



ರಾಜೀವ್ ಗಾಂಧಿ ಆರೋಗ್ಯ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು
RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES, KARNATAKA, BENGALURU
4th T Block, Jayanagar, Bengaluru - 560 041

RGU/AUTH/123-SYN/081/2016-17


Date: 30.06.2017

NOTIFICATION

- Sub: Revised Examination Manual of RGUHS suggestions/objections-reg.
Ref: 1. RGUHS Notification No. R(E)/Exam-Mannual/52/96-97, dated: 24.5.97
2. Minutes of the 123rd Syndicate meeting held on 09th November 2016.
3. Orders of the Hon'ble Vice Chancellor dated: 24.06.2017

The Syndicate in its meeting held on 09th November 2016, has accorded in principle approval to the Examination Manual of RGUHS and to invite suggestions/objections before notifying the final examination Manual.

Hence, the revised Examination Manual is hereby notified for the information of the concerned. Objection/suggestions, if any, may be addressed to the Registrar (Evaluation), RGUHS to reach him by 12th July 2017 either by e-mail (registrar_evaluation@yahoo.co.in) or by post.


By Order

REGISTRAR
4/3

To:

1. The Registrar (Eva), RGUHS, Bangalore
2. RGUHS web site

Copy to: -

1. The Secretary to Governor, Raj Bhavan, Bengaluru -560 001.
2. The Principal Secretary to Medical Education, Dept. of Health & Family Welfare Department, Govt. of Karnataka, Vikasa Soudha, Bengaluru -560 001.
3. The Director, Director of Medical Education, Ananda Rao Circle, Bengaluru -560009
4. PA to Vice- Chancellor, Registrar, Registrar (Eva) and Finance Officer, RGUHS, Bengaluru.
5. Dy. Registrar, Affiliation /Admission / Evaluation Section, RGUHS.
6. Guard File/Office Copy.


Principal
Subbaiah Institute of Dental Sciences
NH-13, H.H. Road, Puzle
SHIVAMOGGA-577 222

RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES, KARNATAKA

BANGALORE – 560 041



**EXAMINATION MANNUAL -Reference manual for the personnel involved in conduct of
examination – Updated upto 08.08.2016**

PREPARED BY

DR S. SACCHIDANAND (Registrar Evaluation)

DR SHANMUKHAPPA (Deputy Registrar)

DR RIYAZ (Deputy Registrar)

DR FIAZUDDEEN

DR GANGABORAI AH

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I. PREAMBLE

Rajiv Gandhi University of Health Sciences, Karnataka is a premier health sciences University in the country. It strives to maintain a high academic standard and quality of education. University examination is summative assessment at the end of the academic year to evaluate whether a student has acquire a necessary knowledge, skills and attribute to be a competent health care professional. As the stakes in these examinations are very high, so it is mandatory to maintain a great degree of accuracy, reliability, integrity, consistency and uniformity. To achieve this goal Rajiv Gandhi University of Health Sciences keep reviewing and revising the examination regulation from time to time to meet the new challenges and demands of emerging assessment methods. This revision of examination manual is a step in this direction.

II. LIST OF PERSONNEL INVOLVED IN CONDUCT OF EXAMINATION

1. Registrar (Evaluation)
2. Deputy Registrars (Evaluation)
3. BOAE
4. Assistant Registrars (Evaluation)
5. Section Officers
6. Case Workers
7. Computer Operators
8. Chief Superintendent
9. Deputy Chief Superintendent
10. Coordinators
11. Room Superintendent
12. Invigilators
13. Office Staff
14. Observer / Squad
15. Custodian
16. Head of the Department
17. Examiner / Evaluator
18. Expert Assistant
19. Attender
20. Security
21. Transportation Personnel

DUTIES AND RESPONSIBILITIES OF THE REGISTRAR
(EVALUATION)-[R(E)]

Annexure to Notification No. R (E) Examination
MANNUL/52/96-97 Dated 24.05.1997

WORK TO BE ATTENDED BY THE OFFICE OF THE REGISTRAR
(EVALUATION)

The Registrar (Evaluation) shall abide by the acts and statues of the University

1. Shall be in overall charge on behalf of the Syndicate, of all matters relating to the conduct of examination, announcement of results and conferment of Degrees at the Convocation.
2. Shall be responsible for keeping the Syndicate informed of all matters connected with examinations by bimonthly reports.
3. Shall be responsible for the maintenance of all the Regulations for the prescribed courses of study and scheme of examinations relating to various courses of the University and shall ensure that they are properly observed in affiliated colleges.
4. Shall arrange to supply the copies of approved Syllabus, scheme of examinations and the list of books prescribed by the Boards of Studies and approved by the Academic Council to the Boards of Examiners and paper Setters.
5. Shall issue notifications inviting applications from the candidates for Examinations, fixing the date of commencement of examination 90 days in advance.
6. Shall prepare the detailed time tables of all examinations and arrange to notify them in the respective colleges 30 days in advance of the commencement of the examination.
7. Shall intimate the declaration of centers of examinations in theory and practical at least 15 days in advance to the commencement of the date of examination.

