

General Guidelines

- Rights to Faculty for Question Bank Entry:
HOD LOGIN- ACADEMIC- CO-ORDINATOR ENTRY- ASSIGN SUBJECT COORDINATOR
QUESTION BANK ENTRY (MEET and COORDINATE WITH ALL CONCERN SUBJECT FACULTIES)

- **Prepare Question Bank in MS Word file**

- Page Left –Right Margin: No Margin /Narrow Margin
- Font Type: Times New Roman
- Font Size: 12
- Line Spacing (1.0) default as per word file
- Common option sequence for all MCQ i.e. a), b), c), d)
- Ignore/remove/correct highlight, grammar/spelling error in word so it will not show in screen shot
- For Gujarati Use Google Input Tools/Shruti Font Copy Paste if not proper found than take screen shot for the same and copy-paste.

-Minimum Question required: 10 questions for each marks/question type for every Module/Unit

Guideline for Online Entry

- SUBJECT COORDINATOR LOGIN- ACADMIC FILE/CO Mapping-
QUESTION BANK ENTRY

-SELECT MARKS/Question Type- SELECT LEVEL & BLOOM's- SELECT MODULE/TOPIC-
ASSIGN CO- ENTER QUESTION (write/copy in text box) (text is compulsory)

(Note: Copy Image by taking screen shot if there is any special formula/image in question)

-ENTER MODEL ANSWER IN DETAILS (write/copy in text box orpaste image/screenshot
(For diploma Gujarati Answer is optional if not possible to enter)

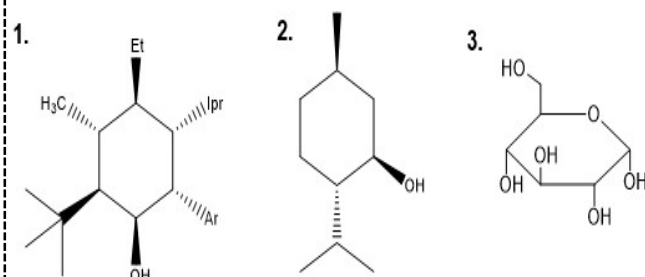
- **If there are both text/instruction in question and image then TEXT/INSTRCUTION should be write/copy only, screen shot should be paste only for image/special formula only.**
- Do not copy Question number/Question sub like a),b),i),ii) etc.. /Marks
- If copy paste doesn't work than please check your browser has "JAVA SCRIPT" enable or not. Make it enable.

Guideline for screenshot of image/special formula only in question(if copy-paste doesn't work)

- Zoom Level at the time of taking screenshot: 100 %
- Do not take screenshot with Question number /Question sub like a),b),i),ii) etc.. /Marks
- Take cut to cut Screenshot with no spacing at Left, Top and bottom.
- Ignore/remove/correct highlight, grammar/spelling error in word so it will not show in screen shot
- Software for screen shot: LIGHTSHOT : <https://app.prtscr.com/en/download.html>

Proper Method

Below mention compound converted to chair form with proper stereochemistry.



type/copy text for instructions/description texts

screen shot should be paste only for image/special formula only (if direct copy/paste not working)