

**TO**

**Dear Sir/Madam**

I am directed to invite you to act as a question paper setter as per the following details and you are requested to accept this invitation. Your appointment as question paper setter should be kept **STRICTLY CONFIDENTIAL.**

**Details of the Question Paper:**

**Name of Program/Course: MBA II Semester**

**Paper Title: BUSINESS RESEARCH METHODS**

 **Subject Code :
 Max. Marks:60**

**Number of sets required with Answer Key & Detailed scheme of Instructions:** **TWO**

**You are requested to send the two sets of question papers with answer key & Detailed scheme of Instructions to as early as possible, preferably within 2 weeks from date of this mail acoe\_conf@methodist.edu.in which is confidential .** Remuneration for paper setting (**Rs.1000/-per set**), Answer Key & Detailed scheme of Instructions (**Rs.500/-per set**).

The following documents are attached for your kind information:

(a)  The syllabus as prescribed for the papers.

(b)  Guide lines to Question paper setter.

(c)   A Question Paper Format

 (d) Remuneration bill for paper setting (**Rs.1500/-per set**) which can be sent by post/in person

**Note:**

**a)**    If any one of your relative is appearing in the paper to be set, he/she is requested to communicate the fact to the Addl. Controller of Examinations(C), for necessary alternative arrangements.

**b)**    If an examiner is coaching students privately for the examinations for which he/she is asked to act as Examiner, he/she is requested to intimate the fact to the Addl. Controller of Examinations(C), for necessary alternative arrangements.

**Yours faithfully,**

**Addl. Controller of Examinations (C)**

Confidential Section, Examination Branch,

Methodist Engineering & Technology College(Autonomous)

Mobile: 9948787248, 7780432945

Alternate Mail: acoe\_conf@methodist.edu.in

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**INSTRUCTIONS AND GUIDELINES TO QUESTION PAPER SETTERS OF B.E PROGRAMME**

**The question paper setters are requested to comply with the following instructions and guidelines while setting the question paper.**

1. Confidentiality must be strictly maintained.
2. Prepare two different sets of question papers and Answer Keys from prescribed syllabus
3. Ambiguity, repetition of questions or replication from the model question paper is to be avoided.
4. Strictly adhere the question paper template to prepare the question paper. Clearly indicate the allotment of marks to each part of the questions.
5. **Follow the Bloom’s taxonomy action verbs while setting the question papers.**
6. Prepare the questions in such a way that the students can answer the paper within the stipulated duration of 3 hours.
7. Question Paper pattern shall be as follows:

**PART-A: 5 X 2M= 20M**

* 1. **There shall be One question from each unit.**
	2. **All questions are compulsory.**

**PART-B: 5 X 10M= 50M**

1. **Part B consists of 8 questions – one question from each of the five units and 7th question covering 1st and 2nd units, 8th question covering 3rd and 4th units and 9th question covering 5th unit and any other units from 1 to 4 having more weightage. 5 questions are to be answered out of the eight and each question carries 10 marks.**
2. **There could be a maximum of three sub divisions in each of the 8 questions.**
3. Draw the figures / drawing / circuit diagram wherever necessary and label the diagrams indicating dimensions, etc., clearly and properly.
4. Indicate clearly on the question paper, the need of any hand book or data sheet is required

 by the candidate for answering the questions.

1. Ensure that the question paper does not contain any objectionable or unlawful contents.
2. Two sets of question papers should be kept in two fit different files by making as set A & set B i.e one folder, by as Subject\_” ” send it acoe\_conf@methodist.edu.in
3. For any clarification contact the Addl.Controller of Examinations (Confidential) on his mobile indicated.



**REMUNERATION BILL**

**(To be returned to the Addl.Controller of Examinations(C) duly filled in, stamped and signed along with Question Papers)**

# DECLARATION OF THE PAPER SETTER

 I hereby certify that I have set the question paper as per the instructions, with a balanced coverage of the prescribed syllabus and regulations. I also declare that none of my family members, relatives and close acquaintances are appearing for the examination.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | SubjectCode | Subject Title | Set | RemunerationRs. | RemarksIf any |
| 1. |  |  | Set-A | @ 1500/- |  |
| 2. |  |  | Set-B | @ 1500/- |  |

 Name and Address:

Signature of the Paper Setter

Designation & Official address

 (with date & stamp)

 Mobile No.: E.mail.ID:

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Abstract of the bill claimed by the Paper Setter

Received a sum of Rs. ……………. (Rupees …………………………………………………) towards

 paper setting work from the Addl.Controller of Examinations(Confidential), Methodist Engineering College of Technology by Cash/ Cheque / Online Transfer.

Place: Signature of the Paper Setter

Date: (Name: )

**The remuneration shall be paid through online transfer. Please furnish the account details below:**

**Name of the account holder:**

**SB Account No.: Bank/Branch :**

**IFSC Code :**