A. Important duty: Registrar (Evaluation) shall ensure the following:

1. Shall maintain confidentiality in the examination section and sanctity of the examination
2. Calendar of events should be strictly followed
3. Scrutiny of examination application forms of candidates and the statements sent from the colleges at least 15 days in advance to the commencement of date of examination, on the following items:
 - (a) Name of candidates including correct spelling and initials (as per admission section).
 - (b) Scheme and subjects offered at the examination by the candidate
 - (c) Fee paid in respect of number of subjects appeared by a candidates should be verified.
 - (d) In case of repeaters, subjects, month and year and exemptions if any, of the previous examination has to be verified.

- (e) In case of carry over system checking cross reference in respect of candidates appearing simultaneously for a particular examination along with other subjects of the previous.
- 4. To prepare the list of candidates and make it available to examination center.
- 5. Formation of question bank/ question paper bank and ensure confidentiality (for details see Notification).
- 6. Confidentiality of results to be ensured (see Notification)

B. Maintenance of records:

- a. One set of candidates list, pertaining to each examination duly bound and labeled.
 - b. One set of result sheets (ledger)/ e-filing and folder maintenance pertaining to each examination duly bound and labeled.
 - c. Registers relating to statistics of passes and failures examination wise and subject wise catalogue of the above records.
 - d. Printing of marks cards, candidates' lists, degree certificates and etc.
- 7. Preparation of national merit scholarship, lists in collaboration with the University grants commission, state youth board etc.
 - 8. Preparation of the list of professional lapses and irregularities committed by the evaluators/ examiners and others
 - 9. Arrange for re-totaling/ photo copying/ NA mismatch correction of valued answer scripts on request by the candidates
 - 10. Adequate supply of answer books and various other forms to the examination center.
 - 11. Dealing with malpractice cases detected before, during and after the examination.
 - 12. Dealing with matters pertaining to the fixing of remuneration for the staff of the section for the various items of extra work connected with the examination
 - 13. Work related to convocation as under:
 - a) Preparation of eligibility lists for convocation faculty wise and year – wise.
 - b) Receipt and scrutiny of applications for conferring degree in person and in-absentia
 - c) Preparation of lists of rank holders, medalists and prize winners.
 - d) To get the list of qualified candidates verified by the Dean of the faculty assisted by Chairperson BOS UG and PG.
 - e) Call for objection for the lists of rank holders, medalists and prize winners well before the pre-convocation AC meeting.
 - f) Ceremonial events, minute-to-minute programs, conferring of degree
 - g) Distribution of degree certificates in person and in-absentia.
 - h) Verification of the issued degree certificates to the various Institutes/ Agencies/ HRD/Embassy/etc
 - 14. Shall appoint the chief superintendents, observers/squad to the centers of examination.
 - 15. Ensure the appointment of examiners and completion of examination within the stipulated time.
 - 16. Responsibility should be fixed to a person not below the rank of Section Officer for dispatching of answer booklets.

17. Appointment of verifying officers from faculty of various affiliated Institutions for coding section.
18. Responsibility of taking Part-I slips after the verification from the Assistant Registrar (Evaluation) immediately after verification and keep under his custody till the computation of results are taken.
19. Shall be responsible for the receipt and maintenance of marks data of the students.
20. The proposal of revision of the remuneration related to examination activities to the syndicate for approval and implement such approved remuneration.
21. Shall arrange for the computation and announcement of provisional results expeditiously and arrange for the distribution of marks cards to the colleges simultaneously.
22. Shall issue duplicate marks cards, consolidated marks cards, rank certificate and correction of mistakes in marks cards subjected to the fulfillment of required documents.
23. Shall take appropriate action subject to regulations in cases of shortage of attendance. Shall exercise all these powers subject to the general control and supervision of the vice-Chancellor.
24. Issue of permission letter to otherwise abled students for scribe (see Notification).
25. Shall place the examiners list prepared by BOAE before the Syndicate for approval at least 20 days before the commencement of examination.
26. In case of defective answer scripts (duplication of bar codes, secret number errors, less number of pages, disorders of the page number, stitching errors, torn sheets etc) identified by the students/ center but not by the coding section, action shall be initiated against the vendor as per the rules and regulations with the knowledge of Vice-Chancellor.
27. In the event of identification of defective answer scripts like tampering, stitching errors, less number of pages by the coding section or verification officer, invariably an enquiry has to be initiated to establish the cause of such defects.

