

Standard Operating Procedures
External Examiners

Sr. No	Event	Responsibility
1.	Preparation of Internal & External Examiner list (3 months prior to exam)	Head of Department
2.	Examiner list provided to DME	Head of Department
3.	Dispatch to NUMS	Asst Controller Examiner NUMS
4.	Nomination of Externals	NUMS
5.	Info to Department of Medical Education	Asst Controller Examiner NUMS
6.	Info to Head of Department	DME
7.	Info to QCD Administration	Head of Department/ DME
8.	Nomination of Focal person by each Dept	Head of Department
9.	<p><u>Administrative Requirement to be Ensured (3 days prior to exam date)</u></p> <ul style="list-style-type: none"> • Accommodation Requirement • Details for Cantt entry (Car No, Name, Vehicle registration, Driver details, CNIC) • Driver accommodation requirement. • Time and date of arrival. • Pick and drop service from bus stop (if required). • No of members for tea break (all exam days) • No of members for lunch (last exam day) 	<p>Head of Department Focal Person Dy Dir Coord Manager HR</p>
10.	<p><u>During Exams</u></p> <ul style="list-style-type: none"> • Meet Principal and Vice Principal. (1st Day) 	Head of Department
11.	Tea break at 1100 hrs	Adm
12.	Lunch and presentation of souvenirs/ gift	Adm
13.	Disbursement of honorarium	Adm/finance/HOD

Comdt/Dean
Brig. Muzammil Jamil Ahmed Rana
__Oct2024