



ರಾಜೀವ್ ಗಾಂಧಿ ಆರೋಗ್ಯ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು
Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

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02/12/2015

NOTIFICATION

Sub: Procedure for Digital Valuation, Retotalling and Photocopying
Ref: Decision of Syndicate in its 115th meeting held on 20/08/2015

In exercise of the powers conferred under section 35 (2) of RGUHS Act, 1994, and in supersession of earlier notifications, the Syndicate has approved the procedure of Digital Valuation, Retotalling & Photocopying and notify the same as shown in annexure appended herewith.

This notification shall come into force with immediate effect.

By Order,


REGISTRAR

To
All Affiliated Colleges of RGUHS

Copy to:

1. PA to Vice-Chancellor / PA to Registrar / PA to Registrar (Eva) / PA to F.O.
2. Office copy/ Guard file.

Procedure for Digital Evaluation, Retotalling & Photocopying

1. The process of digital evaluation shall be as follows

1. Cutting & Scanning:

- Adequate care should be taken while cutting the answer script without damaging the written portion. All the pages without missing any should be scanned & stapled
- Scanning to be completed within stipulated time with adequate manpower.
- The soft ware to have image rotating options for correction of inverted scanned images of answer script by the evaluator themselves
- Mirror image/ back up of the scanned answer scripts to be stored in the server of RGUHS apart from the one which is used for the evaluation.
- Stalking software provision to be made available for retrieval of scanned answer scripts.

2. Fragmentation of QP Codes and publishing – this shall be as per the needs of the software utilised for the digital evaluation, however the following may be the general requirement

- Necessary checks to establish the question paper displayed and answer scripts match
- Ensure the maximum marks provided in the QP is maintained in the fragmentation
- Republishing of rejected answer scripts should be done as early as possible with concurrence of designated university official for the purpose
- Provision for the not answered (NA) to be enabled for questions not answered and the same shall not be counted as zero and it shall not affect the totalling procedure
- Provision to be made to scrutinize NA mismatch between different level of evaluation

3. Application Software utilised for the evaluation needs to be user friendly

- Answer Scripts which will have to be evaluated for the third time shall be based on the more than or equal to 15% difference between the first and second valuation. The 15% deviation should be calculated with actual marks and later it may be rounded off. For e.g.

Marks	15% deviation	Cut off value
100	15	14.5
80	12	11.5
75	11.25	10.5
50	7.5	7.5

Similar procedure may be adopted for the other papers carrying different maximum marks

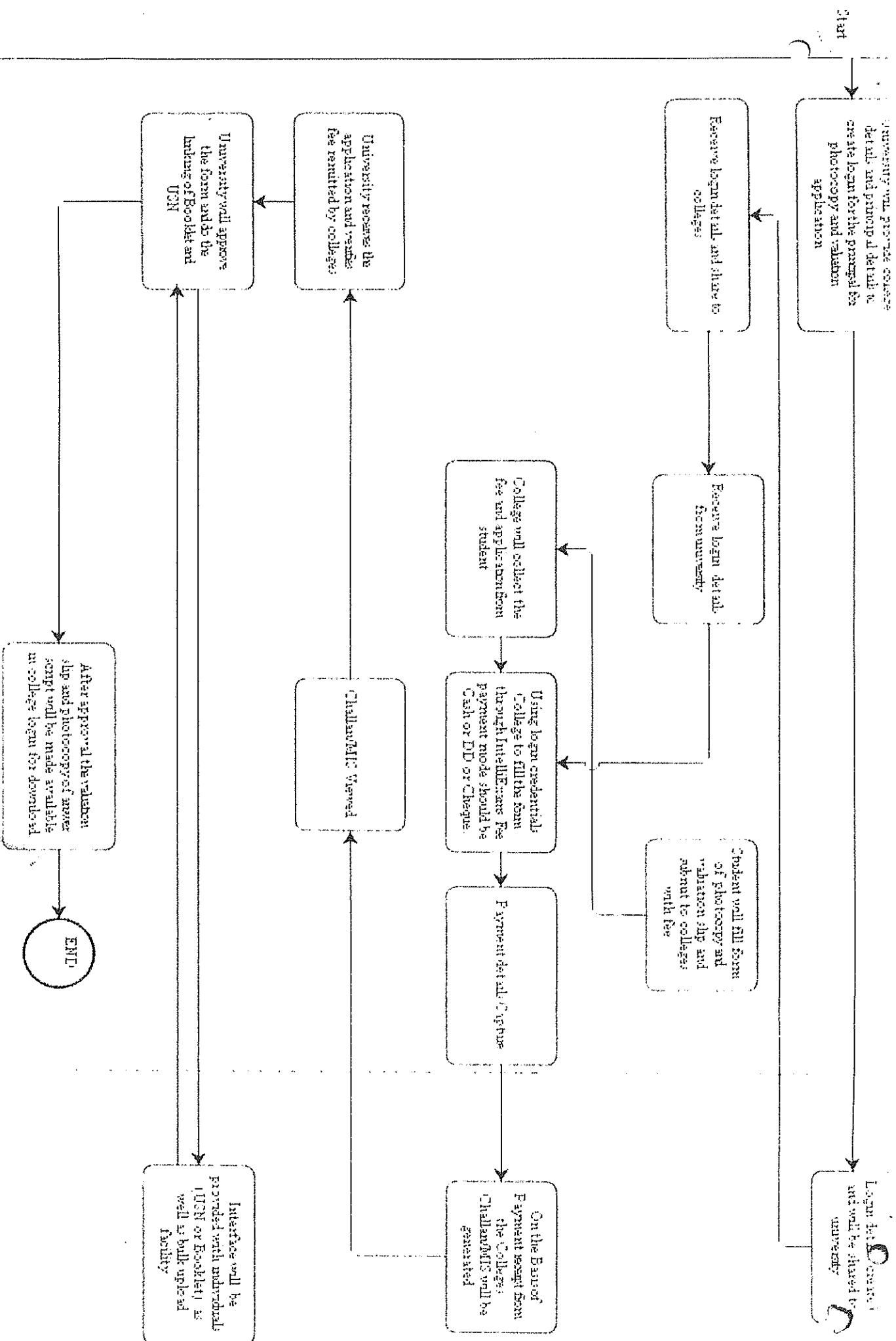
- User ID & password to be created for all valuator in the panel provided by RGUHS and any valuator whose name is not present in the panel given by the RGUHS shall not be allowed to evaluate
- Maximum limit of 400 valuations per evaluator
- Follow up of the evaluation should be done by the officers of the evaluation Section
- Mirror image/ Back up of the marks allotted by the evaluators should be stored in the server to be provided by RGUHS
- Output of marks data shall be provided in the format required by the university

