

Dear Sir/Madam,

May I draw your attention to para (e) of the Certificate No. 1 (form attached herewith) and request you kindly to draft the detailed instructions and scheme of marking of each question. This is necessary under the existing rules.

Thanking you.

Yours truly,
S. Chakrabarti
Registrar

THE UNIVERSITY OF JODHPUR

(All correspondence relating to Examinership should please be addressed to the Registrar by name and marked 'Exams. Confidential')

Dated, Jodhpur 5.10 1976.

Dear Sir/Madam,

I write to inform you that you have been appointed as the paper-setter and an External Examiner in Moral philosophypaper III
for the M-A (Previous) philosophy Examination of 1977

II. If the offer is acceptable to you, kindly fill up the form of consent (i.e. last page of these instructions) and send it to me per registered post in the self addressed envelope supplied for the purpose.

III. In case you accept the offer, I would request you kindly to set one paper of 3 hours' duration on the sheets of paper sent herewith and send it to me by name in double covers (enclosed herewith), carefully sealed, through registered post insured for Rs. 100/- **within a week of the receipt of this letter.** The name of the subject with the ordinal number of the paper and the name of the examination should please be clearly given on the inner cover. The maximum marks in the paper are 100.IV. Please set one question paper for the Supplementary Examination also, for which extra sheets of blank paper are sent herewith. **No indication of any kind is to be given by you on the question papers as to which of the two papers is meant for the Main Examination and which for the Supplementary Examination.** Each of the two question papers be please put in a separate inner cover sent herewith.

V. No private tuition in the subject in which you are a paper-setter is to be undertaken by you during the current academic year.

VI. A copy of the relevant syllabus in the subject for the examination is sent herewith for your guidance. Before setting the question paper, kindly go through the same carefully, as important changes are made from year to year.

VII. A copy of the question paper set in the subject for the examination of 1976 is also sent herewith for reference and general guidance so as to give you an idea of the type of questions set.

VIII. Such a paper was not set last year, no copy of the question paper is supplied.

IX. A statement showing the sanctioned scale of remuneration to the paper-setters and head-examiners is printed overleaf.

X. Kindly read carefully the attached instructions and rules and follow them scrupulously in so far as they apply to the subject in which you are to set the paper. **Kindly pay special attention to instruction No. 1 and 2 under 'General Instructions to the paper setters'.**

XI. Please keep the appointment strictly secret and be punctual in despatching your paper by the due time, i.e. within a week from the date of receipt of the offer.

XII. In case you intend to appear at any of the ensuing examinations of the University or if it is not possible for you to accept this appointment for any other reason, I would request you kindly to **return all the papers intact immediately** with a covering letter addressed to me by name and marked "Exams. Confidential". For this purpose please do not use the self-addressed envelope supplied by this office.

All correspondence concerning the examination should please be addressed to me by name under a cover marked "Exams. Confidential".

Yours truly,

To Professor V.D. Datta
JodhpurS Chakrabarti

Registrar

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SCALE OF REMUNERATION TO EXAMINERS

Name of Examination		For setting each question paper	For assessing each script
<i>Arts, Science and Commerce examinations</i>			
B.A./B.Sc./B.Com. (Part I and II) (Rs. 30/- to Head examiner for supervising the work of each co-examiner at the above examinations)	..	Rs. 45/-	Rs. 1.25
B.A./B.Sc./B.Com. (Final)	..	Rs. 45/-	Rs. 1.25
B.A./B.Sc./B.Com. (Honours) Part I and II	..	Rs. 75/-	Rs. 1.50
M.A./M.Sc./M.Com. (Prev. & Final), M.B.A. Part I and II (Rs. 50/- to Head examiner for supervising the work of each co-examiner at the above examinations)	..	Rs. 75/-	Rs. 2.00
D.C.W.A. (Part III)	..	Rs. 75/-	Rs. 2.00
Proficiency test in Hindi	..	Rs. 25/-	Rs. 0.50
<i>Law examinations</i>			
LL.B. (Part I, II & III)	..	Rs. 45/-	Rs. 1.25
LL.M. (Part I & II) (Rs. 50/- to Head examiner for supervising the work of each co-examiner at the above examinations)	..	Rs. 75/-	Rs. 3.00
Diploma in Labour Laws	..	Rs. 60/-	Rs. 2.00
<i>Education examinations</i>			
Pre-primary Education/B.Ed.	..	Rs. 45/-	Rs. 1.25
M.Ed. (Rs. 50/- to Head examiner for supervising the work of each co-examiner at the above examinations)	..	Rs. 75/-	Rs. 2.00
<i>Engineering examinations</i>			
B.E. First & Second	..	Rs. 45/-	Rs. 1.25
B.E. Third	..	Rs. 60/-	Rs. 2.00
B.E. Fourth	..	Rs. 75/-	Rs. 2.50
B.E. Final	..	Rs. 75/-	Rs. 3.00
M.E.	..	Rs. 75/-	Rs. 3.00
			with a mini- mum of Rs. 20/- to each examiner
<i>Diploma course in languages</i>	..	Rs. 45/-	Rs. 1.25

Note : Where a paper is divided into two sections, each section of which is set and marked by a separate examiner, half setting fee and full marking fee shall be paid.

