



GUIDELINES FOR QUESTION PAPER PREPARATION, VERIFICATION AND MODERATION

1. Purpose

The purpose of this guideline is to establish a systematic process for the preparation, verification, moderation, approval, and analysis of Mid-Term and End Semester Examination question papers to ensure compliance with:

- UGC Regulations
- AICTE Model Curriculum Guidelines
- NEP 2020 Assessment Reforms
- National Credit Framework (NCrF)
- Outcome Based Education (OBE)
- NBA Accreditation Requirements
- NAAC Quality Assurance Practices
- Academic Regulations of the University

2. Scope

These guidelines shall apply to all Undergraduate, Postgraduate, and Doctoral coursework examinations conducted by the University, including:

1. B.Tech.
2. M.Tech.
3. MBA
4. MCA
5. M.Sc.
6. Other Academic Programs



3. Objectives

The question paper shall:

1. Assess attainment of Course Outcomes (COs).
2. Evaluate cognitive skills at various Bloom's Taxonomy levels.
3. Promote competency-based learning and critical thinking.
4. Ensure transparency, fairness, and consistency in evaluation.
5. Facilitate CO and PO attainment calculations.
6. Meet NBA and NAAC assessment requirements.

4. Responsibilities

Course Faculty

- Prepare question paper as per syllabus and examination pattern.
- Map questions with COs and Bloom's Taxonomy levels.
- Prepare answer key and marking scheme.
- Conduct preliminary verification before submission.

Course Coordinator

- Verify syllabus coverage.
- Verify CO mapping.
- Verify Bloom's Taxonomy distribution.
- Verify marks distribution.

DQAC

- Verify OBE compliance.



- Verify CO coverage.
- Verify competency-based assessment requirements.
- Review difficulty level distribution.
- Moderate question paper.

Head of the Department

- Review and approve verified question papers.
- Ensure compliance with departmental and institutional policies.

5. Question Paper Preparation Guidelines

5.1 Syllabus Coverage

- Questions shall be drawn only from approved syllabus topics.
- All instructional units should receive appropriate weightage.
- Questions outside the prescribed syllabus shall not be included.

5.2 Course Outcome Mapping

Every question shall be mapped to at least one Course Outcome.

- All COs shall be assessed at least once during the examination.
- CO coverage shall be balanced.

5.3 Bloom's Taxonomy Mapping

Each question shall be mapped to one of the following levels:

Level	Description
L1	Remember



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L2	Understand
L3	Apply
L4	Analyze
L5	Evaluate
L6	Create

6. Recommended Bloom's Taxonomy Distribution

B.Tech.

Category	Percentage
L1-L2	25-35%
L3	30-40%
L4-L6	30-40%

M.Tech.

Category	Percentage
L1-L2	10-20%
L3	20-30%
L4-L6	50-70%

MBA / MCA



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Category	Percentage
L1-L2	15-25%
L3	25-35%
L4-L6	40-60%

7. Difficulty Level Classification

Questions shall be categorized as:

Level	Description
Easy	Recall and Understanding
Moderate	Application and Analysis
Difficult	Evaluation and Creation

Recommended Distribution

Program	Easy	Moderate	Difficult
B.Tech.	25%	50%	25%
M.Tech.	15%	35%	50%
MBA/MCA	20%	45%	35%

8. Competency-Based Assessment Requirements



The question paper shall include:

- Application-oriented questions
- Problem-solving questions
- Analytical questions
- Design-oriented questions
- Case studies
- Industry-oriented scenarios
- Innovation and creativity-based questions

The assessment shall move beyond memory-based testing and emphasize higher-order thinking skills.

9. Question Paper Verification Checklist

The verifier shall ensure:

Verification Item	Status
Syllabus coverage verified	
Examination pattern followed	
Marks distribution correct	
All COs mapped	
Bloom's levels mapped	
Difficulty levels assigned	
Questions are free from ambiguity	



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Numerical data verified	
Question numbering correct	
OBE requirements satisfied	
Competency-based questions included	
Answer key prepared	

10. Mandatory Question Paper Analyses

The following analyses shall be completed before approval:

- a) CO Coverage Analysis
- b) CO-wise Marks Distribution Analysis
- c) Bloom's Taxonomy Distribution Analysis
- d) Difficulty Level Analysis
- e) Question-wise CO-BT Mapping
- f) Syllabus Coverage Analysis

After evaluation:

- a) CO Attainment Analysis
- b) Result Analysis
- c) Corrective Action Report



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11. Moderation Process

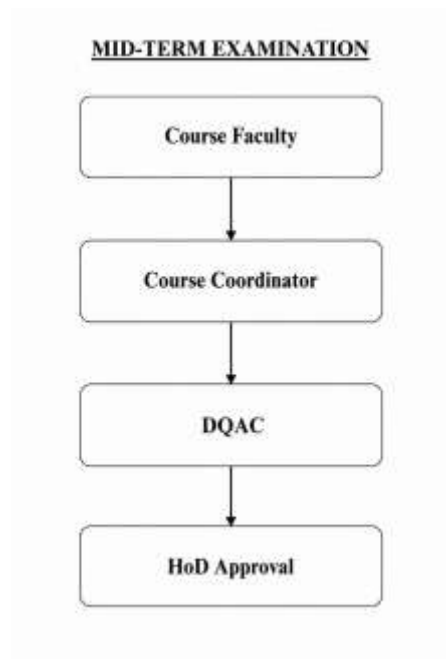
The moderator shall verify:

- Technical correctness
- Numerical correctness
- Language clarity
- Cognitive level appropriateness
- CO alignment
- Examination duration suitability
- Compliance with institutional regulations

Any discrepancies shall be corrected before approval.

12. Approval Process

Mid-Term Examination





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13. Records to be Maintained

The following records shall be retained for audit and accreditation purposes:

1. Question Paper
2. CO Mapping Sheet
3. Bloom's Taxonomy Mapping Sheet
4. Difficulty Level Analysis
5. Question Paper Verification Form
6. Moderation Report
7. CO Attainment Report
8. Result Analysis Report
9. Corrective Action Report
10. Retention Period: Minimum 5 Years or as per University Record Retention Policy.

14. Signatories

- Prepared By: Course Faculty
- Verified By: Course Coordinator
- Moderated By: DQAC Member
- Approved By: Head of the Department
- Date: _____