



### **Board of Question Paper Setter:**

Question Paper section members as per predefined Question Paper Design matrix following the guided distribution Course Outcomes and assessment weightage as punched on UIMS.

The Examination Department at Chandigarh University has adopted a policy of inhouse development of the question banks along with maintenance of security, applicability, scope coverage. Out of 20% question bank is set by external subject Expert.

### **Board of Examiners:**

- 1.1** The Chairman of the Board of Examiners shall be appointed by the Vice-Chancellor for each Examination (PROGRAM) from among the internal examiners listed in the Panel of Internal Examiners by the COE provided such persons satisfy the following conditions:
  - S/ he shall be Head of the University Department or Head of the concerned Section or Professor
  - S/ he should have put in at least 10 years of full-time teaching experience or as decided by the University from time to time
  - S/ he shall preserve strict confidentiality regarding the work allotted to him and shall not violate the integrity of the examination system.
- 1.2** The Board of Examiners shall be constituted from among the panel of Examiners prepared and submitted by the Board of Studies of the respective Departments for each PROGRAM offered in the Department of Study.
- 1.3** The Board of Examiners shall be appointed by the Vice-Chancellor from the panel of examiners listed by the BoS and shall continue to function for three academic years. A new Board of Examiners shall be constituted for the subsequent period. Except in the case of non-availability of eligible examiners, no person shall be reappointed as examiner in the same board for the same subject/ course.

- 1.4 It shall be the duty of the Heads of the Departments to prepare seniority-wise detailed panels of examiners and place the same before the respective Boards of Studies for approval. The Chairperson shall extend all cooperation in preparing the list of examiners. Only names of such teachers from other Institutions who have a minimum of 5 years of full-time teaching experience shall be included in the panel.
- 1.5 The Question Paper setter must also be a member of the Boards of Examiners. Whenever assigned, it shall be the duty of the member of the Board of Examiners to scrutinize and approve sets of question papers, with necessary translation wherever necessary, and submit the same to the confidential section of the Office of the COE.
- 1.6 The panel of Examiners shall be enrolled for each course of study with the approval of the Board of Studies of each Department.
- 1.7 The Chairman of the Board of Studies shall call for a list of all eligible examiners from various external Colleges/ Institutions/ University departments.
- 1.8 All such eligible list of examiners shall be placed in the respective Board of Studies for enrollment of the eligible examiners into the Panel of Examiners as per the University norms after due approval.

The Board of Examiners shall scrutinize the tabulated marks of the examination before publication of the results objectively and recommend the award of grace marks or apply general moderation if required.

**Invigilators:**

The Invigilators is appointed by the Controller of Examination.