4. provision for soft copy of answer script and digital valuation slips carrying individual question wise allotted marks

- Provision should be made for a homepage to capture the request for soft copy of answer scripts/ valuation slips to principal/Head of the Institutions.
- The details of the student, email ID of the institution, subjects for which softcopy required should be submitted to registrar for provision of barcodes of answer scripts of those subjects.
- Once the barcodes are received from the university officials, provision should be made for downloading of soft copy of answer script and digital valuation slips in PDF format to the principal/ or email to the Principal or Head of the Institution
- Once the student details are captured provision to be made to integrate the same with payment gateway . flow diagram is enclosed herewith for approval- enclosed
- The concept of retotalling does not arise because it is digitalised totalling. Hence retotalling may be removed along with the fees and the nomenclature be changed to provision of soft copy of answer scripts and valued slips.
- The fee for provision of both softcopy of valuer slips and answer scripts may be 1500/- per QP code

5. Security concerns

- Proper Fire wall to be placed
- Server to be placed before fire wall installation
- Server to be placed within the premises of the university with restricted access and designated person needs to be present all the time during valuation hour.
- All log in and log out details of the evaluators/ admin along with Mac-ID, Local IP, Public IP & time statistics should be captured and sent every day to the mail ID – registrar_evaluation@yahoo.co.in with a self marked copy
- Mirroring/back up of all the valuation data needs to be ensured in the server of RGUHS on the specifications to be provided by the vendor
- Unnecessary use of mobile phones, photographs chatting and other activities on phone or internet should be strictly prohibited during evaluation
- The cutting and scanning manpower should not bring any bag inside the scanning section and should undergo frisking procedure at the entrance of the scanning section.
- If manpower is outsourced then such personnel Entry, exit timings and purpose of all personnel from the vendor should be entered in the register provided by the security. They should not discuss anything related to cutting and scanning with anybody



Start

University will provide course details and principal fee create login for the principal fee photocopy and valuation application

Login to be generated and will be shared to university

College will generate login details and share to colleges

College will generate login details from university

Student will fill form of photocopy and valuation slip and submit to colleges with fee

College will collect the fee and application from student

Using login credentials College to fill the form through Intellicare Fee payment mode should be Cash or DD or Cheque

Payment details of uprise Challan/MIS will be generated

On the Basis of Payment receipt from the College, Challan/MIS will be generated

University will approve the application and send fee remitted by colleges

Challan/MIS Viewed

University will approve the form and do the linking of Booklet and UTM

Interface will be provided with individual UTM or Booklet as well as bulk upload facility

After approval the valuation script will be made available in college login for download

END