



Dr. Vishwanath Karad

**MIT WORLD PEACE  
UNIVERSITY** | PUNE

TECHNOLOGY, RESEARCH, SOCIAL INNOVATION & PARTNERSHIPS

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

MIT-WPU/Exam/2018-19/076

Date: 13-08-2018

**REVISED NOTIFICATION**

**Sub: Information to all Question paper Setters-Re**

1. The timing for setting the question paper is from **930AM to 430PM** with *No Lunch Break* in between.
2. All the question paper shall be set by the respective teacher. In Case of the Common courses, recommendation for question paper setting for “**the**” teacher should be come from the concerned Deans with the approval of BoS
3. **No** Visiting teachers will be allowed to set the question paper, however, in case BoS has given recommendations only then respective course can be set.
4. **Slots** as given for question paper setting and scheme of valuation, it is expected to adhere to the time.
5. A **Book** will be provided to write the scheme of Valuation for each question paper set.
6. Question paper setting and scheme of valuation have to do in a single day itself.
7. The usage of electronic gadgets like *Pen drives, External Hard Discs and Using the Android/ Smart phones* are completely **BANNED** at the time of preparing question papers and in the premises where question papers were being set.
8. **No** Phones are allowed.
9. **No** Assistance at the time of question paper setting will be given (like typist) as it is individual work, No one is allowed to peep into the other’s work.
10. **No** cross talking with other faculty, who have come to the venue with the same purpose. (Don’t disturb and do not get disturbed).
11. All question papers must have simple English and question paper should be prepared based on *recommended text and reference books* only.
12. An *independent audit* will be made to know about the quality of Question paper, in case it is found poor, an appropriate action shall be taken by the Vice-Chancellor.

**Sd/-**

Controller of Examinations,  
MIT-WPU



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**To,**

**Constituent Deans of the each Faculty of MIT World Peace University, Pune**

**Copy to:**

1. Honorable Vice Chancellor through the Sec. to VC, MIT WPU, For Kind Information
2. The Provost (Engg), MIT WPU, For Kind Information
3. Dean (Academics), MIT WPU
4. Dean (Faculty Affairs), MIT WPU
5. The Registrar, MIT-WPU

**Copy Forwards to:**

6. The Coordinating Deans of MIT-WPU: RDIC/ Students Welfare/ Vigilance/ Physical Education/ Library/Admission
7. The Deputy Controller of Examinations of MIT-WPU
8. The Concerned Case Workers of Examination Department, MIT WPU
9. The Circular file at Dispatch Section at Department of Examinations
10. The Computer Network Centre/ Website/ ERP for the needful support.