DUTIES AND RESPONSIBILITIES OF DEPUTY REGISTRAR (EVALUATION)-[DR(E)]

The Deputy Registrar (Evaluation) shall abide by the acts and statues of the University

The Deputy Registrar shall assist the Registrar (Evaluation) in all his duties and attend to any other duty entrusted by Vice-chancellor/ Registrar (Evaluation).

Subject to the general control and supervision of the Registrar (Evaluation), the Deputy Registrars (Evaluation) shall have the following powers and functions, duties and responsibilities:

1. With the approval of the Syndicate/Vice-Chancellor, the Deputy Registrar (Evaluation) shall issue Notifications inviting applications, fixing the dates of commencement of examination. DR(E) shall arrange to issue these notifications well in advance.
2. Shall invariably be present during the QP transmission and duly attend to the problems raised out of QP transmission
3. Shall immediately solve the problems related to QP and its transmission in consultation and advice of the RE
4. Shall instruct the AR and SO to record the problems raised as mentioned in 3 and also he shall record the solutions and keep them ready for the signature of the RE on that particular day itself
5. Any lapses in the transmission, confidentiality the DR AR and SO of the QP section will be held responsible equally
6. Shall prepare the detailed time-tables of all examinations and of all courses in consultation with BOAE and notify the same as per the calendar of events.
7. Shall assist in finalizing the list of theory examination centers prepared by the SO and AR
8. Shall select the flying squads in consultation with the RE just before week of beginning of the examination and shall keep it confidential.
9. Shall prepare the list of centers to be visited by the flying squad in consultation of RE and disclose the destination of the squad only in the morning to the concerned squad
10. Shall ensure that the practical answered scripts are received and stored in a orderly way, under no circumstances the same will be handed over to the computer section without the approval of the Hon'ble Vice chancellor
11. Shall receive the indents prepared by the SO and AR and send it through the proper channel to the procurement section well in advance
12. Shall declare and notify the centre of examinations for both theory and practical, well in advance of the commencement of practical examinations after going through the list prepared by BOAE submitted by AR
13. Shall arrange and supervise the preparation of list of students who does not fulfill the criteria for appearance of examination and submit the same to the RE
14. Shall arrange and supervise the scrutinisation of the examination application and the statements sent by the respective Departments/Colleges with reference to the records maintained at the office of the Registrar (Evaluation) and with that of computer section.

15. Shall supervise and ensure the process of release of application and admission tickets to be completed at least 20 days before the commencement of examination.
16. Shall arrange and supervise the preparation of the subject wise, date wise, and examination wise statement of candidates who are taking the examinations and furnish same to the Registrar (Evaluation) one week in advance.
17. Shall be responsible for the proper maintenance of the following records in the Section.
 - (a) One set of candidates' lists, examination-wise
 - (b) One set of result sheet, examination-wise
18. Shall supervise the preparation of indents for requirements towards the conduct of examination well in advance and submit the same to the Registrar (Evaluation) biannually.
19. Shall counter-certify the bills and utilization of requirements and submit the same to the Registrar (Evaluation).
20. Shall assist the Registrar (Evaluation) in supervising for the proper distribution and disposal of day-to-day tappals in the Section
21. Shall assist the Registrar (Evaluation) in issue of Marks cards, Provisional degree certificate, Degree certificate, Rank certificate, Duplicate marks card, Duplicate degree certificate, Duplicate provisional degree certificate, Verified documents, Transcripts, Certificate of good standing, Medium of instruction, Genuineness of certificates, Attested copies of the syllabus/ certificates etc.
22. Shall assist the Registrar (Evaluation) in arrangement of preparation of statistics relating to the number of candidates registered for the examinations / passed in various examination subject wise, college wise etc and maintain the same.
23. Shall facilitate for convening the meetings of mal-practice enquiry committee/ Professional misconduct committee/ any such committee formed with the orders of honorable Vice-chancellor and shall place the relevant records before the committee.
24. Shall supervise the computation of the results, other post-examination work, and announcement of results on the due date under the instructions of the Registrar (Evaluation) and take necessary action.
25. Shall along with the Assistant Registrar (E) attend to the re-totalling of valued scripts, correction of NA mismatch and any redressal of grievances students, under written orders from the Registrar (Evaluation).
26. Shall assist Registrar (Evaluation) with the work related convocation
27. Shall assist the Registrar (Evaluation) to place before the Syndicate the Panel of Examiners prepared by the Board of Studies and the list of examiners selected by BOE for its final approval for ensuing examination.
28. Shall be the Custodian of all the Ordinances approved by the Syndicate related to examination section.
29. Shall prepare and supply relevant extracts from the above said Ordinance for the guidance and benefit of several Officers/officials entrusted with any kind of examination work/assignment.
30. Shall prepare a list of valutors for dissertation from the panel of examiners annually with the assistance from Assistant Registrar (Evaluation).
31. Any revision of the results once declared, DR shall be held responsible for proper and correct reasons for such revisions.

