

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી,  
યુનિવર્સિટી કેમ્પસ, ઉધના - મગદલા રોડ,  
સુરત-૩૯૫૦૦૭

-: પરિપત્ર :-

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી સંલગ્ન કોલેજોના આચાર્યશ્રીઓ /ડિપાર્ટમેન્ટના વડાશ્રીઓને તેમજ યુનિવર્સિટી પરિસરમાં ચાલતા સ્વનિર્ભર અભ્યાસક્રમોના કો-ઓર્ડિનેટરશ્રીઓને જણાવવાનું કે, તા. ૩૦-૧૦-૨૦૨૧ના એકેડેમિક કાઉન્સિલના ઠરાવ ક્રમાંક:૬૫ તથા તા.૦૨-૧૧-૨૦૨૧ની સિન્ડિકેટ ઠરાવ ક્રમાંક:૮૬થી ઠરાવ્યાનુસાર યુનિવર્સિટીના વિવિધ વિભાગો અંતર્ગત ચાલતા પ્રોગ્રામના વિષયો માટે યોજાતી યુનિવર્સિટીની રેગ્યુલર/એક્ઝટર્નલ/ઓનડીમાન્ડ પરીક્ષાઓ માટે Question Bank તેમજ પ્રશ્નપત્રો માટે બાહ્ય (યુનિવર્સિટી સિવાયના) પ્રાશ્નિકોની નિમણુંક અંગેના પ્રસ્તુત SOP ને યથાવત્ સ્વીકારી તે મુજબ જ્યાં એપેક્ષ બોડીના નિયમો લાગુ નથી પડતા તેવા વિભાગો અંતર્ગત ચાલતા પ્રોગ્રામના વિષયો માટે પ્રાશ્નિકોની નિમણુંક કરવા પરીક્ષા વિભાગને (પરીક્ષા નિયામકશ્રીને)કુલપતિશ્રીની મંજૂરીથી કાર્યવાહી કરવા મંજૂરી આપવા અંગેની ભલામણ સિન્ડિકેટને કરવામાં આવે છે. જે તા.૦૨-૧૧-૨૦૨૧ની સિન્ડિકેટ ઠરાવ ક્રમાંક:૮૬થી ઉપરોક્ત ભલામણનો યથાવત સ્વીકાર કરવો. તેમજ પ્રસ્તુત SOP નીચે મુજબ છે.

SOP for MCQ Question Bank formation for the University:

Purpose:

Formation of quality MCQ questions with multiple choices and their answers and involving various scholars / Professors/ Associate Professors/ Assistant Professors and any such level of contributors from V.N.S.G.U. and other prominent University across India and Abroad.

Objective:

- 1) University conduct Examination for various programs / subjects / courses at UG and PG level under various faculties. Basic purpose is to generate a question bank individual subjects as mass level.
- 2) Using the question paper generation software the question paper can be generated by the software by selecting random questions from available Question Bank.
- 3) By involving various expert scholars /Professors/ Associate Professors/ Assistant Professors and any such 1level of contributors' variety of quality questions can be availed.
- 4) It will reduce the load of question paper settings of existing paper setters of different subjects/programs of university department/affiliated colleges.
- 5) The *process* of question paper setting and examination *schedule* will become fast and independent from a specific person.

Plan of Action:

- 1) Inviting applications from all aspirants from VNSGU and other Universities (India and Abroad) as Contributors for question bank contributor/ Paper setting.
- 2) The aspirants will submit their details and willingness to contribute for formation of the question bank using the software link given by the university.

- 3j Approval and appointment will be given to the applicants to accommodate as Paper Setters/Question bank contributors for specific subjects/programs/papers by the Exam Controller of the university based on the recommendation by the Dean of the relevant faculty.
- 4) Allocation of login-id and password to the contributor/paper setters through software.
- 5) Contributor/Paper setters will add questions for the subjects (Unit-wise) allocated along with appropriate choices and correct answer choice using the software.
- 6) Appointment of an Internal reviewer for one or more subjects. Role of the reviewer: (i) The reviewer will review the questions added by the contributor/paper setters and validate them. (Using checkbox available in the software). (ii) Removal of duplication of the questions. (iii) Upgradation of the question bank and addition of questions as per requirement.
- 7) Based on the validated questions by the reviewer, the contributor/paper setter will be entitled for the remuneration @ Rs.18/- per question (Including question, four choices and correct answer). The reviewer will be entitled for Rs.5/- per question for validation and upgradation of the question bank.
- 8) The Question bank software will generate a list of statement that include name of contributor/paper setter, total valid questions accepted for the question bank, their bank details and total amount payable. The statement will be signed and authenticated by the exam controller and submit to the account section at end of the month. The account statement will release the remuneration and transfer the remuneration to the beneficiary's account by RTGS/IMPS/NEFT during first week of every month for the statement of the previous month. The payment information and statement will be intimated to the contributor/paper setter by email.
- 9) The question bank database will be securely maintained by the Software provider and only Vice Chancellor/exam controller/authorized by the Vice Chancellor will be able to administer it.

**Qualification to become Question Bank Contributor/Paper-Setter:**

- 1) The invitee contributor: Professors/ Associate Professors/ Assistant Professors / Retired academicians/ any such level of contributors/research scion!ars from any Indian/ Foreign universities or prominent academic institutions or recognized research institutions or autonomous institutions.
- 2) The invitee contributor must possess sum master's level of degree in relevant subject having minimum 3 years of experience in field of academics/research/relevant field.
- 3) Invitation by the university to the invitee contributors will be for specific subject or subjects or paper or specific unit of the subject syllabus.
- 4) Any other academics/research/relevant field recommended by the Vice Chancellor/University Department heads/ Dean of the faculty / Subject chairman.

ક્રમાંક:પરીક્ષા/એ /૨૨૦૧૮/૨૦૨૧

સુરત. તા. ૧૧-૧૧-૨૦૨૧

પ્રતિ,

(1) યુનિવર્સિટી સંલગ્ન તમામ કોલેજના આચાર્યશ્રીઓ/અનુસ્નાતક વિભાગના વડાશ્રીઓ / કો-ઓર્ડિનેટરશ્રીઓ તરફ જાણ સારુ.

(૨) તમામ ફેકલ્ટી, પરીક્ષા વિભાગ, વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી, સુરત.

  
ઈ.ચા. કુલસચિવ