CONFIDENTIAL

Greetings from RK University!!

Dear Sir/Madam,

RK University is established under the "Gujarat Private Universities Act, 2009" by the Government of Gujarat, India. It's approved to award degrees by University Grant Commission (UGC), India under section 22 of UGC Act, 1956. University is also accredited by National Assessment and Accreditation Council (NAAC) – UGC.

RK University is always committed for the fair and transparent examination process. Its our privilege that you are going to help us in this process. Below mentioned guidelines will help you in entire process and ensures us that you will work in manner approved by RK University. You have been mailed your appointment order (body of mail), template of question paper, Syllabus of the course along with Paper setter guidelines. Please go through them.

A. Guideline for setting the question paper

1. Refer the entire syllabus and understand the Couse Learning Outcome (CLO) before you start drawing the questions.

2. It is required to follow the attached question paper template for the preparation of question paper.

3. If question paper template is section wise (i.e. Section I and II), put the questions in Section I from syllabus of Section I only and so for Section II.

4. The question paper shall be set in such a manner that it covers the entire syllabus & weightage of each unit is in accordance to hours allocated. Further, questions should be framed considering course learning outcome.

5. The examinations are aimed at evaluating not only the student`s ability to recall information, but also his/her understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.

6. You can merge or fragment the sub-questions but not the original question as required.

7. You may add "Instruction for students" based on requirement.

8. If you require to insert equation in question paper, use equation option in MS Word. Don't use images.

9. Use clear and legible images/figures. Question paper will be printed in black and white color only. For multiple images use caption.

10. Preferable Font type – Century and font size -12.

11. Protect the .docx or .doc file with password after preparation of question paper. For same follow (File → Info → Protect document → Encrypt with password).

12. File name should be course code_Name of Examiner_question paper. i.e. AP101_Amit Patel Question paper.

13. Use this password protected question paper file to upload through the link provided in appointment mail.

B. Guideline for preparation of answer key or assessment scheme or solution

1. It's compulsory to provide answer key or assessment scheme as applicable. It can be prepared in word file or scanned copy of hand-written document can be used.

2. Assessment scheme for theoretical questions should include bullets points which shall guide the examiner appointed for assessment. Detailed solution for the numerical part of the question paper is mandatory.

3. File name should be course code_Name of Examiner_Answer key. i.e. AP101_Amit Patel_Answer key.

4. Use this file (in any format) to upload through link provided in appointment mail.

C. Guideline for preparation of password file

1. Write the password set in question paper in separate word file (doc or .docx format).

2. File name should be course code_Name of Examiner_Password. i.e. AP101_Amit Patel_Password.

3. Use this file to upload through link provided in appointment mail.

D. General guidelines

1. Submit question paper on or before the due date. Link to upload the question paper will be expired after due date.

2. It is to be noted that once question paper is submitted to RK University it is to be deleted from the hard disk of the computer and not to be stored in any format or in any device with you anywhere.

3. Question paper once submitted becomes property of RK University. Hence cannot be reproduced or published anywhere.

4. It has been assumed that your any relative* is not going to appear in the examination of said course at the university. Relative includes wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, son-in-law, daughter-in-law, sister-in-law, brother-in-law, nephew, niece, uncle and aunty. If your relative is appearing in exam, don't accept this appointment and inform us.

5. After preparation of question paper, Password document and assessment scheme/answer key, click on link provided in email and upload files. On successful upload, you will receive the acknowledge for successful submission in email.

6. External examiner will get a link in acknowledgement email to submit the bank details. Enter required details to enable our office to deposit the remuneration.

7. Once files uploaded, link will get expire. You will be not be able to resubmit the files. In case you need any correction or re-submit the file contact us on coe@rku.ac.in.

Your co-operation in maintaining the secrecy of the assigned examination work and its completion as per the schedule of RKU is highly needed. If have any queries regarding the guidelines, please do not hesitate to contact me.

Regards,
Controller of Examinations,
RK University
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Phone: 99099 52030 (Ext – 161/162)