32. Any revision of the results once declared, DR shall take all the necessary approvals before such revisions.
33. DR of the computer section shall receive the Part-I slips from the RE only after 85% of the valuations are over in the respective course/faculty.
34. DR of the computer section shall hand over such received Part-I slips personally to the system analyst of the Part-I scanning section
35. DR of the computer section shall supervise the scanning of the Part-I slips till its completion.
36. DR of the computer section shall receive the list of Mismatches prepared by the System analyst of the Part-I scanning section with proper written explanation and submit the same to the RE for further directions
37. DR shall receive the secret number (which links the code of the answer booklet and the register number) from the RE and hand it over to the result processor (system analyst) personally, only after the completion of the Part- I scanning.
38. Shall receive the Part-I scanning data from the RE and then hand it over to the result processor in the result section
39. Shall ensure that the 5% of the results processed in every course are checked and signed by him randomly before the results are taken for the approval to announce
40. Shall ensure that the 5% of the failed results are verified with the data received and signed by him/her before the results are taken for approval to announce
41. In the coding section, he/she shall supervise the proper, timely receipt of the answered booklets / invigilator dairy/ observer reports/ flying squad reports/ MPC booklets/CCTV recordings and etc from the examination center
42. In the coding section, he/she shall supervise the records for the 32 and their maintenance.
43. Shall ensure that the proper approvals are taken before the disposal of any scripts / anything received from the examination centers
44. Shall in addition to the above duties do any other duty entrusted to him by the Registrar (Evaluation), Vice-Chancellor, and carryout the above duties.

DUTIES AND RESPONSIBILITIES OF ASSISTANT REGISTRAR (EVALUATION)-[AR(E)]

The Assistant Registrar (Evaluation) shall abide by the acts and statues of the University.

General duties

1. Shall discharge all the duties and responsibilities entrusted to him by the Registrar (Evaluation)/ Deputy Registrar (Evaluation) with their knowledge.
2. Shall exercise general control over the section including supervision and co-ordination of work, discipline of staff and punctuality of attendance.
3. No correspondence shall be kept pending without appropriate action for more than three working days in the section.
4. Shall main copies of notifications and ordinances issued time to time by the authority section.

Pre-examination

1. Shall attend to release and scrutinisation of application forms.
2. Shall prepare the schedule of theory and practical examination with assistance from Section Officer.
3. Shall prepare the panel of examiners, co-ordinate with the members of BOS & BOAE with assistance from Section Officer for appointment of practical examiners and selection of practical examination centers
4. Shall update the details of panel of examiners in respect of all the details like designation, address, age etc.
5. Submission of the appointment order of examiners and get it approved and signed by the RE and Hon'ble Vice Chancellor
6. In case of decline of examinership by any of the examiners, a list of alternative examiners shall be prepared and submit it to DR (E) for consideration and such alternate list has to be kept ready along with the main regular list of examiners.
7. Shall obtain the statistics from the concerned Section Officers and with the help of it prepare a list of provisional theory examination center and submit it to the Deputy Registrar (Evaluation).
8. Shall prepare a list of Observers/ Squad drawn from the panel of eligible Faculty in consultation with Deputy Registrar (Evaluation).
9. Shall prepare the list of panel of dissertation evaluators from the panel of examiners and submit it for approval from the competent authority.
10. Shall submit the list of students who have submitted the dissertation and who have not submitted the dissertation to the computer section through RE
11. Shall ensure that each dissertation evaluators will get not more than four dissertations.
12. Shall follow up the progress of dissertation valuation and ensure that the process is completed three months before the commencement of theory examination including those dissertation submitted late.

13. Shall communicate the result of evaluation of the dissertation to the Candidate and the Guide within fortnight of the receiving of the result of evaluation.
14. Shall prepare a final list of accepted/ non-accepted list of dissertations with assistance from Section Officer and submit it to the computer section through proper channel before the release of examination application.
15. Shall prepare the timeline for the valuation of theory answer scripts.
16. Shall collect and maintain the statistics and relevant documents related to mal-practices from coding section to submit it to malpractice committee.
17. Shall prepare the agenda with assistance from Section Officer for both MPC and PMC meetings.
18. Shall ensure the communication sent to the members of MPC/ PMC and to the respective Colleges/Students/Faculty.
19. Shall prepare the minutes of the MPC/ PMC meeting within 48 hours and submit it for signatures of Committee Chairperson/ Member Secretary. The same shall be communicated to the Computer Section through proper channel.
20. Shall supervise the functions of verification section/practical section

