



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

4th T Block, Jayanagar, Bangalore - 560 041

No. RGU/AUTH/Senate-Election/239/2017-18

Date. 10/07/2018

### **CIRCULAR**

Sub: Preparation / Maintenance of Electoral Rolls as on 01/01/2018;  
(i) Constituency of professors (ii) Teachers other than professors

Ref: RGUHS Circulars of Even No. dated 09.05.2018 & 13.06.2018

\* \* \*

In continuation of the circular dated 13.06.2018 extending the date for uploading the Teachers Database till 13.07.2018, it is hereby informed that the following measures are being taken by the RGUHS to enable corrections/modifications to the Teachers Database already uploaded and also to assist the institutions which were not able to upload the information due to technical reasons : -

- The Medical and Dental Colleges have entered the Database during March/April-2018, to enable any changes which has taken place during the intervening period like promotion, retirement, new recruitment etc., edit option is being provided across all the fields to make corrections if any and re-submit during the three days from 11.07.2018 to 13.07.2018.
- To enable those colleges which have not uploaded the Teachers Database due to some technical reason, five computer systems (with computer operators) have been installed at the University to upload the information personally during the above period.

Further, the following points have been observed which needs to be corrected : -

- 1) Same PAN number is entered for more than one person which is not permissible. Necessary corrections to be incorporated.
- 2) Institutions like KIDWAI and Jayadeva Institute of Cardiology have uploaded the Teachers Database under "Allied Health Sciences" and the data includes the particulars of teaching staff of Medical courses also. These institutions should bifurcate the faculties based on the courses and upload the data accordingly.
- 3) Some of the colleges have not entered the constituency- Professor/Teachers other than Professor which needs to be done.
- 4) Some of the Medical Colleges have uploaded the data of teachers working in Nursing colleges and other Allied Health Sciences course under Medical faculty. The data has to be bifurcated faculty-wise and uploaded.

In respect of following cases action needs to be taken as indicated :-

- 1) In case of teachers who were transferred to non-functional colleges which are not listed, the parent institution should upload the Database of such teachers.
- 2) In case of teachers who have shifted the colleges, the data should be shifted from old colleges to the new one. This will be done at the University level on request, based on the proof of resignation from old college and appointment order/joining report in the new college.

The entire process of uploading the data, corrections, changes has to be completed positively before 13.07.2018 and no further extension shall be given.

After 15.07.2018, the list of teachers as uploaded shall be sent to the colleges online for verification by the Principal and the Principals of the colleges should resubmit the same with the certificate as to the correctness of list before 17.07.2018 through online. Certified hard copy of the list should be submitted to the University by 19.07.2018.

  
**REGISTRAR**  
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To  
The Director/Dean/Principals of all colleges affiliated to RGUHS

**Copy to :-**

1. Secretary to Governor, Governor's Secretariat, Rajbhavan Bangalore- 560001
2. Principal Secretary to Government, Health and Family Welfare Department
3. (Medical Education), Vikasa Soudha Bangalore 560 001
4. The Deputy/Assistant Registrars, Regional Centre, Belgaum/Gulbarga
5. PA to Vice Chancellor/Registrar/Registrar(Evaluation)/Finance Officer
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