Ref	SOP Exam- PG Office KOM
Ver.	03
Date	26 Aug 2024

PREPARATION OF EXAMINATION FOR MASTER OF MEDICAL SCIENCE (MIXED MODE)

Responsibility **Timeline Preparation of Exam Questions** 6 weeks prior Respective unit to prepare the exam Respective Unit to the exam questions **Vetting of Exam Questions** Respective Unit Respective department to vet the questions **Submission of Exam Questions** Respective Unit Exam questions that have been vetted and 2 weeks prior formatted need to be submitted in soft and hard Postgraduate Office to the exam copy form to the Postgraduate Office **Checking of Exam Questions** Deputy Dean, Postgraduate COMPLETE No & APPROVED Respective Unit & Submission of the approved questions to the **Examination Unit Examination Unit for printing** Printing of the exam questions to be done by the **Examination Unit Examination Unit** Question papers will be kept in the Strong Room at the Examination Unit. **Examination Unit** This must be verified by the respective Department department