



Dr. Ramkrishna Reddy.N
Registrar (Evaluation)

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Reg(E)/ Cod/Circular-005/2020-21

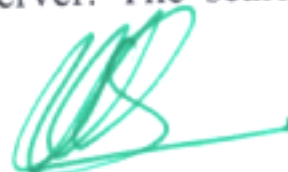
Date: 28/11/2020

CIRCULAR

Sub: Guidelines for submission of answer booklets of PHARMACY theory Examination to be conducted during Dec-2020.

With reference to the above subject, all the Principals of the PHARMACY colleges having exam centre are hereby instructed to conduct the theory examination as per the below mentioned guidelines and **submit the answer scripts for first three days of examination only, both morning and afternoon session of Dec 1st, Dec 2nd and Dec 4th**. Further examination from December 7th 2020 all the answer booklets are scanned at the respective examination centre.

- After through scrutiny the theory answer booklets collected to be verified with the invigilator diary by the deputy chief superintendent and counter signed by the observer.
- The answer booklets have to be packed by QP wise, sealed and counter signed by Principal, Deputy Chief Superintendent, and RGUHS appointed exam centre Observer under the CCTV surveillance.
- The Deputy Chief Superintendent has to make sure that the sealed answer scripts, Invigilator diaries, Part I Slips, Observer reports are **sent only through VRL courier on the same day of examination by the centres outside Bangalore** and the **exam centres in Bangalore has to submit the same in-person on the same day of examination** to Registrar Evaluation, RGUHS, Bangalore.
- The malpractice answer booklets have to be packed separately at the exam centre. On the same day of examination, it must be sent to the Registrar Evaluation (by name), RGUHS, Bangalore along with the malpractice report including evidence chits, mobile phones etc., in a sealed cover.
- The Covid positive students answer booklets have to be sealed with appropriate safety and preventive measures wearing PPE kit. After sealing it is sanitized and packed in a separate cover counter signed by the by Deputy Chief Superintendent/Observer. The sealed bundle must be sent to the RGUHS on the same day of examination.


Dr. Ramkrishna Reddy.N
Registrar (Evaluation)

To,
The Principal/Deputy Chief Superintendent of the concerned exam centre.

Copy to:

1. P.A. to Vice-Chancellor/Registrar/Registrar(E)/Finance Officer, RGUHS, Bangalore.
2. Guard File.



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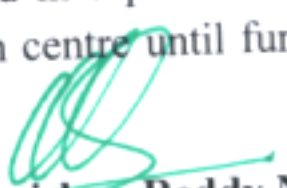
Date: 28/11/2020

CIRCULAR

Sub: Guidelines for peripheral scanning of answer booklets of PHARMACY theory Examination to be conducted during Dec-2020.

With reference to the above subject, all the Heads of the institution Dean/Director/Principals of the colleges having exam centre are hereby instructed to conduct the theory examination as per the below mentioned guidelines. **From December 7th 2020 examinations the answer booklets must be scanned at the respective exam centre.**

- The answer booklets have to be handed over to scanning team lead within 15 minutes after completion of exams.
- Answer booklets are scanned at the exam centre in presence of the college Principal, Deputy Chief Superintendent, and RGUHS appointed exam centre Observer under the CCTV surveillance.
- Scanning team lead (M/s. Coempt.. authorised person) to ensure the inward entry of all the answer booklets received for scanning is completed initially within 15 first minutes.
- Scanning and QC of the answer booklets is to be completed within 2 hrs from the time of receipt on the same day.
- The scanned answer booklets has to be packed by QP wise, sealed and signed by Principal, Deputy Chief Superintendent, and RGUHS appointed exam centre Observer under the CCTV surveillance. The sealed answer scripts have to be preserved at the exam centre until further instructions from the RGUHS.
- The Deputy Chief superintendent has to make sure that the Invigilator diaries, Part I Slips, Observer reports are sent via post on the same day of examination by the centres outside Bangalore and the exam centres in Bangalore has to submit the same in-person on the same day of examination to RGUHS.
- The malpractice answer booklets has to be scanned at the exam centre, on the same day it must be sent to the Registrar Evaluation(by name), RGUHS, Bangalore along with the evidence chits, mobile phones etc and report in a sealed cover.
- The Covid positive students answer booklets has to be scanned with appropriate safety and preventive measures wearing PPE kit. After scanning it has to be sealed in separate cover, signed by the by Deputy Chief superintendent and preserved at the exam centre until further instructions from the RGUHS.


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