2.
- 3.
- 4.

PART - C

Answer **any ONE** question. Question carries **15** marks

(15X1=15)

- 1.



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END SEMESTER EXAMINATION APRIL 2022
MCOM(FA) – I SEMESTER
SUBJECT / COURSE CODE: SUBJECT / COURSE TITLE

REG NO:

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Duration: 1 Hour 30 Minutes

Max Marks: 35

Instruction: *Answers should be written in **English** only.*

PART - A

Answer **any FIVE** questions. **Each** question carries **TWO** marks. **(2X5=10)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

PART - B

Answer **any ONE** question. **This** question carries **FIVE** marks. **(5X1=5)**

- 1.
- 2.

PART - C

Answer **any TWO** questions. **Each** question carries **TEN** marks. **(10X2=20)**

- 1.
- 2.
- 3.



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REG NO:

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END TERM EXAMINATION MAY 2022

MBA - I SEMESTER

SUBJECT / COURSE CODE: SUBJECT / COURSE TITLE

Duration: 3 Hours

Max Marks: 70

Instruction: Answers should be written in English only.

PART - A

Answer **any FIVE** questions. **Each** question carries **FIVE** marks.

(5 X 5=25)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

PART - B

Answer **any THREE** questions. **Each** question carries **TEN** marks.

(3 X 10=30)

- 8.
- 9.
- 10.
- 11.

PART - C

(CASE STUDY- COMPULSORY)

Answer the following question. Question carries **FIFTEEN** marks.

(1 X 15=15)

- 12.



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REG NO:

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END TERM EXAMINATION MAY 2022

MCA - I SEMESTER

SUBJECT / COURSE CODE: SUBJECT / COURSE TITLE

Duration: 3 Hours

Max Marks: 70

Instruction: Answers should be written in English only.

PART - A

Answer **any FIVE** questions. **Each** question carries **SIX** marks.

(5 X 6=30)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

PART - B

Answer **any FOUR** questions. **Each** question carries **TEN** marks.

(4 X 10=40)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

