

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE, (AUTONOMOUS)

POLLACHI

(An Autonomous College Affiliated to Bharathiar University)

INSTRUCTIONS TO THE PAPER SETTERS

UG & PG COURSES

END OF SEMESTER EXAMINATIONS

Kindly

1. Treat this appointment as strictly confidential.
2. Contact only the Controller of Examinations or the staff of his office for any information or clarification (**Mobile No: 9942906681 / 9942906696**)
3. Go through the Syllabus, and instructions carefully.
4. **Questions should be set within the prescribed syllabus and in each section (A, B & C) The distribution of questions over the various units should be even: each unit of the syllabus should be covered.**
5. Paper setters are to send question paper through online mode. **You are requested to mention the Subject Code and Title for the File Name.**
[Refer to our separate instruction sheet,“ A Special Request is enclosed”]
6. The marks for each question should be indicated against the question itself, unless it is stated that all questions carry equal marks.
7. All questions should be legibly typed by the setter himself /herself and should not contain any alternation, correction or overwriting.
8. Do not type more than 20 lines per page and leave 1” margin on either side of the paper.
9. Technical terms occurring in any part of a question paper are to be typed in capital letters
Mathematical symbols are to be typed neatly with utmost clarity.
10. In the first page of the question paper, the following details should clearly be mentioned.
 - a. Title
 - b. Subject Code
 - c. Duration
 - d. Maximum marks
11. Running numbers are to be given for all questions in the question paper and avoid giving separate serial numbers for each section.
12. The Valuation Scheme should be fairly detailed giving the salient points of the answers expected from the candidate and break-up of the marks among the Sub-divisions of a given question.
Sketchy Valuation Scheme in the form of 4 point– 4marks, 5 point–10marks etc. will not be accepted and no payment will be made there for.
13. **The Question paper(s) and Valuation Scheme (s) should be sent through online mode to: controller@ngmc.org.**
On the outer cover , do not write your Name, Designation, College Address. Write only your(Examiner) Code No. and Residential Address.
14. Depending on the circumstances, extension of time may be given by the Controller of Examinations if requested for.
15. In case you are not in a position to accept the offer, please inform the Controller of Examinations immediately preferably over the phone so as to enable him to make alternative arrangement.
16. Paper setter should ensure secrecy of all correspondence with the Controller of Examinations.
17. Your kind co-operation is solicited.

CONTROLLER OF EXAMINATIONS