No: GCOEA/EC/QP-Mod/2025/918
Date: 21/02/2025

परिपत्रक

विषय :- शैक्षणिक वर्ष २०२४-२५ पासुन अंतिम परीक्षांच्या प्रश्नपत्रिकांचे Moderation करणेच्या कार्यपध्दतीबाबत..

संदर्भ :- १) परीक्षा समिती ४० व्या बैठकीचे इतीवृत GCoEA/EC-Meeting/२०२३/१७१३ दिनांक ०४/०५/२३

२) Minutes of meeting of APEC:GCoEA/APEC Meeting २०२४/४७ दिनांक ३०/०१/२०२४

३) समिती अहवाल GCoEA/EC/QP-mod/२०२४/१११ दिनांक ११/०३/२०४

४) Minutes of ४९ meeting of Academic Consil Date ०२/०६/२०२४

५) परीपत्रक GCoEA/Exam/QM/४१०९ दिनांक ३०/०८/२०२४

उपरोक्त विषयान्वये परीक्षा समितीच्या ४० व्या बैठकीत ठरल्याप्रमाणे ESE परीक्षेच्या सर्व प्रश्नपत्रिकांचे Moderation करण्याचे संदर्भ क्र. १ नुसार ठरले आहे. सदर बाबीला दिनांक २३ व २४ डिसेंबर २०२४ रोजी झालेल्या APEC च्या बैठकीत संदर्भ क्र. २ नुसार मंजुरी देण्यात आली होती. त्यानुसार APEC मध्ये ठरल्याप्रमाणे समिती गठीत करून समितीचा अहवाल संदर्भ क्र. ३ नुसार मा. प्राचार्यांना सादर करण्यात आला. सदर अहवालाला ऍकेडीमिक कॉन्सिल मध्ये संदर्भ क्र. ४ नुसार मान्यता देण्यात आली. संदर्भ क्र. ५ नुसार ESE परीक्षेच्या प्रश्नपत्रिकांचे moderation करण्याबाबत परीपत्रक निर्गमित करण्यात आले होते. त्या अनुशंगाने उन्हाळी-२०२५ परीक्षेसाठी खालील कार्यपध्दतीनुसार प्रश्न पत्रिकांचे मॉडरेशन करण्यात यावे.

1. Question paper moderation Process:

- Moderation of the question papers set by internal paper setter should be carried out at the department level.

- Moderation of the question papers set by external paper setter should be carried out at examination cell.

2. Stepwise procedure to carry out ESE question paper moderation

A. For question paper set by internal paper setter (Within the institute)

1. The paper setter will prepare the paper set and then get it moderated from the assigned moderator whose name is already informed to him/her on his/her appointment order as paper setter. The paper setter will make the required changes in the question paper up to the complete satisfaction of the moderator.

2. Moderator should check and insist paper setter to prepare detailed marking scheme for theory type questions. For numerical type question detailed marking scheme with solution / step wise answers should be provided.

3. Once the moderator is satisfied with quality of paper and marking scheme, the paper setter will complete the formalities of sealing the question paper and marking scheme as per the standard procedure of the institute.

4. Paper setter should get the signature of moderator on Packet A, B, C and D along with his/her own signature at the designated place.

5. If the moderator and question paper setter is the same person, then HOD of the respective department will act as moderator.

Moderator should check the question paper for:

- Format of question paper, Name of Institute, Name of Program and specialisation in case of PG course, Semester, name of examination (e.g. Winter-2024, Summer-2025, Summer Term-2025), course code and its title, duration of exam, maximum marks, number of questions: maximum five for 60 marks paper and maximum three for 30 marks paper, internal choice given by paper setter should be mandatorily 30% of maximum marks.

- Course outcome (CO) number (Ex. 1/2/3/4/5) is mentioned for each sub question in respective column.

- Check repetition of questions, format and readability of the figures.

- Ask to replace repetitive questions with new questions.

- Ask to replace the non-readable figures with good quality figures.

- Check and correct the marks allotted per question and sub-question.

- All the topics from the syllabus are covered in the question paper.

- All the questions and sub questions are related to the syllabus.

B. For question paper set by External paper setter (outside the institute)

1. Controller of Examination will hand over the sealed envelope-D of question paper to the Moderation Incharge one day before the day of moderation.

2. Moderation in-charge will hand over the sealed packet of question paper set to moderator.

3. Moderator will open the question paper packet A from packet C, check and correct the question paper for:

   - Format of question paper, Name of Institute, Name of Program and specialisation in case of PG course, Semester, name of examination (e.g. Winter 2024, Summer 2025, Summer Term 2025), course code and its title, duration of exam, maximum marks, number of questions: maximum five for 60 marks paper and maximum three for 30 marks paper, internal choice given by paper setter should be mandatorily 30% of maximum marks.