Post-examination

1. Shall supervise & verify the results processed by the computer operator/system analyst
2. Shall personally verify 10% of the results processed for its correctness with that of the data and certify the same before taking the approval for the announcement of the results
3. Shall personally verify the 10% of the failed results with that of the data and certify the same before taking the approval for the announcement of the results
4. Shall ensure the timely printing and dispatch of Marks cards, Provisional degree certificate, Degree certificate, Rank certificate, Duplicate marks card, Duplicate degree certificate, Duplicate provisional degree certificate, Verified documents, Transcripts, Certificate of good standing, Medium of instruction, Genuineness of certificates, Attested copies of the syllabus/ certificates
5. It will be the responsibility of Assistant Registrar (Evaluation) for receiving the answered booklets along with Section officer.
6. Shall prepare center wise and QP code wise statistics related to the number of answered booklets, absentees booklets and discarded booklets received and submit it to DR (E) before 12.30PM of the next day during examination period.
7. Shall be in-charge of verification, coding section and shall supervise the activities of the Section.
8. Shall prepare the list of digital valuation centres (among those who fulfill the requirements of valuation centre) and follow up the process of evaluation and the completion of the same within the stipulated time.
9. Shall verify the details of all QP codes and also maintain the documents related present/absent/Malpractice cases.
10. Shall submit all the relevant documents and objective material evidences related to Malpractice cases to Registrar (Evaluation) within one day of the completion of the theory examination.

11. Shall scrutinize the CCTV recording of all the centres where MPC/ PMC has been reported and shall prepare and submit the report within a week of the completion of theory examination of each course.
12. Shall ensure that answered scripts given for scanning should be received back on the same day.
13. Shall guide and supervise the Section Officer in orderly stacking of answered booklets for easy retrieval.
14. Shall ensure that disposal of any documents/Files as per the notification should be done under the discretion of Deputy Registrar (Evaluation)
15. Shall ensure that disposal of answered booklets as per the notification should be done with the priori approval from the administrative authority.
16. Shall attend to any audit objections raised with the assistance from Section Officer.

DUTIES AND RESPONSIBILITIES OF SECTION OFFICER **(SO)**

The Section Officer shall abide by the acts and statutes of the University.

1. Shall have complete knowledge of the section
2. Shall exercise general control over the section including supervision and coordination of works, discipline of the staff and punctuality of attendance under the guidance of Assistant Registrar (Evaluation).
3. Shall ensure that all communications received in the section are accounted for and are brought to the notice of Assistant Registrar (Evaluation)/ Appropriate officers promptly.
4. Shall not keep any correspondence pending without appropriate action for more than three days.
5. Shall scrutinize the cases put up by the assistants, with particular attention to the accuracy of acts and statutes noted. The submission files should include proper reference to page and paragraphs of the correspondence. There should be an independent office note in each case of submission.
6. Shall see that all cases are submitted for orders with in three working days of the receipt of the cases.
7. In case of any delay in disposing of the cases within the time as stated above will be treated as lapse and repetition of such lapses for more than three times shall be treated as misconduct, dereliction, negligence and or incompetence and officer shall be liable for being enquired as per service rules.
8. Shall personally attend to confidential and important cases and be in charge of the custody of concerned files.

9. Shall scrutinize and supervise in particular the following registers maintained by each case worker.
 - a. Personal Dairy
 - b. Receipt and Dispatch Register
 - c. Weekly and monthly arrears list
 - d. Candidates list
 - e. Result sheet
 - f. Progress chart
 - g. Work Chart
 - h. Other files and Register
10. Shall work particularly on pending cases, issue timely reminders and obtained order for further disposal.
11. It is the responsibility of the Section Officer of the coding section to identify the mismatching of the Part-I slips and bring it to the notice of AR (E)/ DR (E)/ R(E)
12. Section Officer of the tapal section shall ensure that no dissertation should be received after prescribed due date.
13. Shall keep abreast with the websites of Apex bodies and bring it to the notice of higher authorities if there is any new notification immediately.
14. Shall attend to any audit objections under the guidance of Assistant Registrar (Evaluation).
15. Shall submit the list of students who have submitted the dissertation and who have not submitted the dissertation to the AR at least three months before the start of theory examination
16. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

DUTIES AND RESPONSIBILITIES OF SYSTEM ANALYST

(SA)

The System Analyst shall abide by the acts and statues of the University.

The System Analyst is hereby reminded that he/she shall be heading the most sensitive section of the examination. Any breach in the softwares/ lapses in the Department the System Analyst will be held responsible directly.

1. Shall be head of the section and takes care of all computerized examination activities from enrollment to convocation and including the following activities.
2. Shall be responsible for integrity, honesty, confidentiality, accuracy and efficiency of the computer section.
3. Shall be responsible for establishing, coordinating and maintaining a set of operational activities and services pertaining to the examination.
4. Shall be responsible for performance of recurring operational task and supporting and maintenance the infrastructure including servers, work stations etc.

