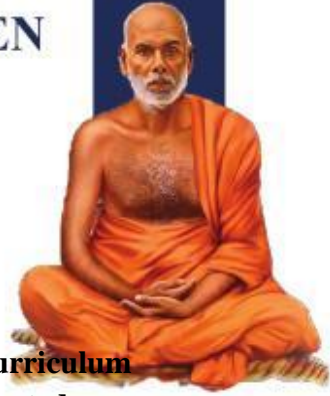




SREE NARAYANA COLLEGE FOR WOMEN
KOLLAM, KERALA- 691 001



1.1.3. Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year

Setting of question papers for UG/PG programs





KANNUR UNIVERSITY
EXAMINATION BRANCH

www.kannuruniversity.ac.in

No. EXC VEXC I-V/3753/2024

Dated: 17.02.2024

From

CONTROLLER OF EXAMINATIONS

To

Dr. S. Selsa,
Associate Professor,
Department of Home Science,
S.N. College for Women, Kollam.

Madam,

Sub:- Second Semester B.Sc. Food Technology Degree Examinations, April 2024 (under C.B.C.S.S. (O.B.E.) 2019 Syllabus) - Setting of Question Papers - Appointment as Chairperson, Board of Question Paper Setters - Intimated - Materials forwarding of - Reg.

CONFIDENTIAL

(Communications related to question paper setting should be addressed to **Dr. Mohammed Ismail B., Controller of Examinations, Kannur University, Civil Station (P.O.), Kannur - 670 002** or e-mail to cesection@kannuruniv.ac.in)

I am happy to appoint you as the Chairperson of B.Q.P.S. for **Second Semester B.Sc. Food Technology Degree Examinations, April 2024 under C.B.C.S.S. (O.B.E.) 2019 Syllabus.**

Kindly accept the appointment and let me have the enclosed form of acceptance duly filled in and signed by you by return of post. This appointment is made on the distinct understanding that you have no relatives appearing for the examinations. Secrecy of the appointment and the work may be maintained strictly. In anticipation of your acceptance, I am forwarding herewith the following.

1. List of papers to be set.
2. Copy of the syllabus, model question paper and certificate forms.
3. Confidential inner covers to enclose the question papers and answer keys.
4. Bill forms for claiming T.A./D.A./Remuneration and transmission charges.
5. Prescribed format of Panel of experts appointed by the Chairperson B.Q.P.S.
6. Prescribed format for minutes of B.Q.P.S. meeting for question paper scrutiny.

THREE SEPARATE QUESTION PAPERS WITH THE DETAILED SCHEME MEANT FOR THREE SESSIONS ARE TO BE PREPARED.

The following points may be specially noted while setting the question papers:

1. Board of Question Paper Setters may be constituted with subject experts if needed. The setters shall be sufficiently experienced regular teachers and shall not be any persons engaged in teaching work in any college maintained by or affiliated to the Kannur University. Certificates to the members will be issued on your request after the completion of the procedures of the examination.
2. Question paper set shall be prepared in such a manner, as a candidate of decided ability, well prepared in the subject, can reasonably, answer completely within the allotted time and secure full marks.
3. No question shall be set calling for a declaration of religious belief or profession or political views on the part of the candidate. No answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.
4. The question paper setters are required to maintain strict confidentiality and must submit the Question paper & Scheme of evaluation/Key prepared, to the Controller of Examinations in sealed double enveloped cover. The inside covers (provided by the University) must be inscribed with the details of the paper, such as

the name of examination, semester, name of the course, course code & Year of syllabus/scheme.

5. Each question paper must clearly state the name of the programme with semester, name of the course & course code., allotted answering time, questions to be attempted, distribution of weightage/ grade points/marks for each question, year of Scheme/Syllabus and all such other details that may be required . All the question papers shall be complete in respect of headings and directions to Candidates.
6. No question or part thereof should be out of the prescribed Syllabus. The question paper shall be set covering all the chapters/units in the syllabus.
7. Questions shall be free from spelling and grammatical mistakes. Questions shall be clear, specific and proportional to the marks allotted. Vague and ambiguous questions shall be avoided.
8. Repetition of the same question in part A/B or in the paper I / paper II / paper III etc., in the same question paper, should be avoided. Questions shall not be a mere reproduction from text books or from earlier examinations of Universities.
9. The question paper shall be in typed form.
10. Choice questions should be equally easy or difficult.
11. Special items of Stationery, Chart ,Tables etc. to be supplied to the candidates may be noted on a separate sheet and attached to the question paper.

Chairperson's Fee for an examination is ₹1,800/- and the rate of remuneration for setting is ₹900/- per question paper and ₹750/- per scheme. Charges towards postage will be reimbursed on production of receipts. The question paper sets may be scrutinized and finalized in a meeting of the Board at a venue convenient to you/Thavakkara Campus, Kannur University and members of the Board attending scrutiny meeting are eligible for actual T.A. and D.A. @ ₹600/- per day. Prepared Question Papers along with the minutes of B.Q.P.S. meeting for question paper scrutiny & panel of experts appointed to set the question paper may be sent in my name latest by 30.03.2024. If any question papers are requested to be sent by e-mail, in case of any urgency, hard copies of the same need not be sent again.

Soliciting your co-operation,
With regards



Yours sincerely

Dr. Mohammed Ismail B
CONTROLLER OF EXAMINATIONS

Preparation of question paper under FYUGP-S anskrit-intimation-reg



Inbox



Ac A V Oct 7

to Dr.Prasanth., ...



Sir/Madam

Please be informed that preparation of question paper under FYUGP-Sanskrit is scheduled on 05/10/2024,7/10/2024 & 8/10/2024. Teachers can avail duty leave for the same.

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Thanks,
Ac AV Section
University of Kerala

Fwd: Intimation of Confidential Meeting at University Headquarters, Kollam

DR MANJU A <drmanjuheman@gmail.com>
To: Sreelekshmi H <mandriosa67@gmail.com>

Sun, 3 Nov at 6:24 PM

----- Forwarded message -----

From: **Controller of Examinations SGOU** <cegjs gou@gmail.com>
Date: Thu, 13 Jul 2023, 17:38
Subject: Intimation of Confidential Meeting at University Headquarters, Kollam
To: DR MANJU A <drmanjuheman@gmail.com>

No.03/LTR/CEO/SGOU/2023

Dated: 13.07.2023

To

Prof. Manju A
Professor of Hindi
SN College for Women, Kollam

Dear Prof. Manju A

Sub: Conduct of Confidential Meeting of Scrutiny Committee-reg.

Ref: U.O No. 805/EX.A1/SOU/2023 dated. 13/07/2023.

The End Semester Examinations of the UG programmes are to be conducted during the month of August, 2023. In connection with this, it has been decided to conduct a confidential meeting of Scrutiny Committee on July 18th (Tuesday) 2023 from 10 am to 5 pm at University Headquarters, Kureepuzha, Kollam.

You are requested to attend the meeting and report at the venue at 9.45 am on 18th July, 2023. Kindly forward your bio data in the given format.

You are eligible for TA/DA/Remuneration as per rules.

Thanking you and with profound regards.

Sincerely Yours,

Sd/-

Dr. Gracious J.

Controller of Examinations

For more details, you may please contact:

1) Mr. Stalin PS (Assistant Registrar, Examinations) Mob: 9497556943

2) Mr. Jayamohan MS (Assistant, Examinations) Mob: 8281201482

Regards,

[Quoted text hidden]

EOI - QP Scrutiny.docx