GENERAL INSTRUCTIONS TO PAPER - SETTERS

No person shall be appointed as a paper-setter in any paper for an examination, if any of his or her close relations intends to appear at that examination in that paper. In such a case the paper-setter appointed will kindly intimate this fact to the Registrar and return the papers to him immediately. If the paper-setter himself/herself intends to appear at any examination of the University in 1976/1977 he/she should please return the papers immediately intimating the fact.

NOTE : The term close relations includes wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, grand-niece, grand-nephew, uncle, aunt, first cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law etc.

2. Before setting the paper the paper-setter should inform the Registrar by name, if he/she is the author of any book or booklet on the subject and the standard for which the book can be utilised.

3. A certificate in the enclosed form noted below in number (i) should be signed and sent alongwith the question-paper. If the question-paper has been typed, certificate number (ii) should also please be sent :

(i) "I certify that I have destroyed all the drafts, notes, etc., of the question paper set and have retained no copy of the paper with me."

(ii) "I certify that the question-paper has been typed by me personally."

He/She should also certify that :

(a) He/She has followed the instructions given in the text-books and syllabuses.

(b) **The questions have been set from the books prescribed for the examination and no question from outside the syllabus laid down for the Examination has been set by him/her.**

(c) The questions are distributed over the whole course.

4. The paper-setters are expected to set such questions as might entail a reference to the text of the standard work on the subject.

5. The questions be kindly written very clearly and legibly on one side of the blank sheets of the paper supplied for the purpose by the University.

6. **The marks allotted to each question should be noted on its right-hand margin while the serial numbers of the questions should be noted on the left-hand margin. Where there are parts in a question the marks allotted to each part should be mentioned in the paper on its right-hand margin. Unless otherwise indicated in the syllabuses, as far as possible questions carrying equal marks should be set.**

7. No initials or signatures should be put anywhere on the question-paper. It should be drawn up in a form in which it can be sent to the press without the need of any editing or copying.

8. The name of the examination, the subject of the question-paper and the time allotted to it and the maximum marks that are to appear at the top of the paper, should be carefully checked from the syllabus before despatching the question paper.

9. Any direction to the candidates regarding answering of the different sections in the different answer-books or **regarding the number of the questions to be answered** should be clearly given on the top and be free from obscurity. **In case the candidates are to be supplied more than one main answer-book the fact should be communicated to the Registrar separately so that answer-books in adequate quantity may be supplied to the centres.**

10. In the Language, the medium of instruction and Examination shall be as follows :

(i) In English the medium of instruction and examination shall be English.

(ii) Instructions regarding answering each question in the question-papers on Sanskrit shall be given in English or Hindi. The candidates will have the option of answering the question in English, in the language concerned or in Hindi, as required by the paper-setters.

(iii) In the Modern Indian Language, the medium of examination shall be the language concerned.

11. In English, the question on the text-books for explanation shall have several alternative passages.

12. **For the question-papers on languages and Mathematics, the paper-setters should on a separate sheet of paper, supplied for the purpose, give the references to the pages of the text-books from which the extracts have been taken. This memo should be placed at the top of the question paper and should be on a paper different from those used for writing the question-paper.**

13. The paper-setters shall supply alongwith their papers complete solutions (not simply answers) if numerical questions are set therein. In case of mathematics complete solutions of all the questions set in the paper should be supplied. The solutions should be enclosed in a separate sealed cover supplied by the University. It should not be enclosed with the question-paper in the same cover. If no envelope is sent and the question-paper contains any numerical question, solutions may be sent in some other sealed envelope and an indication given on the cover by writing the word 'Solution' to indicate that the solution in an envelope pertains to a particular

paper. If more than one paper is set, a common sign may please be made to the top left corner of the envelope containing the solution and on the envelope of the question-paper to which that solution relates.

14. No question shall be set requiring declaration of religious belief on the part of the candidates and no answers by any candidate shall in allotting marks, be objected to, on the ground of their giving expression to any particular form of religious belief.