5. Shall supervise process review and improvement, program planning / Management, operational requirements, system requirements etc, from time to time with recent updates.
6. Shall look after system development / customize / integrate and training.
7. Shall define software requirements, specifications and guide program design and development with the help of domain knowledge from the expert.
8. Shall be responsible for evaluation and design of technical architecture, software and hardware.
9. Shall analyze the problems in execution and development of software, guiding, defining, program parameters and specifications.
10. Shall undertake analysis of current software products and determine approaches which will improve the user interface, performance and integrity.
11. Shall create logical and innovative solutions for complex problems working closely with the programmers and different end user to ensure smooth functioning.
12. Shall ensure that the calendar of event/ notifications is adhered to, deadline met.
13. Shall provide training to the new users of the new systems in front hand only.
14. Shall provide Part-I data of each Course by merging with bar code to the computer section/ shall provide withheld result-Part-I data as and when asked through proper channel.
15. Shall identify the wrong bar codes extraction, duplicate bar codes, duplicate register numbers and should bring them to the notice of Higher authorities for suitable action.
16. Shall collect all the back files of each examination.
17. Any mismatch of Part-I slips shall be brought to the notice of Registrar (Evaluation) only, immediately after detection.
18. Shall not revise the results once announced without the appropriate administrative approvals.
19. Shall analyze the requirements and produce the indent annually.
20. Shall verify and correct the student data with respect to wrong shading of Register numbers and QP code, after establishing the fact beyond doubt with prior approvals.
21. Shall ensure the correct entry of NA mismatch marks after physical verification of answered scripts.
22. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

DUTIES AND RESPONSIBILITIES OF COMPUTER PROGRAMMER (CP)

The Computer Programmer shall abide by the acts and statues of the University.

The principle function of Computer Programmer (CP) is to apply knowledge of Programming techniques and computer systems to write and execute a specification under the guidance of system analysts.

1. Shall observe integrity, honesty, confidentiality, accuracy and efficiency in all activities of computer programming.
2. Shall establish detailed program specifications through discussions and documents.
3. Shall develop user friendly module for the Computer Operators under the guidance of System Analyst.
4. Shall ensure uninterrupted functioning of network and systems.
5. Shall create sample data sets to check the output and to verify whether the program works as intended.
6. Shall seek out problems and correct the programs as necessary, install the programs and conduct final testing.
7. Shall study the computer printout like checklists, results sheets, ledgers, marks cards, degree certificates for accuracy before dispatching to the concerned Officers.
8. Shall take steps for constant updating of backups/ data and programs.
9. Shall guide the operators to run the programs and allocate the roles time to time to the operators to get the work done as per the calendar of events and adhere to the time schedule laid down by the authorities.
10. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

DUTIES AND RESPONSIBILITIES OF COMPUTER OPERATORS (CO)

The Computer Operator shall abide by the acts and statues of the University.

Computer operators shall carry out the following works under the guidance and supervision of System Analyst/Programmers:

1. Shall observe integrity, honesty, confidentiality, accuracy and efficiency in all activities of computer operation.
2. Shall schedule and co-ordinate daily computer operations.
3. Shall ensure that all updating are done as per the corrections indicated by the verifiers or users before taking printouts.
4. Shall issue problem reports and help programmers debug associated software applications.
5. Shall maintain routine records and report to Programmers.

6. Shall discharge all works assigned to them by the System Analyst/Programmers.
7. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

DUTIES AND RESPONSIBILITIES OF DATA ENTRY OPERATORS (DEO)

The Data entry operator shall abide by the acts and statues of the University.

The data entry operator shall carry out the following duties:

1. Shall observe integrity, honesty, confidentiality, accuracy and efficiency in all activities of data entry operation.
2. Shall schedule and co-ordinate daily operations like data entry or uploading or scanning of data/processing of scanned data.
3. Shall do all the updating including the data entry and make sure that the corrections are transferred perfectly in to the computer database.
4. Shall keep track of all data entry operations and reporting to the computer operator for further action.
5. Shall receive and maintain all the documents for data entry or scanning from the concerned authorities.
6. Shall report any data entry related problems to the operator for rectification before closing of that work.
7. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

DUTIES AND RESPONSIBILITIES OF OFFICE STAFF

The Assistants/ Junior Assistants shall abide by the acts and statues of the University.

A. Assistants/Junior Assistants

1. Shall submit the proper file with relevant papers and references within three working days of receipt of cases. Urgent cases shall be attended to on priority basis.
2. Shall carefully examine cases with reference to rules and precedents and shall be personally responsible for the facts mentioned in the office note.
3. Shall maintain personal register and up-to-date entries regarding submission of files, disposal of papers, progress and work charts, candidates lists and result sheets etc., Shall also maintain the records neatly compiled in proper files.

