



# EXAMINATION MANUAL (2008)

## CHAPTER - 2

### Question Paper Setting

(Form No. 200-215)





# Examination Manual (2008)

## Chapter-2

### Question Paper Setting

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**Rajasthan Technical University**  
 Rawat Bhata Road, Akelgarh, KOTA-324022  
 Form for obtaining the Name of Paper Setters from Examination Committee

Faculty Name.....

Name of Examination.....

Course.....

S.No.	Subject Name	Subject Code	Name of Paper Setters			Remark
			P	Q	R	
1.						
2.						
3.						
4.						
5.						
6.						

Signature of Committee Members

**Rajasthan Technical University**  
Rawat Bhata Road, Akelgarh, KOTA-324022  
**Form for obtaining Consent to act as Paper-Setter**

No.:RTU/EXM/201/

Date:

**PART-A**

To,

.....  
.....  
.....

Sir/ Madam,

The University intends to appoint you a paper setter for the following:

Name of examination:.....

Subject:.....

You will be paid Rs.....as remuneration.

Kindly send your consent immediately by return post in `PART-B'.(self addressed stamped envelope enclosed)

For Controller of (Exams.)

-----

Date:.....200.....

Ref.No.: RTU/EXM/201/

**PART-B**

To,

The Controller of (Examinations)  
Rajasthan Technical University,  
Rawat Bhata Road,  
KOTA-324022

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:

Name of Exam.....Subject.....

My total teaching experience in 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 as defined in your letter 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 any of the ensuing university examinations.

Date:.....

Signature  
Name:

REGISTERED

## Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

(All correspondence relating to examination should please be addressed to the Controller of (Exams.) by name and marked 'Confidential' mentioning your examiner No.)

No. :RTU/EXM/202/

Dated.....200.....

To,

Examiner No.....

Teacher ID .....

.....  
.....  
.....  
.....

Dear Sir/Madam,

Rajasthan Technical University, Kota is pleased to appoint you as the paper-setter and examiner in the following subject to declaration as per Part-B of Form No. RTU/EXM/201.

Examination.....

Subject.....

In case you have not sent the consent earlier please send Part-B of Form-201 along with the Question Paper in separate envelope. In case you are do not agree to accept this offer **kindly return the entire material immediately assigning the reason.**

I would request you to set above paper on the sheets of paper sent herewith. The paper may please be sent to Controller of (Exams.) in double covers (enclosed herewith) carefully sealed. **The name of the subject with serial number of paper and name of examination should be given clearly on the inner cover.**

Broad guidelines for evaluation of all the questions must be sent in a separate envelope.

Kindly read carefully the attached instructions and rules and follow them. In order to enable you to set the question paper, the following material is sent herewith:

- (i) A copy of the relevant syllabus of the subject.
- (ii) A copy of question paper set last in the subject/ skeleton of question paper to indicate the pattern.

Remuneration for Paper Setting is Rs. .... for each set.

Kindly ensure that question paper envelope, marking instructions envelope and outer envelope are pasted and sealed properly. Unsealed question paper will not be accepted

PUNCTUALITY SHALL BE observed in all matters. **Remuneration for paper setting is subject to submission of Question Paper by due date.**

The last date of submission of Question Paper is.....

Yours truly,

Controller of Exams.

## Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

### General Instructions To Paper-Setters

1. No person shall be appointed as a paper-setter in any paper for an examination if:
  - Any of his / her \*close relations intends to appear at that examination in that paper.
  - He/she has private tuition in the subject.
  - 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 fact.**  
 [\*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, brother-in-law & sister-in-law.]
2. THE QUESTION PAPER SET BY A PAPER-SETTER WILL BE SENT TO THE PRESS WITHOUT MODERATION. THEREFORE, THE PAPER-SETTER IS EXPECTED TO TAKE FULL RESPONSIBILITY FOR HIS PAPER. **THE QUESTION PAPER BE SET IN ENGLISH LANGUAGE ONLY.**
3. 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 through careful scrutiny that no mistakes have crept in.
4. 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.**
5. No initials or signatures should be put any where on the question paper or the instructions. They should be drawn up in a form in which they could be sent to the press.
6. THE NAME OF THE EXAMINATION, THE SUBJECT AND PAPER, THE MAXIMUM MARKS AND THE TIME ALLOWED AS GIVEN IN THE HEADING SHOULD BE CAREFULLY CHECKED FROM THE SYLLABUS BEFORE DISPATCHING THE QUESTION PAPER.
7. 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.
8. 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.
9. In setting question-paper, abbreviations of all kinds except those in special subjects should be avoided.
10. **The question paper should be fairly distributed over the whole course of study and not concentrated on any one or a few portions only.**
11. Detailed instructions as to the material, if any, to be supplied to candidates besides the answer-book, in connection with answering any particular question or questions in any subject or paper should be sent with question paper on the prescribed form no **Exm/205** So that arrangements for supplying the same to the centres may be made accordingly. If no material is to be supplied, the word 'Nil' be please written on the form and sent to this office.
12. Both the envelopes (inner as well as outer) should be properly pasted and then sealed at booth corners with a good quality of sealing wax (Chapri) so that it may not give way in transit.

