



Ref No: 1335/F-27/ME

Date: 20/03/2024

GUIDELINES FOR QUESTION PAPER

Dear Colleagues

The following guidelines are forwarded by the Undersigned, for keeping Question Paper, confidential, as much as possible.

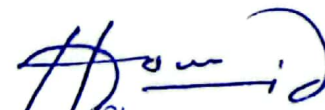
1. The Course Instructor will prepare Question Paper in his/her course(s) himself/herself in absence of others.
2. After finalizing the Question Paper and before getting its print out, he/she will meet with the relevant Committee Head to check quality of the Question Paper.
3. It will be the Committee Head (not Member of the Committee) to check quality of the Question Paper and also provide comments, if any.
4. The Course Instructor will not leave Question Paper in the Office of the Committee Head. He/she will have to decide time with the relevant Committee Head to check quality of the Question Paper in his/her presence and also provide comments, if any, on spot.
5. The Course Instructor and Committee Head will sign Quality Audit form. The form will be placed in the relevant Course folder.
6. The Course Instructor after incorporating comments of the Committee Head (if any) will get a final print out and seal the Question Paper in an envelope carrying his/her signature at the top of envelope seal.
7. The Course Instructor will submit the sealed Question Paper to Semester Coordinator on/or before the deadline announced for submission of Question Papers.
8. Semester Coordinator will forward the sealed Question Papers to the Controller of Examinations, officially, with a reference/diary number and date.

The guidelines are forwarded for your kind information and necessary action please.

Thanking you for your cooperation.

Copy to:

1. The Dean, FMCIE
2. Office file


Chairman
Dep. of Mechanical Engineering
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