



ESTD 1964

BASELIUS COLLEGE

K. K. Road, Kottayam, Kerala

E-mail: principal@baselius.ac.in

www.baselius.ac.in

NAAC 4th CYCLE



Teachers in Question Paper Setting - 2016-17

Name of Fulltime Teacher	Item
Dr. Manoj Narayanan K.S	Setting of question papers for PG programs SB college Changanasserry,
Dr. Selvy Xavier	Setting of question papers for UG/PG programs at CMS College Kottayam
Dr. Shyla Abraham	Setting of question papers for UG/PG programs at SB Colege Chanaganassery
Dr. Sajish P.R	Setting of question papers for UG/PG programs CMS College Kottayam
Dr. Parvathy Mohan	Setting of question papers for UG/PG programs



Principal
Baselius College
Kottayam





St Berchmans College

Autonomous College with Potential for Excellence Reaccredited by NAAC with A Grade

CHANGANASSERY, KERALA

“CONFIDENTIAL”

No. SBAC/2016/PG-16/SEM-1/627A

Date:18/07/2016

To

Prof. Manoj Narayanan

Dept. of Commerce

Baselius College

Kottayam

Mob. 9447110212

Sub: I Sem. MCom Degree Exam- Appointment of Chairman and members of Board of Question setters

Sir,

I am happy to inform you that you are appointed as the Chairman/a **member** of the Board of Question setters **I Semester MCom Degree Examination October- November 2016** of the college. This appointment is made on the distinct understanding that

- i) You have not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subjects.
- ii) You have not been engaging yours self in private tuitions and/or coaching at private institutions or carrying out similar other work.
- iii) None of your near relatives is appearing in the examination.
- iv) You have 7 years of teaching experience in the subjects related to the examination in a recognised institution.
- v) If you accept this appointment, you are required to submit the question papers set along with the scheme/answer key to the Controller of Examinations prior to the stipulated date, maintain the secrecy and security of the questions set and participate in the Scrutiny board if asked for.

Kindly make sure that the above conditions are true and acceptable to you and send your consent/acceptance of the appointment in the attached format.

Yours sincerely,

Controller of Examinations.

Note: All communications regarding question paper setting shall be addressed to Dr. Abraham K E, Controller of Examinations, St Berchmans College, Changanassery, Kottayam, Kerala. PIN 686101, Mob: 9447406915. or Dr. Jomon K V, Additional Controller of Examination, St Berchmans College, Changanassery, Kottayam, Kerala. PIN 686101, Mob: 9447810246.

ACCEPTANCE LETTER

I,
.....(name, designation and address) hereby
accept the appointment offered by the Controller of Examinations, St Berchmans Autonomous
college, vide letter no..... datedappointing me as
the Chairman/a member of Board of Question setters for MA/ MSc/ MCom/MPhil Examination
2016 of the college. I understand that this appointment is under the assumption that

- i) I have not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subjects.
- ii) I have not been engaging in private tuitions and/or coaching at private institutions or carrying out similar other work.
- iii) None of my near relatives is appearing in the examination.
- iv) I have 7 years of teaching experience in the subjects related to the examination in a recognised institution.
- v) By accepting this appointment, I have to submit the question papers along with the scheme/answer key to the Controller of Examinations prior to the stipulated date, maintain the secrecy and security of the questions set by the board members and participate in the Scrutiny board if asked for.

I hereby affirm and make sure that the above conditions are true and acceptable to me.

Place.....

Date.....

Name and Signature



St Berchmans College

Autonomous College with Potential for Excellence Reaccredited by NAAC with A Grade

CHANGANASSERY, KERALA

“CONFIDENTIAL”

No. SBAC/2016/PG-16/SEM-1/627B

Date:18/07/2016

To

Prof. Manoj Narayanan

Dept. of Commerce

Baselius College

Kottayam

Mob. 9447110212

Sub: I Sem. MCom Degree Exam- Appointment of members of Board of Question setters

Sir,

I am happy to inform you that you are appointed as the Chairman/a **member** of the Board of Question setters **I Semester MCom Degree Examination October- November 2016** of the college. Kindly prepare question paper for the under noted course.

Quantitative Techniques.