Controller of (Exams.)

Examiner No.....

FORM No:RTU/EXM/204  
Teacher ID .....  
**CONFIDENTIAL**

**Rajasthan Technical University**

Rawat Bhata Road, Akelgarh, Kota-324022

**(To be signed by the Paper-setter and returned alongwith the question-paper)**

**Form `A'**

(To be signed by all paper-setters)

I certify that: -

- (i) I have destroyed all drafts, notes etc. of the questions set, and have retained no copy of the paper with me.
- (ii) The question-paper has been typed/ written by me personally.
- (iii) 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 out-side the scope of the Syllabus.  
If, it is found by the University, that the paper set includes any question out-side the syllabus sent by the University, I authorize the University to deduct upto 75% amount from my remuneration as paper-setter for the question paper.
- (iv) The questions are distributed evenly over the whole syllabus.
- (v) Detailed distribution of marks for different parts of each question has been given in the question paper. Special instructions for marking the answer-books have been sent with the question-paper.
- (vi) I have read the instructions carefully and agree to these.

Signature of Paper-Setter

Name of Paper Setter.....

Subject.....Paper.....

Examination.....

**Form `B'**

- I certify that I am not the author of any help book prescribed or recommended in the subject of which I am the paper-setter

OR

- I am the author of following books for the subject & I declare that the questions set for this paper are not confined to This/These books only.

(i) .....

(ii) .....

Signature of Paper-Setter

**Rajasthan Technical University**  
Rawat Bhata Road, Akelgarh, Kota-324022  
(Form for Specifying the Material to be supplied to the Student during Examination)

The following material is to be supplied to the candidates for .....

Subject.....

Exam..... by the university at the examination. centre.

S.No.	Material to be Supplied (in detail)	Approx. Quantity (per student)
1.	Graph paper Centimeter/ Inches	
2.	Semi-logarithmic Paper	
3.	Logarithmic Paper	
4.	IS Code No.....	
5.	Steam Table	
6.	Molier Chart	
7.	Probability Tables	
8.	Design Data Book	
9.	Drawing Sheet Size ( $\frac{1}{4}$ / $\frac{1}{2}$ / full)	
10.		
11.		
12.		

Note:-

1. Please strike out the item, which is not required.
2. If no other material, except the answer-books is to be supplied to the candidates for answering the Paper, the word `Nil' should be written.

Signature of Paper-setter

Voucher No.....

**FORM No.:RTU/EXM/206  
THEORY**

Examiner No.....

Teacher ID .....

**Rajasthan Technical University**

Rawat Bhata Road, Akelgarh, Kota-324022

**Bill for setting question-paper**

University Examination, 200.....

Name of the Examiner (in block letters) .....

Home Address (to which cheque is to be sent) .....

Name of the examination of paper setting. ....

**REMUNERATION FOR SETTING OF QUESTION PAPER**

Examiner No.	Paper Code (Do not Mention Name of Subject)	Rate	Amount	Remarks
Add postal charges as per statement below and postal vouchers enclosed.				
			Grand Total	
			Rs.....	

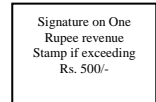
Statement showing the Postal Charges incurred in connection with the examinations on registered letters, parcels, telegrams and letters under certificate of posting (This payment is subject to submission of original vouchers).

S. No.	Particulars of correspondence	Receipt No. & Date	Postal Amount in (Rs.)	Enclosures No.	Remarks

Certified that the above expenditure was incurred by me in connection with the examination work entrusted to me. I am liable to pay Income Tax for the remuneration received from RTU, Kota for evaluation of Answer Books. **This is the original bill of above assignment & I have not claimed this remuneration previously.**

Grand Amount in words.....

(Signature of the Examiner)  
**RECEIVED PAYMENT**



**For use in University Office**

Verified by .....

Total Amount claimed.....

Deductions:

(i) T.W.F.....

(ii) Other.....

Total Deductions.....

Net Amount Payable.....

Voucher No.....

FORM No.:RTU/EXM/206(A)

**PRACTICAL**

Examiner No.....

Teacher ID .....

**Rajasthan Technical University**

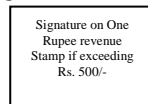
Rawat Bhata Road, Akelgarh, Kota-324022

**Bill for remuneration to examiners in Project/ Training Examination of UG Courses**

University Examination, 200.....

