



**OFFICE OF THE CONTROLLER OF TECHNICAL EXAMINATIONS
THIRUVANANTHAPURAM**

No. D1/356/2025/CTE

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CIRCULAR

SUB :- Guidelines regarding the Institution level end semester examination for Diploma Programmes - Revision 2021 – reg.

Ref : - 1. *G.O.(Rt) No.1339/2021/HEDN Dated : 07.10.2021*
2. *G.O.(Rt) No.1032/2022/HEDN Dated : 08.07.2022*
3. *G.O.(Rt) No.390/2023/HEDN Dated : 18.03.2023*
4. *G.O.(Rt) No.1008/2024/HEDN Dated : 08.08.2024*

As per the curriculum of Diploma Programmes in Engineering and Technology / Commercial Practice / Management in the Polytechnic Colleges under Revision 2021, some of the courses were introduced with institution level end semester examination. The End Semester Examination (ESE) for such courses shall be conducted at institution level in a fair and transparent manner as per the curriculum with the support of examination monitoring cell at the polytechnic colleges and directions of the CTE. As per references cited above and the recommendation from the state academic council, the following directions are issued in connection with the conduct of institution level theory examination for the activities beginning from question paper preparation to valuation of answer scripts. Principals are directed to ensure that the guidelines are strictly adhered to. All documents related to the ESE including answer scripts shall be kept ready for verification by the Controller of Technical Examination (CTE). It is reiterated that any violation of the guidelines will be viewed seriously and recommend for disciplinary actions against such officers.

1. Preparation of Question Papers for Institutional Level Theory Examinations

The Institution head/Principal of the institution concerned shall appoint the Question Paper Setters and Scrutinizers for each institutional level theory examinations. The duties of question paper setters shall be to set the question papers for the subject and it should be handed over to the scrutinizer concerned and get it scrutinized and submit the question papers and other confidential materials in a sealed cover to the institution head within the time specified. The head of the institution should keep the sealed cover containing question paper in the safe locker. They must ensure that the questions are of prescribed standard and the scope of the questions is within the prescribed syllabus.

Appointment of Question Paper Setters/Scrutinizers and its confidentiality are considered as among the most important responsibilities of the principal. On the day of examination randomly select one question paper from the pool of question papers and take the sufficient number of copies based on the student registration. The principal should ensure that at least two question papers and scheme of valuation for each subject is received. The institution head/principal shall direct the question paper setters/scrutinizers to follow the guidelines mentioned below while preparing/scrutinizing the question papers.

1. Confidentiality on the appointment and the work done should be maintained.
2. The question paper setters/scrutinizers must go through the syllabus of the examinations concerned carefully and note the text books and reference books suggested in the curriculum.
3. Questions must be formulated to measure the Course outcomes, defined in the syllabus in order to calculate the program attainment.
4. The Module outcome No. and Cognitive level of the question shall be indicated against each question
5. The questions should map with the 'Cognitive level' indicated in the syllabus
6. The questions should be set as per the pattern recommended for the particular examination by the Curriculum. The questions should be specific and unambiguous in nature.
7. The proportion of questions related to 'Cognitive levels ' may be as follows:

Cognitive level	% of questions
Remember	30%
Understand	50%
Apply	20%

Remember and Understand put together may be limited to 80%. In case, the syllabus has the Cognitive level 'Analysis', then Remember and Understand together maybe limited to 70% and Apply and Analysis, together maybe limited to 30%. In case, the syllabus does not have the Cognitive level, 'Apply', then the questions may be distributed among 'remember' and 'Understand'. A deviation of 10% is permitted.

8. The proportion of hours to marks may be as follows:

Module	Total hours allotted as per syllabus	Total Marks from each module
I	h_1	$(h_i / \sum H_i) * 123 (\pm 5\%)$
II	h_2	
III	h_3	
IV	h_4	
Total hours: $\sum H_i = h_1 + h_2 + h_3 + h_4$		

9. The setter shall prepare Blue print, Cognitive level wise question analysis and Scoring Indicators for each QP.

10. The Maximum marks of QP shall be 75 or as per the curriculum.

11. The QP shall have 3 parts: PART A, PART B & PART C.

12. Number of questions from each module shall depend on the hours allotted to each module in the respective syllabus

a. PART A: There shall be 9 questions of 1 mark each to be answered in one word or one sentence, with at least two questions from each module. All questions are compulsory.

9x1 = 9 Marks

b. PART B: Part B shall have 10 questions of 3 marks each, with at least one questions from each module. The candidate will have to attempt 8 questions out of 10. (Setter to include, min 1 question from each module. Setter shall ensure more no. of questions from the Modules, which have more hours allotted to it.)

