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Towards Excellence...

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College Code: 3502

Policy for Setting Question Papers

Purpose:

In Govt. Jagannath Munnalal Choudhary Mahila Mahavidyalaya, Mandla, M.P. to ensure that question papers are set in a fair, transparent, and consistent manner, aligning with the learning objectives and outcomes of the course.

Scope:

This policy applies to all faculty members responsible for setting question papers for college examinations.

Responsibilities:

1. Faculty Members:

- Prepare question papers that align with the course learning objectives and outcomes.
- Ensure that questions are clear, concise, and unambiguous.
- Use a variety of question types (e.g., multiple-choice, short-answer, essay).

2. Department Heads:

- Review and approve question papers to ensure they meet the policy requirements.
- Ensure that question papers are stored securely and accessed only by authorized personnel.

3. Examination Committee:

- Oversee the question paper setting process.
- Ensure that question papers are moderated and validated.

Procedures:

1. Question Paper Preparation:

- Faculty members prepare question papers at least 4 weeks before the examination.
- Question papers are reviewed and approved by the Department Head.

2. Question Paper Moderation:

- A moderation committee reviews and validates question papers.
- Moderation ensures that question papers meet the learning objectives and outcomes.

3. Question Paper Security:

- Question papers are stored securely and accessed only by authorized personnel.
- Question papers are not shared with students or external parties before the examination.

Evaluation Criteria:

1. **Relevance:** Aligns with course learning objectives and outcomes.
2. **Clarity:** Questions are clear, concise, and unambiguous.
3. **Validity:** Assesses student learning and understanding.
4. **Reliability:** Consistent and fair assessment.

Review and Revision:

This policy will be reviewed and revised annually to ensure it remains effective and relevant.

By following this policy, colleges can ensure that question papers are set in a fair, transparent and consistent manner, providing a valid and reliable assessment of student learning.

