

**END SEMESTER QUESTION PAPER SUBMISSION - CHECKLIST**

1.	Is the recent template given in the COE portal used for setting the QP?	Yes	No
2.	Is the Course Code and Course Title correctly mentioned?	Yes	No
3.	Is the CO (Course Outcome), BL (Bloom's Level) and M(Marks Allotted) column filled for each Question?	Yes	No
4.	Is the TimesNew Roman Font Size-12 used for all the questions?	Yes	No
5.	Is the subdivision number [Eg. 17. a] removed, if no subdivision is used in the question (a should be removed)	Yes	No
6.	Are the extra row(s) removed if no subdivision is asked in the Descriptive Question part.	Yes	No
7.	Whether all the required data is given for the analytical questions?	Yes	No
8.	Is the figure(s) / equation(s) clear and printable?	Yes	No
9.	Is the Question paper free from Spelling mistakes?	Yes	No
10.	Is the sentence framing of each question clear and understandable?	Yes	No
11.	Whether each question ends with appropriate punctuation . (Ex. Define, Explain, Elaborate, Classify, Write, State, Verify, etc should end with fullstop (.), What, When, etc should end with ?)	Yes	No
12.	Is the Course Outcomes table filled appropriately?	Yes	No
13.	Is the Assessment Pattern table filled correctly?	Yes	No