You are requested to prepare hard and soft copies of the two entirely different set of question papers with scheme of valuation for each of them. The soft copies shall be in MS word/page maker/LATEX format. Please send soft copies of question paper and scheme of valuation to the controller of examinations in the e-mail id: cesbcollege@gmail.com **on or before 25thSept2016**. Alternatively you can write the soft copy on a blank CD and send to the controller of examinations. Kindly write “prepared by” and put your signature along with name on top of the first page of the hard copy of the question paper set and valuation scheme. Put your signature at the end of each page of the hard copies to make it authentic and send it to the Controller of Examinations by registered or speed post along with duly signed acceptance letter and vouchers **on or before 25thSept 2016**. On receiving the hard copies, acceptance letter and vouchers, the remuneration will be settled without any delay. After sending the question papers, the setter should destroy all manuscripts/ soft copy of the same with them and ensure the secrecy of the question papers. While setting the question paper please ensure the standards of question paper described below.

- ✦ The questions cover broad areas of the entire syllabus as reflected in the list of text books prescribed for the concerned course and no question is asked beyond the scope of the syllabus.
- ✦ The questions shall not be a mere reproduction of questions from text books and questions set for earlier examinations.
- ✦ The question paper has to be set in such way that all the types of skills are tested, e.g. knowledge, understanding and application.
- ✦ The composition of the question papers shall have a mixture of questions of different

levels as follows:

Questions that can be answered by an average student: 50%

Intermediate level of difficult questions: 30%

Advanced level Questions that can be answered by intelligent students only: 20%

- ✦ An average student should be able to pass the examination, while it should be challenging to secure more than 80% marks.
- ✦ An average student should be able to answer all the questions in the time available.

Yours sincerely,

Controller of Examinations.

Enclosures.

1. A copy of guide lines for question paper setters.
2. Syllabus of concerned course/paper.
3. Model question paper
4. Bill for remuneration and TA/DA as applicable

Note: The rate of remuneration for question paper setter: Rs. 750 for each question paper and Rs. 750 for each scheme of valuation.

CMS COLLEGE KOTTAYAM (AUTONOMOUS)

(Affiliated to Mahatma Gandhi University, Accredited by NAAC at 'A' Grade)
Kottayam 686001, Kerala, India, Tel: 0481 2566002
www.cmscollege.ac.in



Date: 04/10/16

Dr. Selvy Xavier
Baselios College, Kottayam

Dear Madam,

Greetings from CMS College Kottayam (Autonomous) I am glad to inform you that you have been appointed as Question Paper Setter for the **UG EXAMINATIONS NOVEMBER 2016**. You are requested to prepare **One Question Paper** strictly in conformity with the syllabus.

This offer is made on the distinct understanding that you have no near relatives appearing for the examinations for which you have been appointed as Question Paper Setter. You are requested to furnish the acceptance letter with the address of communication and contact number for further communications. **In case of any inconvenience kindly inform the matter in the number given below and return the materials at the earliest.**

Kindly go through the instructions before setting and dispatching the question papers. You are also requested to prepare the **ANSWER KEY** of the question paper. Question papers and answer keys shall be submitted through the log-in provided in the College website.

Last date for submission of question paper is **15th October 2016**.

Yours Sincerely,

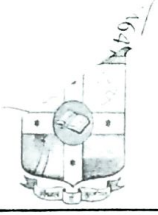
Dr. Tomy Mathew

Controller of Examinations -

List of Question Papers & Answer keys to be prepared:

Course code	Title	No. of Sets	Marks	Hours
ML11203	Nadakavum Cinimayum	1	80	3

EXAM CONFIDENTIAL: for any information contact only 9961339584



St Berchmans College

College with Potential for Excellence Re-accredited by NAAC with A Grade

CHANGANASSERY, KERALA

"CONFIDENTIAL"

No. SBAC/2017/UG-2/SUP /204

Date:23/02/2017

To
Prof Shyla Abraham
Associate Professor in Malayalam
Baselius College
Kottayam
Ph-9446477459

Sub: I Sem. BA Exam- Appointment of Chairman and members of Board of Question setters

Sir,

I am happy to inform you that you are appointed as the Chairman/a **member** of the Board of Question setters **II Semester BA Malayalam Degree Supplementary Examination April 2017** of the college. This appointment is made on the distinct understanding that

- i) You have not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subjects.
- ii) You have not been engaging yourself in private tuitions and/or coaching at private institutions or carrying out similar other work.
- iii) None of your near relatives is appearing in the examination.
- iv) You have 7 years of teaching experience in the subjects related to the examination in a recognised institution.
- v) If you accept this appointment, you are required to submit the question papers set along with the scheme/answer key to the Controller of Examinations prior to the stipulated date, maintain the secrecy and security of the questions set and participate in the Scrutiny board if asked for.