8x3 = 24 Marks

c. PART C: There shall be sets of 6 questions of 7 marks each from each module. Each set will contain two questions from the same module with choice to answer one question from

the set. (Setter to include, min 1 question from each module. Setter shall ensure more no. of questions from the Modules, which have more hours allotted to it.)

6x7 = 42 Marks

Note : The directions for PART A, PART B and PART C questions should be mentioned in proper places.

13. It should be ensured that the questions are:

- In the requisite standard.
- Set within the syllabus and covering the whole of it.
- Questions should not be ambiguous.
- Repetition of questions should be avoided.

14. Instructions to examinees if any should be clearly specified in the first page of the question paper.

15. Question, which contain any objectionable / unlawful contents / politically or religiously sensitive issues or the answers to which is likely to disclose the identity of the candidate or his institution should not be included.

16. The question paper setter and scrutinizer should sign and write the full name with designation and PEN if any on each page of the question paper.

17. No duplicate copy of the question paper or scheme of valuation should be kept and rough Drafts or notes if any should be destroyed.

18. While setting a question paper, the paper setter should keep in mind that an average student should be able to pass the examination, while it should be challenging to secure more than 90% marks.

Conduct of Institution Level Theory Examinations

1. The date of Institution level end semester examination shall be selected to be a date after the closing of the particular semester and the date(s) shall be appropriately published.
2. Examinations once scheduled shall not be changed, unless there is a situation/reason which necessarily warrants such a rescheduling. The Principal of the institution will be the Chief Superintendent for the conduct of the examination. He will be in overall charge of the examination at the centre.

3. The Chief Superintendent shall be responsible for the smooth conduct of the examination at the Centre, in accordance with the norms, instructions, directives and policies of the State Board of Technical Education.
4. A senior faculty/HoD from the same institution should be posted as the Deputy Chief Superintendent by the Chief Superintendent.
5. On the day of examination, the head of Institution should randomly select one question paper from the pool of question papers and take the sufficient number of copies based on the student registration.
6. The sealed cover containing question paper is to be opened only one hour before the commencement of each Examination. It should be opened in the presence of both Chief Superintendent and Deputy Chief Superintendent along with at least two Invigilators/Asst. Superintendents as witnesses.
7. A Certificate is to be furnished by the Chief Superintendent and Deputy Chief superintendent on the question paper cover to the effect that the packets were intact at the time of opening.
8. The question papers must be printed confidentially and issued to the examination halls in sealed cover. All these activities must take place in the examination control room.
9. Principals are requested to ensure only the answer book earmarked for institution level theory examinations is issued to students.
10. The complete Malpractice cases should be reported to the JCTE on the very next day of the completion of all internal theory examination.
11. Immediately on noticing any kind of malpractice the Assistant Superintendent should seize the Answer scripts and things used for malpractice and report immediately to the Deputy Chief Superintendent/Chief Superintendent.
12. He may be allowed to continue the exam by providing a new Answer Book, if he wants to do so.
13. If the student does not give back the earlier Answer book, he should not be allowed to write more. The Declaration/Statement of the student alleged malpractice, Chief Superintendent, Deputy Chief Superintendent and Assistant Superintendent/Invigilator in Forms A, B, C and D respectively should be prepared. (Forms given in www.tekerala.org).
14. Together with this, the seized scripts and other items used for malpractice, etc should be sent to the O/o the Controller of Technical Examinations separately for further steps. Statement of neighbouring two students also may be obtained if possible.
15. The Deputy Chief Superintendent is expected to submit a consolidated statement in form C at the end of all institutional level theory examinations.

Conduct of Valuation

1. The answer scripts from the examination halls shall be received by the Chief Superintendent within 15 minutes after the end of examination in each session.
2. The answer books of the same code are to be made into a single bundle and wrapped with paper. Polytechnic colleges may be functioned as valuation facilitation center for all the institutional level theory examinations.
3. All the staff needed for the conduct of valuation of answer scripts shall (Assistant examiners/Chief examiners) be appointed by the principal of the polytechnic college concerned.
4. After the completion of valuation by the assistant examiner and revaluation of the answer scripts by the chief examiner, the Assistant Examiner should login to the website using his/her login id and password.
5. The Assistant Examiner shall enter the marks of the answer script directly in to the website. After the completion of the mark entry of answer scripts, the Assistant Examiner should take the print out and same should be verified by the chief examiner.
6. The principal should collect valued answer scripts along with the duly signed copy of the mark list from the assistant examiner and keep it in safe custody.
7. The principals are liable to produce the answer scripts before the Controller of Technical Examinations, as and when necessary.



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