**ARTS & COMMERCE COLLEGE, WARWAT BAKAL**

**COLLEGE EXAM COMMITTEE**

**CODE OF CONDUCT FOR PAPER SETTER**

**(Held by College Only)**

1. **While setting the question paper, concerned faculty should consider the SGBAU guidelines.**
2. **When it is offline the question paper shall consist of MCQ objective type, short answer type and long answer type questions** **or as per SGBAU guidelines.**
3. **When it is online the question paper will be set as per the instruction given by the college exam committee or as per SGBAU guidelines .**
4. **The course outcomes (COs) outlined in the curriculum should serve as the basis for the question paper's design. Please make sure that each outcome is covered by the right questions. Kindly carefully read and consider the course outcomes for every given paper, subject, or course.**
5. **The questions ought to assist in assessing the completion of the relevant course outcomes as outlined in the curriculum or syllabus. Every question needs to be linked to the appropriate course outcomes.**
6. **Each unit covered in the course should have the same amount of weight. The question paper should include all topic covered in the course syllabus, with the exception of any questions about the SEM (Skill Enhancement Module) that are included in a paper, subject, or course.**
7. **The level of difficulty on the question paper should be manageable for a student who has participated in the process of continuous learning. To improve his score, tests should be managed to assess his overall knowledge and abilities.**
8. **The question paper must be supplied with the model solutions, or responses to the objective, short, and long answer types of questions, as well as the marking scheme for each question.**
9. **Please make sure that the overall grade for a course, subject, or paper equals the amount specified as stated in the curriculum or scheme. The mark scheme should include the total number of marks that are available for each question and each section of a question; these values must match the marks displayed on the question paper.**