15. In setting a question-paper abbreviations of all kinds except those in the special subjects should be avoided.

16. **Every part of every question should be strictly comprised within the prescribed course of study and the books recommended by the University.**

17. Every part of every question should be clear and definite in language, as also in regard to the nature of the answers required of the candidates.

18. **The question-paper should be fairly distributed over the whole course of study and not concentrated on any one or a few portions only.**

19. The standard of the question-paper, as a whole, shall not substantially vary in any one year. If the standard is desired to be altered, the changes shall be spread over several years and not made suddenly in any one year, the greater the change the longer being the period of such adjustment.

20. The papers set should be such, as a candidate of average ability, well prepared in the subject, can reasonably be expected to answer within the allotted time.

21. In question papers on languages, the questions on essay writing should, definitely state the topics of essays and the kind of people for whom the essay is to be written. It should be stated whether the essay is meant for the Public or the literary people, etc.

22. **The paper-setters are requested to be very careful in setting the questions in accordance with the syllabus. Before sending the paper they must kindly satisfy themselves by careful scrutiny that no mistakes have crept in. If a Moderation Board, appointed to moderate any question-paper, decides to call upon the paper-setter concerned to set a fresh paper, no setting fee will be paid for the paper-rejected; or if a fresh paper is set by the Board, the paper-setter will receive no remuneration for setting that paper.**

23. The paper setter shall be called upon to mark the answer-books in the paper set by him/her. In the event of his/her not doing so, only half the fee for setting the paper will be paid to him/her.

24. Detailed instructions as to the material if any, to be supplied to the candidates besides the answer-book, in connection with the answering of any particular question or questions in any subject or paper should be sent with the question papers on the form sent herewith so that arrangements for the supply of the same to the centres may accordingly be made. If no material is to be supplied the word 'Nil' may please be written on the form and sent to this office.

25. If in any of the papers there are instructions for the Superintendents of Examination Centres which should be opened before the examination in the paper is held, they must please be drawn on a separate sheet of paper with a separate heading (similar to that of question-paper) and placed on the envelope in which the question-paper has been placed. The words 'Instructions to Superintendents of Examination Centres' must please be added in the heading just below the name of the examination.

26. The envelopes (the inner as well as the outer) should be properly sealed with the sealing wax of a good quality so that it may not give way in transit.

27. Candidates have been given the option of using the Hindi medium for answering question-papers at the following examinations in the subjects mentioned against each and therefore, the question-paper should be set both in Hindi and English version.

Name of Examination	Option given to the candidates to answer question-paper in Hindi version
B.A./B.Sc./B.Com. (Part I, II & III) }	All subjects
B.A./B.Sc./B.Com. Hons. I & II }	All subjects except Mathematics
M.A.	All subjects
M.Com.	All subjects
B.Ed.	All subjects
LL.B./Diploma in Lab. Laws	All subjects

- N.B. 1. ALL QUESTION-PAPERS WITH THE EXCEPTIONS INDICATED ABOVE IN RESPECT OF THE AFORESAID EXAMINATIONS, SHOULD BE SET BOTH IN HINDI AS WELL AS IN ENGLISH. THE HINDI VERSION SHOULD BE GIVEN JUST ABOVE THE ENGLISH VERSION OF EACH QUESTION SET IN THE PAPER.
2. IN CASE A PAPER SETTER SETS THE QUESTION-PAPER IN ENGLISH VERSION ONLY HE WILL BE PAID HALF THE AMOUNT OF SETTING FEE AND REMAINING HALF SETTING FEE WILL BE PAID TO THE PERSON WHO ACTUALLY TRANSLATES THE PAPER IN HINDI VERSION.

Methods of Teaching—(B.Ed. Examination) :

For this paper the candidates are required to take one teaching subject at advanced level and two teaching subjects at ordinary level course.
70 marks are assigned for the subject at advanced level course and 35 marks for each of the two teaching subjects at ordinary level course.

LL.B. Examinations

1. Every Act mentioned under the various paper should be understood to mean the Act with all subsequent amendments thereof.
2. No special text books in the case of the Acts of the Indian Legislature are prescribed but the candidates will be expected to have a mastery over the matter which is usually contained in the best commentaries as well as a knowledge of the bare texts of the Act.
3. Text books have been prescribed with a view to indicate the general scope of each subject but questions will not be confined to the books prescribed.
4. All question papers shall be set both in Hindi as well as in English. The English version should appear just below its Hindi version.

ENGINEERING EXAMINATIONS

Paper-setters should supply such information alongwith the question papers, if any, as Special Tables or information required for answering any question.