Kindly make sure that the above conditions are true and acceptable to you and send your consent/acceptance of the appointment in the attached format.

Yours sincerely,

Controller of Examinations.

*Note: All communications regarding question paper setting shall be addressed to Dr. Abraham K E, Controller of Examinations, St Berchmans College, Changanassery, Kottayam, Kerala. PIN 686101, Mob: 9447406915.
or Dr. Jomon K V, Additional Controller of Examination, St Berchmans College, Changanassery, Kottayam, Kerala. PIN 686101, Mob: 9447810246.*

CMS COLLEGE KOTTAYAM (AUTONOMOUS)

(Affiliated to Mahatma Gandhi University, Accredited by NAAC at 'A' Grade)

Kottayam 686001, Kerala, India, Tel: 0481 2566002

www.cmscollege.ac.in



Date: 19/11/2016

Prof.Sajish P.R
Baselius College,Kottayam

Dear Sir,

Greetings from CMS College Kottayam (Autonomous) I am glad to inform you that you have been appointed as Question Paper Setter for the **PG EXAMINATIONS JANUARY 2017**. You are requested to prepare **One Question Paper** strictly in conformity with the syllabus.

This offer is made on the distinct understanding that you have no near relatives appearing for the examinations for which you have been appointed as Question Paper Setter. You are requested to furnish the acceptance letter with the address of communication and contact number for further communications.

In case of any inconvenience kindly inform the matter in the number given below and return the materials at the earliest.

Kindly go through the instructions before setting and dispatching the question papers. You are also requested to prepare the **ANSWER KEY** of the question paper. Question papers and answer keys shall be submitted to the email id: controller@cmscollege.ac.in

Last date for submission of question paper is **25th November 2016**.

Yours Sincerely,

Sd/-

Dr. Tomy Mathew

Controller of Examinations -

List of Question Papers & Answer keys to be prepared:

Course code	Title	No. of Sets	Total Weight	Hours
BY21104	ENVIRONMENTAL BIOLOGY	1	30	3 hrs

EXAM CONFIDENTIAL: for any information contact only 9961339584

**OFFICE OF THE CONTROLLER
OF EXAMINATIONS**

Phone : 0481 - 2421437
Mobile : 9207783444
E-mail : controllerassum@gmail.com



ASSUMPTION COLLEGE
CHANGANACHERRY - 686101, KERALA
(Affiliated to Mahatma Gandhi University, Kottayam)

AUTONOMOUS
Reaccredited by NAAC with 'A' Grade

No. AC-CE/QP/PG3/5/2018

16/02/2017

From
The Controller of Examinations

To
Prof Parvathy Mohan
Dept of Commerce
Baselius College
Kottayam

Madam,

Sub : Setting of Question Paper and Preparation of Scheme of Valuation-Request- Reg:-

I am thankful to you for your acceptance of nomination to the panel of Question Paper Setters of this Institution. I hereby appoint you as the Question Paper Setter for the III Semester PG (CSS) Improvement / Supplementay Examination, March 2018. I hope that you will accept this assignment treating it as a very responsible and prestigious duty. I am highly obliged if one question paper and its answer key are provided.

You are requested to go through the instructions before starting the work. The packet containing question papers, answer keys, the duly signed certificate and other enclosures may be sent to this office by speed post / registered post or soft copy of Question paper and its scheme (in .doc/.docx) and other documents to the mail id coeassumption@gmail.com so as to reach the same on or before 26 February 2018. The name and other details of the subject for which the questions are to be set are given below:

1. Programme : M Com (PG-CSS) Programme
2. Course CMP3CT14: Corporate Governance

Yours faithfully

Regina

Controller of Examinations

- Encls :1. Model Question Paper
2. Syllabus
3. Blank Cover
4. Instructions

5. Certificates to be signed by the QP Setter
6. Bill Forms
7. Acceptance letter