



Rajiv Gandhi University of Health Sciences, Karnataka

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Reg(E)/ Med/Cod/Cir-008/2020-21

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CIRCULAR

Sub: Guidelines for submission of answer booklets of UG MBBS Theory Examination to be conducted during February 2021.

With reference to the above subject, all the Principals of the Medical colleges having exam centre are hereby instructed to conduct the theory examination as per the below mentioned guidelines.

- Room superintendent has to compulsorily readout the General instructions printed on answer booklet for filling up of answer booklets before the start of examination every day.
- At the end of exams before collection of answer booklets, the invigilator must verify the correct and complete filling of Part I of answer booklet, also ensure that the signature of candidate and Invigilator is done.
- 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 separately by QP wise, sealed and counter signed by Principal, Deputy Chief Superintendent, and RGUHS appointed exam centre Observer under the CCTV surveillance.
- The Principal/Chief superintendent/Deputy Chief Superintendent/Observer 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 Principal/Chief superintendent/Deputy Chief Superintendent/Observer. The sealed bundle must be sent to the RGUHS on the same day of examination.


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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.