



# Rajiv Gandhi University of Health Sciences, Karnataka

## 4<sup>th</sup> 'T' Block, Jayanagar, Bangalore - 560 041

Auth/RT-PC/222/2012-13

18/08/2012

## NOTIFICATION

Sub: **Revised procedure for re-totaling(RT)/Photo-copy(PC) of answer-book**

- Ref :
1. RGUHS Notification No. UA/ORD-3/1999-2000 dated: 31/08/1999
  2. RGUHS notification no. UA/ORD-3/1999-2000, dated:22/03/2002
  3. RGUHS Notification No. AUTH-RIA/PHOTOCOPY Ans-Scpt./49/2007-2008, dated: 21/01/2008
  4. RGUHS Notification No. AUTH/91 SYN/59/2010-1 dated 18/11/2010
  5. Minutes of the meeting of the Academic Council held on 08.06.2012
  6. Minutes of the meeting of the 99th Syndicate Meeting held on 11.06.2012

In exercise of the powers conferred under section 35 (1) of RGUHS Act, 1994 and in supersession of the earlier Notifications/Circulars/Orders and Ordinances published governing Re-totaling/photocopy of Answer book, the Syndicate of RGUHS in its 99<sup>th</sup> meeting held on 11/06/2012 is pleased to notify the revised procedure for re-totaling(RT)/Photo-copy(PC) of Answer Book.

### I. TITLE & COMMENCEMENT, APPLICATION AND EFFECT:

- i. This Ordinance may be called "**Ordinance Governing Revised Procedure for Re-totaling/Photocopy of Answer Books**".
- ii. This Ordinance shall come into force with effect from the examination conducted on or after **15/06/2012**.
- iii. This Ordinance shall apply to only theory papers of all under graduate and post graduate University conducted theory examinations and is not applicable for viva/clinical/practical examinations. This Ordinance is not applicable to Ph.D, Super Specialty and Fellowship programme examinations.

## II. PROCEDURE:

- 1) Students need to apply for Re-totalling (RT) / Photo-copy (PC) of answer book or both within 10 days from the date of publication of result on internet, through concerned colleges.
- 2) Students need to enclose the marks card statement obtained from the internet for this purpose.
- 3) Students can apply in person at university for RT / PC / both in exceptional cases and on approval from Registrar (Evaluation) subjected to the RT applying conditions.
- 4) Colleges shall send separate covering letter giving details of the students who have applied for RT / PC / both along with subject particulars, schemewise, batchwise and yearwise.
- 5) Computer Section of examination wing shall be responsible for scrutinizing and processing the data sent by the colleges. (In due course, RT / PC / both registration shall be made online)
- 6) The data entered in the computer section shall be sent to RT scanning section, (presently outsourced to external agency) for further processing as indicated below.
  - a) In RT scanning section, valuation slips shall be scanned as and when the same is received from the OMR section.
  - b) RT registration details received from computer section shall be uploaded into the RT system. Re-totaling shall be done in a private local area network.
  - c) The valuation slips are displayed on the screen and the marks displayed shall be re-entered by the designated operator. Apart from the marks, Not Answered (NA) and Extra Answered (EA) shall also be updated as indicated in the valuation slip
  - d) In case, where for a given question, one examiner has marked "NA" and another has given marks, then the marks awarded by one examiner shall be posted against "NA" and new total marks is to be arrived. In case for a given question, if there are more than one marks, then the highest of these marks shall be awarded against "NA". (For example, say question no. 9, first examiner has given 5 marks, second examiner has marked the question as "NA" and third examiner has given 2 marks, then 5 marks is to be assumed for question no. 9 in valuation no. 2 and new total is to be arrived for valuation 2).
- 7) Re-totaling marks after the above process shall be directly uploaded from RT Scanning Section into the result computation computer system and revised result shall be computed.

- 8) Details of "Result Changed" shall be then passed onto Scanning section to facilitate printing of related valuation slips for further verification by Registrar (Evaluation)
- 9) Details of "Result Changed" due to NA mismatch shall be provided to the "Coding Section" to facilitate to get the answer books from the colleges.
- 10) Answer books of those students who had failed earlier but are passing after re-computation where there is mismatch in answering of questions (Not Answered vs. Answered) shall be obtained from colleges and submitted to Registrar (Evaluation) for further verification and authorization along with copy of valuation slips. Only cases having both "Marks" and "Not answered" for the same question shall be considered for such scrutiny.
- 11) In case of "Change in Marks", and if the result status is changing after re-computation (i.e., from pass to fail or fail to pass), then copy of such valuation slips shall be scrutinized and authenticated by the Signature of Registrar (Evaluation).
- 12) The "Result Status Changed" report shall be scrutinized and approved by Registrar (Evaluation) after satisfying the correctness of all relevant documents. Changes if any are then updated in the result computation system and final RT result shall be generated.
- 13) The "Result Status Changed" report along with the final RT result then shall be submitted to Vice-Chancellor for final approval
- 14) Copies of supporting documents including copy of valuation slips where the status of result changes from "Fail" to "Pass" or vice-versa shall be maintained at the office of Registrar (Evaluation) till the commencement of next examination or for six months, whichever is earlier.
- 15) After computation of RT result, the computer section shall provide packet details to coding section to enable the coding section to issue copies of valuation slips or photo copy of the answer book or both to the students as per their application
- 16) Computer section shall maintain the "Final RT" report as well as the "Result status changed" report for future reference
- 17) Students who apply for "**Re-totaling only**" shall be provided with the valuation slips.
- 18) Students who apply for "**Photo Copy only**" shall be provided a copy of answer book. Subsequently, no claim for valuation slips / re-totaling / verification shall be accepted / entertained

- 19) Students who apply both for “**Re-totaling and Photo Copy**” of answer book shall be provided both with the copy of the answer book as well as with valuation slips
- 20) In case of discrepancy found in the valuation slips, such students can approach Registrar (Evaluation) within seven days after receiving the valuation slips. If required, the Registrar (Evaluation) at his discretion can order for further scrutiny, and the correction of results be effected with the approval of the Vice-Chancellor.

This ordinance shall come into force with immediate effect.

By Order,  
Sd/-  
**(Dr. D.Premkumar)**  
**REGISTRAR**

**To**

The Registrar(Evaluation), RGUHS, Bangalore

**Copy to:**

1. The Secretary to Governor, Governor’s Secretariat, Raj Bhavan, Bangalore–560 001
2. The Secretary to Government, Health & Family Welfare Department (Medical Education), Vikasa Soudha, Bangalore – 560 001
3. The Director, Department of Medical Education, Anand Rao Circle, Bangalore – 560 009
4. PA to Vice-Chancellor / Registrar / Registrar (Eva.) / Finance Officer/All Officers of the University
5. The Home Page of RGUHS Website –  
<http://www.rguhs.ac.in/> Authority section/ Fellowship.html
6. Guard File / Office Copy