4. Shall compare typed fair copies with approved drafts and attend to the prompt dispatch of orders.
5. Shall ensure proper scrutiny of application forms received from candidates and prepare a correct statement of candidates taking the examination, noting the correct name, subjects offered, subjects exempted, year of exemption with register number, scheme etc.
6. Shall arrange to print the candidates' lists under orders of superior officers and dispatch them to the centre of examinations as per the dates fixed in accordance with the ordinances. Shall also ensure the proof reading of printed lists.
7. Soon after the results of various examinations are declared, shall prepare a statement containing the number of failures, number of register numbers marked for later announcement/ Not Process, with-held cases and take appropriate action as expeditiously as possible to clear all such cases.
8. Shall be in charge of particular examination, shall prepare and arrange to publish the eligibility list of candidate passing the examination within 60 days from the date of announcement of results.
9. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

B. Stenographers (SG):

The Stenographer shall abide by the acts and statues of the University.

1. Shall attend to taking down drafts given by officers and the typing work. Shall also assist other typists of the Section.
2. Shall ensure that no urgent cases are delayed or kept in arrears beyond 3 working days.
3. Shall attend the meetings of committee or conferences draft and report the proceedings of Committees or conferences.
4. Shall maintain the personal diary of work done; day-to-day noting to file number, the case, and number of pages typed on each day and submit personal diaries to superintendents for weekly checkup.
5. Shall be personally responsible for maintenance of accuracy of cases attended by them.
6. Shall preserve and maintain confidential records and other papers which are given to his/her personal custody by his/her officer and maintain dairy of files received and sent, besides, maintaining the records of interviews and other correspondence.
7. Shall be responsible for the proper maintenance of the Computers and other machinery under their custody.
8. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

C. Typists

The Typist shall abide by the acts and statues of the University.

1. Shall attend to all the typing work of routine nature. Shall also ensure clear, neat and accurate typing and prompt attendance to work. No urgent cases shall be delayed or kept in arrears for more than 3 working days.
2. Shall maintain personal diaries of work done; make notes of day-to-day work, records of submission of files, number of cases attended to, number of pages typed on each day and submit weekly reports to the Section Officer.
3. Shall also be responsible for the proper maintenance of the computers and other machinery under his/her custody.
4. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

D. Attenders/ Peons

The Attender/ Peon shall abide by the acts and statues of the University.

1. Shall carry files and papers within the University office and outside as directed by the Section Officers.
2. Shall attend to the pasting and sealing of covers and bags etc. to assist in the dispatch of outgoing mails.
3. Shall attend to the Xeroxing and shall ensure safe custody of stationery etc.,
4. Shall attend to the stitching of files and assist the assistants in the arrangement of records.
5. Shall ensure the proper cleaning of floor and furniture in the section before starting of daily work and assist the arrangement of books, papers, etc.
6. Shall attend to all miscellaneous items of work required to be done for the proper and efficient functioning of the office.
7. Shall carryout any other instructions/directions given by the officials of the Section.
8. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

F. Watchmen/Security

The Watchman/Security shall abide by the acts and statues of the University.

1. Shall ensure the safety of all University properties in premises and prevent unauthorized persons from entering into various sections of the Examination Departments.
2. Shall prevent theft, damages, loss etc., of any property in the premises.

3. In case of trespass, damage and loss etc. shall report the matter immediately to the concerned officers.
4. Shall work in any shift allotted to them.
5. Shall carry out any instructions given to them by the officials.
6. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

IV. DUTIES AND RESPONSIBILITIES OF BOS

The BOS shall abide by the acts and statues of the University.

1. Shall prepare subject wise exhaustive list of examiners (both internal and external).
2. Shall ensure that the examiners so selected should fulfill the minimum criteria to be an examiner.(Notification)
3. The BOS Chairperson shall verify and ensure that the updated list prepared by the examination section should be same as that of the list prepared by BOS.
4. Shall a list of panel e-valuators for the purpose of digital valuation (criteria differs)- (Notification).
5. The e-valuators whose user IDs have been created shall be certified by BOS Chairperson before commencement of digital evaluation.

V. DUTIES AND RESPONSIBILITIES OF BOAE

The BOAE shall abide by the acts and statues of the University.

6. BOAE is constituted by the Honourable Vice-Chancellor and shall be approved by the Syndicate.
7. Shall meet at least 45 days prior to the theory examination.
8. Shall carefully select both the internal and external examiners from the approved panel of examiners by the BOS.
9. Shall complete the appointment of examiners in three working days.
10. Shall ensure that the same Faculty should not be appointed for two consecutive time as an internal examiner. There shall be a break up for one year for next appoint as internal examiner.
11. Shall not post the same external examiner to the same College for more than two times, except under extra-ordinary circumstances (Annexure-19).
12. Shall submit the duly signed examiners list with the covering letter to the Registrar (Evaluation) before 30 days of commencement of theory examination.

VI. METHOD OF APPOINTMENT, DUTIES AND RESPONSIBILITIES OF EXAMINERS:

The Examiner shall abide by the acts and statues of the University.

