



**Dr. M.K. Ramesh**

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Registrar (Evaluation)

Ph: 080-26961930 / Fax: 26961931

RGUHS/Reg(E)/D.V Nursing & BPT/39/2017

Date: 24.04.2017

## **Circular**

This is to inform that, the Digital Valuation for UG/PG Nursing and Physiotherapy (examination of April-2017) will start from 24.04.2017. The list of theory evaluation centres and tagged colleges, which is announced in the month of September-2016, will be continued for April-2017 examination also. All empanelled teaching faculty are instructed that, as per the Syndicate decision valuation work is mandatory and declining the same without legitimate reason would attract cancellation of guideship and examinership.

### **The evaluators are instructed to follow the below mentioned guidelines for digital evaluation:**

1. Evaluators must carry Identity card issued by the college authorities along with the letter from the Principal at the evaluation centre.
2. One chief co-ordinator to be appointed by the college, who would be responsible for sharing the details of the evaluators for the particular college.
3. Training session would be conducted for all the evaluators of around 30 minutes, which will accustom you to the new platform for evaluation. Schedule for the same would be communicated by the University.
4. Evaluators are advised to be cautious while clicking on the "Not answered (NA)" option. This option is only to be used, where the candidate has not attempted the question at all.
5. If the student has written only question number without any answer it should be marked as '0' only.
6. Please ensure the mobile number and email ID mentioned during registration are correct as One-time password (OTP) would only be sent to the registered mobile number and email id ONLY.
7. Evaluators are instructed to refrain from using electronic gadgets during evaluation. Please use cell phones for restricted OTP access purpose only. Failure to comply will attract action as per RGUHS rules.
8. Any technical issues during evaluation can be addressed to the technical team of M/s MeritTrac Services Pvt. Ltd. On the below mentioned contact numbers from 10:00 a.m. to 06:00 p.m. on working days: a) Helpdesk-1: 080-71819309 b. Helpdesk-2: 080-71819310
9. Evaluators has to take a summary sheet at the end of the day, sign it and hand over a copy to the custodian, keeping a copy with self.
10. Remuneration for valuator will be settled only if duly signed copy of valuator summary/Attendance sheet is signed by the valuator mentioning name, E-Mail ID, Mobile Number and Bank Account number [full digits] with ISFC Code.
11. **Format for user ID creation.**

The Principals should fill in the format (given below) in college letter head and the details of evaluators may be entered in the excel sheet only. The letter should signed, scanned and then E-mail to [registrareva@rguhs.ac.in](mailto:registrareva@rguhs.ac.in), [drexamrguhs@gmail.com](mailto:drexamrguhs@gmail.com), [mallikarjuna.shivamurthappa@merittrac.com](mailto:mallikarjuna.shivamurthappa@merittrac.com) & [manjunatha.kenchegowda@merittrac.com](mailto:manjunatha.kenchegowda@merittrac.com). The same evaluator would be activated with in 24 hours (1 working day) for LIVE evaluation.

If information provided by the principal is found to be fake, the principal will be called to appear before Professional Misconduct enquiry Committee.

## Format

To,

Registrar (Evaluation),  
RGUHS,  
Bangalore.

Respected sir,

**Subject:** Request to create user ID for the faculty –Reg.

With reference to the above subject, requesting you to kindly create user ID for the below mentioned faculty, who are eligible for the evaluation of the subject.

Name of the subject: -

### **Details of the faculty to be entered in the excel sheet.**

Name of valuator	Designation	Institution	Name of Valuation centre	Mobile no.	E-Mail ID	Subject/ Specialisation	QP May be permitted to Valuation	No of teaching experience UG/PG.	TIN No.

### **Declaration**

The above mentioned teachers has enough teaching experiences and competent to evaluate the specified subject.

**Name, Seal and Signature of Principal**

### **The chief Coordinator shall ensure:**

1. Summary details of valutors are submitted as per RGUHS norms for remuneration.
2. Coordinate with the Principal of tagged colleges to facilitate valuation.
3. **Any technical issues during evaluation can be addressed to the technical team of M/s MeritTrac Services Pvt. Ltd. On the below mentioned contact numbers from 10:00 a.m. to 06:00 p.m. on working days:**  
E. Helpdesk-1: 080-71819309, b. Helpdesk-2: 080-71819310

For any query you may contact:

SI No	Officials	E-Mail ID	Mobile Number
01	Dr. Srinivas Murthy	<a href="mailto:asstregistrardentalrguhs@gmail.com">asstregistrardentalrguhs@gmail.com</a>	9739683219
02	Dr. Vijayamahantesh Hugar	<a href="mailto:drvmhugar@gmail.com">drvmhugar@gmail.com</a>	9986800433
03	Mr. Arjith (Any technical issues)	arijit.chakraborty@merittrac.com	9513333239

Yours faithfully,

**Sd/-**  
**Dr. M.K Ramesh**  
**Registrar (Evaluation)**