Standard Operating Procedure (SOP) For Preparation Of Model Answer Book

There has been several complaints from students & student association regarding under valuation /over valuation of their answers for the exams in many subjects. With this background its bare necessity to create model answer book for every question paper of winter 2025 exams. This would bring transparency in valuation & satisfaction of student fraternity.This would also create standard tool for award of marks to students & lead to lessen dissatisfaction amongst students. It is essential to arrange for proper assessment of performance of candidates at the examination.

Hence following method should be adopted by every university teacher & evaluate using model answer book.

SOP For Preparation Of Model Answer Book

1. It is mandatory for all paper setters to prepare model answer book for every question paper& handover to Assistant Registrar (confidential) Gondwana University
2. The AR conf. will post model answer book on Gondwana University website under head of model answer book(Winter 2025 examination) so that every stake holder can review it.
3. Every valuer will valuate the answer book according to model answer book
    - The format of model answer book will be as under

		(Level/CO)	Marks
GONDWANA UNIVERSITY, GADCHIROLI			
Winter Examination – 2025			
Course: Faculty : Semester :			
Major/ Minor/AEC/SEC/Core /Elective : Subject Code:			
Name of subject			
Max Marks: Date: Duration: Hrs			
Instructions to the Students: 1. *All the questions are compulsory.* 2. *The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question.* 3. *Use of non-programmable scientific calculators is allowed.* 4. *Assume suitable data wherever necessary and mention it clearly.*			
Q. 1			
A) Numerical Solution if any : ____ marks (Please distribute marks according to steps to arrive at final numerical value) Sketch if any : ____ marks Explanation : Mention no. of points & their description : (Please distribute marks according to points) ____ marks Description : Mention no. of points & their description: (Please distribute marks according to points) ____ marks			
B) Numerical Solution if any : ____ marks (Please distribute marks according to steps to arrive at final numerical value) Sketch if any : ____ marks			

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		Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks		
		Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks		
	C)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)		
		Sketch if any : _____ marks		
		Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks		
		Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks		
Q.2		Solve Any Two of the following.		
	A)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)		
		Sketch if any : _____ marks		
		Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks		
		Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks		
	B)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)		
		Sketch if any : _____ marks		
		Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks		
		Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks		
	C)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)		
		Sketch if any : _____ marks		
		Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks		
		Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks		
Q. 3		Solve Any Two of the following.		
	A)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)		

	Sketch if any : _____ marks	
	Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks	
	Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks	
B)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)	
	Sketch if any : _____ marks	
	Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks	
	Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks	
C)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)	
	Sketch if any : _____ marks	
	Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks	
	Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks	
Q.4	**Solve Any Two of the following.**	
A)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)	
	Sketch if any : _____ marks	
	Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks	
	Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks	
B)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)	
	Sketch if any : _____ marks	
	Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks	
	Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks	
C)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)	
	Sketch if any : _____ marks	

	Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks	
	Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks	
Q. 5	**Solve Any Two of the following.**	
A)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)	
	Sketch if any : _____ marks	
	Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks	
	Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks	
B)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)	
	Sketch if any : _____ marks	
	Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks	
	Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks	
C)	Numerical Solution if any : _____ marks (Please distribute marks according to steps to arrive at final numerical value)	
	Sketch if any : _____ marks	
	Explanation : Mention no. of points & their description : (Please distribute marks according to points) _____ marks	
	Description : Mention no. of points & their description: (Please distribute marks according to points) _____ marks	

The above SOP & model answer book is approved for adaption for winter 2025 exams evaluation.

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Board of Examination & Evaluation

Gondwana University, Gadchiroli

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