

20/07/2026

Guidelines to Prepare and Scrutinize the Question Bank

1. Separate formats are available for **2019, 2024** KTU schemes and Autonomous Schemes (2025 and 2026)
2. Minimum **THREE OPTIONAL** questions must be available in the bank against each question number in the question paper. If more optional questions are needed, add sufficient number of rows in the format.
3. All the optional questions under the same question number must be of the **same CO, Difficulty Level and Bloom's Level**. However, the optional questions must be **DISTINCT** even though the topics, CO, difficulty level and bloom's level are the same.
4. If the optional questions under different question numbers are of same type (Difficulty Level, CO, Bloom's Level), there is every chance that the software pick the optional questions irrespective of the question numbers assigned by the course faculty.
5. The **Bloom's Level** specified in the question bank by the Course Faculty must be in accordance with the **type of question** prepared. Any **mismatch** in Bloom's Level will lead to **rejection** of that particular optional question. Course Faculty will be required to rectify the mismatch in consultation with the Scrutinizer and HoD on an **urgent basis**.
6. As per the **NBA requirement**, all the syllabus-based **COs** must be evaluated through the **three Continuous Evaluation Tests** with more or less **equal weightage**. To ensure this, course faculty **MAY** follow the **CO Coverage Guidelines** circulated while preparing the question bank for better CO evaluation.
7. The **difficulty level** of the questions can be with the following approximate mark distribution.

Easy – 30%

Medium – 40%

Hard – 30%

8. **Courses** offered in **multiple classes or branches** must have a **course coordinator**. Since ET Lab is accepting the question bank with respect to course code only, **only one question bank** can be created. Therefore, there should be **uniformity in syllabus coverage** to have a **single Question Paper** for all the classes or branches. Course coordinators are requested to ensure this.
9. Course Faculty should **upload** the questions through ET Lab Software on or before the **stipulated date** of scrutiny process. Also, the duly signed hardcopy of question bank prepared need to be handed over to the scrutinizer.

10. Course Faculty should prepare the **Question Paper Quality Index Form** and hand over the same to the scrutinizer.

11. Scrutinizer can verify the **uploaded question bank** in accordance with the hardcopy submitted as per the scrutiny schedule. If the course faculty fails to submit, kindly report the same to the Department Exam Cell Member. Scrutinizer should check for

1. **Uniformity of CO coverage** (more or less equal weightage as per the recommended CO coverage guidelines).

2. Availability of optional questions with **maximum Bloom's level** assigned if a CO is covered 100%.

3. **Adherence to the Bloom's level and Difficulty level** specified.

4. **Minimum three optional questions** under each question number.

5. **Quality of figures, tables, equations**, must be of sufficient standard to have better clarity while printing.

6. Availability of class hours for **portion coverage** as planned.

12. **Two sets of question papers** will be generated by the Department Exam Cell Member along with the Scrutinizer by being available in the **Exam Cell** as per the schedule given. Scrutinizer should handover the duly signed hardcopies of question bank and Question Paper Quality Index Form to the Department Exam Cell Member to complete the process. **Multiple copies may be retained with Course Faculty to keep in Course Files or Department Files.** The assigned department exam cell members are given below.

13. The **quality of optional questions and uniform CO coverage** is entrusted with **responsibility of Course Faculty and Scrutinizer.**

14. It is recommended to include questions from **GATE** in the question bank against any one of the question numbers, either in PART A or B.

Controller of Examinations