   - Course outcome (CO) number (Ex. 1/2/3/4/5) is mentioned for each sub question in respective column.

   - Check repetition of questions, format and readability of the figures, while moderating the question paper set to moderator.

   - Replace repetitive questions with new questions from syllabus preferably from same unit/topic.

   - Replace the non-readable figures with good quality figures.

   - Check and correct the marks allotted per question and sub-question.

   - All the topics from the syllabus are covered in the question paper.

   - All the questions and sub questions are related to the syllabus.

4. Moderators will have the rights to change questions which are found to be out of syllabus, if number of such questions to be changed are less than or equal to 18 marks, otherwise the question paper should be rejected and should inform in writing to the moderation in-charge about the rejection of such question paper in the proforma provided by examination cell.

5. If the questions are changed by the moderator, moderator should provide the corrected marking scheme and solution/stepwise answers if numericals are added.

6. All the corrections or changes in question paper are to be made in soft copy by the moderator.

7. Finally, moderator will take a print of corrected / modified question paper and seal it in packet A. Make sure that the password is mentioned on print of corrected / modified question paper.

8. The old question paper and new question paper needs to be sealed in the same packet and signed by the moderator.

9. The soft copy of the question paper should be renamed as per the code written on both packet C for concern paper set.

10. Moderator will hand over the packet C with coding, signed proforma for moderation and password protected renamed soft copy of corrected / modified question paper to moderation in-charge.

11. It is strongly recommended that one moderator should be issued only one set at a time for one course code. Second set should be issued only after successful submission of earlier set by the moderator to Moderation in-charge.

12. Moderation in-charge will then handover all the paper sets for all course codes moderated to the COE on same day.
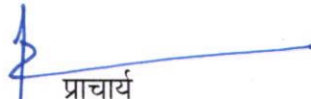
3. Format for moderation of ESE question paper

Refer Annexure 1 (A), (B) attached.

4. Format for last minute check for Question Paper setter

Refer Annexure 2 attached.

तरी वरील कार्यपध्दतीनुसार सर्व अध्यापकांनी उन्हाळी-२५ परीक्षेच्या प्रश्नपत्रिकांचे मॉडरेशन करूनच प्रश्नपत्रिका संच परीक्षा विभागात वेळेत जमा करावेत.

प्राचार्य
शासकीय अभियांत्रिकी महाविद्यालय,
अमरावती

प्रत :- १) परीक्षा नियंत्रक, माहिती व आवश्यक कार्यवाहीसाठी
२) अधिष्ठाता (शैक्षणिक) माहिती व आवश्यक कार्यवाहीसाठी
३) सर्व विभाग प्रमुख, माहिती व आवश्यक कार्यवाहीसाठी

Format for Moderator of ESE Question Paper set by Internal Paper Setter

1	Name of the Moderator:	
2	Department:	
3	Course Code:	
4	Course Name:	

S.N.	Guideline No.	Remarks
1	Name of Institute e.g. Government College of Engineering, Amravati (An Autonomous Institute of Government of Maharashtra)	Found Correct
2	Name of Program with specialisation and semester (e.g. Second Semester M. Tech. (Structural Engineering) Sixth Semester B. Tech. (Civil Engineering)	Found Correct
3	Name of examination (e.g. Winter 2025 / Summer 2025 / Summer Term 2025)	Found Correct
4	Course code and Course name	Found Correct
5	Duration of examination (e.g. 2 hrs. 30 min / 3 hrs)	Found Correct
6	Maximum marks (e.g. 60/30)	Found Correct
7	Instruction number 6 of the paper format is deleted, if not applicable. Additional instruction is added if required.	Yes
8	Check number of questions (Maximum **five** for 60 marks paper and maximum **three** for 30 marks paper)	Found Correct
9	Internal choice given by paper setter Mandatorily 30% of maximum marks.	Found Correct
10	Course outcome (CO) number is mentioned for each sub question in respective column (e.g. 1/2/3/4/5)	Found Correct
11	All topics in the syllabus are covered	Yes
12	All questions are within the scope of syllabus	Yes
13	All necessary corrections are carried out on hard copy and soft copy of the question paper by paper setter	Yes
14	Checked for repetitive questions	Yes
15	Figures are in proper format and readable	Yes
16	Checked the marks allotted per question and sub-question and its total	Yes
17	Corrected copy of question paper and scheme of marking is sealed in presence of moderator in respective envelopes	Yes
18	Signed as moderator on Packets: A, B, C and D	Yes
19	Soft copy is sent to CoE by paper setter	Yes

