



**KANNUR UNIVERSITY**  
**EXAMINATION BRANCH**

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Dated: 11.08.2023

From

CONTROLLER OF EXAMINATIONS

To

Dr. Ansil P.N.,  
Assistant Professor,  
Department of Biochemistry,  
T. K.M. College of Arts & Science,  
Kollam - 691005

Sir,

Sub:- U.G. - C.B.C.S.S.- Core/Open Courses - V Semester B.Sc. Biochemistry Degree  
Supplementary Examinations, November 2023 (under 2014 Syllabus) - Setting of Question  
Papers - Appointment as Chairperson, Board of Question Paper Setters - Intimated -  
Materials forwarding of - Reg.

**CONFIDENTIAL**

(Communications related to question paper setting should be addressed to **Dr. Mohammed Ismail B.,  
Controller of Examinations ,Kannur University, Civil Station P.O., Kannur - 670002** or e-mail  
to [cesection@kannuruniv.ac.in](mailto:cesection@kannuruniv.ac.in)).

I am happy to appoint you as the Chairperson of the B.Q.P.S. for Core/Open Courses of V Semester B.Sc. Biochemistry Degree supplementary Examinations November 2023 under U.G.-C.B.C.S.S. 2014 Syllabus.

Kindly accept the appointment and let me have the enclosed form of acceptance duly filled in and signed by you by return of post. This appointment is made on the distinct understanding that you have no relatives appearing for the examinations. Secrecy of the appointment and the work may be maintained strictly. In anticipation of your acceptance, I am forwarding herewith the following.

1. List of papers to be set.
2. Copy of the syllabus, model question paper and certificate forms.
3. Confidential inner covers to enclose the question papers and answer keys.
4. Bill forms for claiming T.A./D.A./Remuneration and transmission charges.
5. Prescribed format of Panel of experts appointed by the Chairperson B.Q.P.S.
6. Prescribed format for minutes of B.Q.P.S. meeting for question paper scrutiny.

**THREE SEPARATE QUESTION PAPERS WITH THE DETAILED SCHEME MEANT FOR THREE SESSIONS ARE TO BE PREPARED.**

**The following points may be specially noted while setting the question papers:**

1. Board of Question Paper Setters may be constituted with subject experts if needed. The setters shall be sufficiently experienced regular teachers and shall not be any persons engaged in teaching work in any college maintained by or affiliated to the Kannur University. The name of teachers so appointed and the Minutes of the Scrutiny meeting may be intimated to this office for approval. Certificates to the members will be issued on your request after the completion of the procedures of the examination.
2. Question paper set shall be prepared in such a manner, as a candidate of decided ability, well prepared in the subject, can reasonably, answer completely within the allotted time and secure full marks.
3. No question shall be set calling for a declaration of religious belief or profession or political views on the part of the candidate. No answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.
4. The question paper setters are required to maintain strict confidentiality and must submit the Question paper & Scheme of evaluation/Key prepared, to the Controller of Examinations in sealed double enveloped

cover. The inside covers (provided by the University) must be inscribed with the details of the paper, such as the name of examination, semester, name of the course, course code, & Year of syllabus/scheme.

5. Each question paper must clearly state the name of the programme with semester, name of the course & course code., allotted answering time, questions to be attempted, distribution of weightage/ grade points/marks for each question, year of Scheme/Syllabus and all such other details that may be required . All the question papers shall be complete in respect of headings and directions to Candidates.

6. No question or part thereof should be out of the prescribed Syllabus. The question paper shall be set covering all the chapters/units in the syllabus.

7. Questions shall be free from spelling and grammatical mistakes. Questions shall be clear, specific and proportional to the marks allotted. Vague and ambiguous questions shall be avoided.

8. Repetition of the same question in part A/B or in the paper I / paper II / paper III etc., in the same question paper, should be avoided. Questions shall not be a mere reproduction from text books or from earlier examinations of Universities.

9. The question paper shall be in typed form.

10. Choice questions should be equally easy or difficult.

11. Special items of Stationery, Chart ,Tables etc. to be supplied to the candidates may be noted on a separate sheet and attached to the question paper.

Chairman Fee for an examination is ₹1,800/- and the rate of remuneration for setting is ₹ 900/- per question paper and ₹750/- per scheme. Charges towards postage will be reimbursed on production of receipts. The question paper sets may be scrutinized and finalized in a meeting of the Board at a venue convenient to you/Thavakkara Campus, Kannur University and members of the Board attending scrutiny meeting are eligible for actual T.A. and D.A. @ ₹600/- per day. Prepared Question Papers along with the minutes of B.Q.P.S. meeting for question paper scrutiny & panel of experts appointed to set the question papers may be sent in my name latest by **15/09/2023**. If any question papers are requested to be sent by e-mail, in case of any urgency, hard copies of the same need not be sent again.

Soliciting your co-operation,

With regards

Yours sincerely

Dr. Mohammed Ismail B  
CONTROLLER OF EXAMINATIONS