Name of the Examiner (in block letters)	
Home Address (to which cheque is to be sent)	
Name of the examination	
Subject	
College where examination conducted	
Dates of Examination	
No. of students Registered	
No. of Absentees	
No. of Detainees	
No. of students actually examined	
Total Remuneration	
Total Remuneration in words	

Signature of Examiner  
**RECEIVED PAYMENT**



It is certified that the examination has been conducted at our college on the dates mentioned above and the examiner has submitted marked answer books and the award lists. I am liable to pay Income Tax for the remuneration received from RTU, Kota for evaluation of Answer books. **This the original bill of above assignment & I have not claimed this remuneration previously.**

(Signature of the HOD/ Head of Institution where examination was held)

**For use in University Office**

Verified by .....

Total Amount claimed.....

Deductions:

(i) T.W.F.....

(ii) Other.....

Total Deductions.....

Net Amount Payable.....

Accountant

(Accounts Officer)

Voucher No.....

FORM No.:RTU/EXM/206(B)  
**THEORY**

Examiner No.....

Teacher ID .....

### Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

#### Bill for remuneration to examiners for evaluation of answer books

University Examination, 200.....

Name of the Examiner (in block letters)	
Home Address (to which cheque is to be sent)	
Tele/Mobile No.....	
P.N.B.A/c. No. (16 Digit if any)	
Name of the examination	
Subject	
No. of Answer books examined	
Total Remuneration	
Total Remuneration in words	

Signature of Examiner  
**RECEIVED PAYMENT**

Signature on One Rupee revenue Stamp if exceeding Rs. 500/-
----------------------------------------------------------------------

Statement showing the Postal Charges incurred in connection with the examinations on registered letters, parcels, telegrams and letters under certificate of posting (This payment is subject to submission of original vouchers).

S. No.	Particulars of correspondence	Receipt No. & Date	Postal Amount in (Rs.)	Enclosures No.	Remarks

Certified that the above expenditure was incurred by me in connection with the examination work entrusted to me. I am liable to pay Income Tax for the remuneration received from RTU, Kota for evaluation of Answer books. ***This is the original bill of above assignment & I have not claimed this remuneration previously.***

Signature of Examiner

#### For use in University Office

Verified by .....

Total Amount claimed.....

Deductions:

(i) T.W.F.....

(ii) Other.....

Total Deductions.....

Net Amount Payable.....

Accountant

(Accounts Officer)

**Rajasthan Technical University**  
Rawat Bhata Road, Akelgarh, Kota-324022

**Acknowledgement**

Received sealed envelope from Examiner No.....on.....

Signature

**Rajasthan Technical University**  
 Rawat Bhata Road, Akelgarh, Kota-324022  
**Statement of Recording Receipt of Question-Papers from Paper Setters**

1. Name of Examination.....

S.No.	Subject	Subject Code	Examiner No.			Paper Selected	Initials of Auth. Signatory
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							

**Packing Instructions for Question-Paper**

No.RTU/EXM/209/

Date.....200.....

To,

.....  
.....  
.....

1. Name of Examination.....
2. Name of Subject.....
3. Subject Code.....

Please prepare the packets as under:

S.No.	No. of Candidates Registered at the Centre in the Subject	Packet No.	Centre Code	Total no. of Question Papers to be Packed	No. of Sub-packets Containing 20 QPs Each
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Total No. of Packets		Total Question Paper	
----------------------	--	----------------------	--

For Controller of (Exams.)

(To be printed on plain paper only)  
Centre wise Packing Instructions for Question-Paper

No.RTU/EXM/209/

Date.....200.....

Centre Code:.....

S.No.	Date	Time	Subject Code	No. of QPs
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

For Controller of (Exams.)

**Declaration**

This form must either be typed by the press on its letterhead and signed or properly stamped. This declaration must be enclosed with the bill and then sealed after getting the bill verified.

1. It is certified that the envelope containing the manuscript of the Question Paper was found properly sealed at the time of receiving it.
2. It is declared that all the material used for printing the Question Paper viz. rough prints, proofs etc. have been destroyed. Any electronic data has been properly deleted.
3. The packets have been packed & delivered as per the direction of the university.
4. I undertake that in case of the Question Paper being leaked from the press / by any employee of the press/ due to wrong packing, the entire expenses incurred by the university will be born by the undersigned.

(Signature of Authorized Signatory of Press with Seal)

Date:.....



**Certificate of Opening the Packet Containing Question Paper**  
 (This must be printed on backside of every outer envelope containing Question Paper)

The envelope was opened in our presence and was found properly sealed before opening.

Centre Code.....

Name of Examination.....

Paper Code.....

Subject.....

Date & Day of Examination.....

Time of Examination.....

We certify that this packet, intact and duly sealed at all joints, has been opened at .....  
 a.m./p.m....., before the commencement of the examination.

**Number of Question Paper Packets were found as per details on the Envelope.**

1. Signature.....Name.....

2. Signature.....Name.....

No. of QPs	No of Packets

Signature of Centre Supdt.







