



Rajiv Gandhi University of Health Sciences, Karnataka

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Reg(E)/ Cod/Circular-10/2020-21

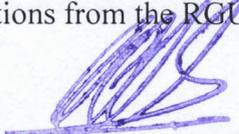
Date: 01/03/2021

CIRCULAR

Sub: Guidelines for peripheral scanning of answer booklets of Medical and Physiotherapy theory Examination to be conducted during March 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.

- 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/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 first 15 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 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 for 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 and 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 Covid19 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 Principal/Chief Superintendent/Deputy Chief Superintendent and Observer which is preserved at the exam centre until further instructions from the RGUHS.


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.