



Rajiv Gandhi University of Health Sciences, Karnataka

4th 'T' Block, Jayanagar, Bangalore - 560 041

Dr. Ramkrishna Reddy.N
Registrar (Evaluation)

Email: registrareva@rguhs.ac.in
Ph:080:26961930, Fax:26961931

Reg(E)/ Cod/Nur/Cir-007/2020-21

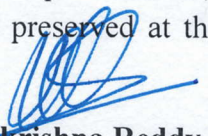
CIRCULAR

Date: 04/02/2021

Sub: Guidelines for peripheral scanning of answer booklets of NURSING theory Examination to be conducted during February-2021.

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.

- 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 part of answer booklet, also ensure that the signature of candidate and Invigilator is done.
- After the completion of examination **within 30 minutes** the answer booklets have to be handed over to scanning team lead.
- Answer booklets are scanned at the exam centre in presence of the college Principal/Chief superintendent/ 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/Chief superintendent/ 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 Principal/Chief superintendent/ 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 and it must be sent to the Registrar Evaluation(by name), RGUHS, Bangalore along with the evidence material viz Electronic devices, chits, mobile phones and Malpractice 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 Principal/Chief superintendent/ Deputy Chief Superintendent, and preserved at the exam centre until further instructions from the RGUHS.


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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.