Paper is accepted for Exam Winter/Summer/Summer Term __

Date: Name & Signature of the Moderator

Format for Moderator of ESE Question Paper set by External Paper Setter

1	Name of the Moderator:	
2	Department:	
3	Course Code:	
4	Course Name:	

Sr.No.	Guideline No.	Remarks (please tick the correct option)
1	Name of Institute e.g. Government College of Engineering, Amravati (An Autonomous Institute of Government of Maharashtra)	Found Correct / Corrected in case of not correct.
2	Name of Program with specialisation and semester (e.g. Second Semester M. Tech. (Structural Engineering) Sixth Semester B. Tech. (Civil Engineering)	Found Correct / Corrected in case of not correct.
3	Name of examination (e.g. Winter 2025 / Summer 2025 / Summer Term 2025)	Found Correct / Corrected in case of not correct.
4	Course code and Course name	Found Correct / Corrected in case of not correct.
5	Duration of examination (e.g. 2 hrs. 30 min / 3 hrs)	Found Correct / Corrected in case of not correct.
6	Maximum marks (e.g. 60)	Found Correct / Corrected in case of not correct.
7	Instruction number 6 of the paper format is deleted, if not applicable. Additional instruction is added if required.	Found Correct / Corrected in case of not correct.
8	Check number of questions (Maximum **five** for 60 marks paper)	Found Correct / Corrected in case of not correct
9	Internal choice given by paper setter Mandatorily 30% of marks.	Found Correct / Corrected in case of not correct
10	Course outcome (CO) number is mentioned for each sub question in respective column (e.g. 1/2/3/4/5)	Found Correct / Corrected in case of not correct
11	All topics in the syllabus are covered	Yes / No / Corrected
12	All questions are within the scope of syllabus	Yes / No / Corrected
13	All necessary corrections are carried out on hard copy and soft copy of the question paper.	Yes / No
14	Repetitive questions are removed / replaced / modified	Yes / No
15	Figures are in proper format and readable	Yes / No
16	Checked the marks allotted per question and sub-question and its total	Yes / No

17	The original copy and duly signed & stamped moderated copy of question paper should be placed in packet 'C'.	Yes / No
18	Signature of Moderator in front of modified question on hard copy.	Yes / No
19	Modified Soft copy is handed over to moderation in-charge if required and is permanently deleted from the computer on which it was edited.	Yes / No /NA
20	Checked the cover and contents of envelope B. Modified scheme of marking is placed in packet B if questions are modified.	Yes / No
21	Signed as moderator on Packets: A, B, C and D	Yes / No

Additional Remarks, if any: Paper is   Accepted / Rejected.

In case of rejection, tick the following reason/reasons
1. All topics in the syllabus are not covered
2. Questions are beyond the scope of syllabus
3. Corrections needed for more than 18 marks.
4. Any other

Date: Name & Signature of the Moderator

Last minute check

1	Name of the paper setter:	
2	Department:	
3	Institute Name:	
4	Course Code:	
5	Course Name:	

Sr. No.	Guideline No.	Remarks
1	Question paper is checked for correctness with reference to Format of question paper, Name of Institute, Name of Program and specialization in case of PG course, Semester, name of examination (e.g. Winter 2024, Summer-2025, Summer Term 2025), course code and its title, duration of exam, maximum marks.	
2	Check number of questions: maximum five for 60 marks paper and maximum three for 30 marks paper, internal choice given by paper setter should be **mandatorily 30% of maximum marks.**	_____ % of internal choice is provided after corrections.
3	Course outcome (CO) number is mentioned for each sub question in respective column	Yes / No
4	All necessary corrections (as suggested by moderator in case of internally set paper) are carried out on hard copy and soft copy of the question paper.	Yes / No
5	Repetitive questions are removed / replaced / modified.	Yes / No
6	Figures are in proper format and readable	Yes / No
7	All topics in the syllabus are covered with uniform weightage	Yes / No
8	All questions are within the scope of syllabus.	Yes / No
9	Confirm envelope A containing hard copy of the question paper is properly sealed and signed by paper setter.	Yes / No
10	Confirm envelope B contains solution cum marking scheme in hard form only & it is properly sealed and signed by paper setter.	Yes / No
11	In case of internally set question paper: Moderation of the question paper is carried out by the designated moderator and his signatures are taken on packet A, B, C and D In case of externally set question paper: paper setter has signed on packet A, B, C and D	Yes / No
12	Whether properly sealed envelope A & B are placed in Envelop C.	Yes / No
13	Soft copy of the question paper is named as per the instructions and sent through email to **coe@gcoea.ac.in** (no other email id is used for sending soft copy of question paper)	Yes / No

Certified that I have carefully checked all the points in the above checklist.

Date: Name & Signature of the paper setter