1. The examination duty is mandatory
2. The Registrar (Evaluation) shall appoint examiners according to list prepared by BOAE and approved by the Syndicate. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-chancellor appointment may be made in such cases shall be reported to the Syndicate at its next meeting.

3. The examiners shall maintain strict confidentiality regarding their appointment and work in connection with the examinations. Under no circumstances the examiner can decline the examination work.
4. Shall report examination centre on time.
5. Shall be unbiased/ impartial in evaluating the knowledge and skills of the candidates.
6. Individual marks of exercise/ case wise shall be compulsorily entered in the practical answer booklets, otherwise strict disciplinary action will be initiated as per University rules.
7. Viva-voce marks are to be entered on the viva-voce sheets by all examiners for every candidate separately.
8. Internal examiner shall verify the correctness of the Register Number entered in the Practical answer booklets/ Viva-voce sheets.
9. Internal examiner shall maintain an Invigilators dairy for the Practical/ Viva-voce/ Clinical examination.
10. It is the responsibility of the examiner and Chief Superintendent to send the Practical answer booklets/ Viva-voce sheets on the same day to the Registrar (Evaluation) in case of Bangalore Colleges. In case the examination process on that day got delayed, the immediate next working day should be submitted with notification to Registrar (Evaluation). In case of violation strict disciplinary action will be initiated as per professional misconduct rules.
11. In case of Colleges outside Bangalore, the Practical answer booklets/ Viva-voce sheets should be sent through designated Courier on the same day. In case of violation strict disciplinary action will be initiated as per professional misconduct rules.
12. The practical/ vive-voce marks shall be jointly uploaded on the same day at the end of examination by all the examiners as per the University norms (Notification). In the event of any errors, the Internal examiner with a letter from the Chief Superintendent/ Dean/ Principal/ Director within 48 hours of the examination should personally appear before the Registrar (Evaluation).
13. The examiner shall report to the Registrar (Evaluation) by name, cases of any candidates or other person on his behalf approaching the examiner for any favor or writing letters etc., indicating the name of the person the code number of the candidate, subject/paper etc. Shall also send the answer scripts of such candidates along with his report to the Registrar (Evaluation) forthwith.

VII. METHOD OF APPOINTMENT, DUTIES AND RESPONSIBILITIES OF EVALUATORS:

The Evaluator shall abide by the acts and statues of the University.

1. The evaluation of answer booklets in the respective subjects is mandatory for all the eligible examiners.
2. The denial of examination will result in the cancellation of guideship as per Syndicate notification no.-----.
3. After the evaluation of answer scripts on that day the evaluators should produce the statement of evaluation done to the Chief Superintendent/ Dean/ Principal/ Director.

4. In case of any error in valuation (deviating from the scheme of valuation) strict disciplinary action will be initiated as per the decision of the PMC or as deemed fit in the cases concerned
5. Shall report to the Custodian of the concerned evaluation centre and affix two time signature with time and date (one at the entry in the beginning and the other at the exit at the end).

APPOINTMENT, DUTIES AND RESPONSIBILITIES OF PAPER SETTERS

The paper setter shall abide by the acts and statues of the University.

1. The question paper should be set as per the University curriculum.
2. Shall maintain integrity, honesty, and confidentiality in the process of question paper setting.
3. Shall not
4. Shall follow check list provided by the University (Notification) while setting the question paper
5. Shall ensure that the set papers carry correct name of the Subject, Title and Question paper code, Schemes (Old, New, RS, etc.), the title and division/ section of the paper. Shall also ensure the proper incorporation of the duration of the paper, the maximum marks allotted to each question of the paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated. Shall indicate clearly the instructions if any to the candidates regarding the answering in different section in different answer books or regarding the number of questions from different sections to be answered. Shall affix signature on each page of the question paper manuscript without fail.
6. Shall not use abbreviations in the question paper.
7. Shall write the questions legibly in Ink or type personally, they shall avoid additions, alterations and erasures. Abbreviations must be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. Shall workout the numerical problems before including them in question papers.
8. Shall send personally these question papers to the Registrar (Evaluation) through insured Registered Post by name to the Official address. The word "CONFIDENTIAL" should be boldly written on the envelope
9. Shall write the questions in the blank booklets specifically supplied for the purpose by the University. The questions should be written clearly and legibly.
10. Shall submit the Scheme of valuation to the Custodian before commencement of the valuation and the custodian shall distribute copies of the same to all the valuers of respective subjects for information.
11. In any event of disclosure of such question paper by the Paper setter is subject to be removed from the teachers list of University and will not be considered as teacher in any of the affiliated Institutes and will also be subject for the legal proceedings as deemed fit by the University.

VI. APPOINT OF CHIEF SUPERINTENDENT OF THE CENTERS OF EXAMINATION: DUTIES AND RESPONSIBILITIES

The Chief Superintendent shall abide by the acts and statutes of the University.

1. The University will notify the exam centre for the conduct of examination.
2. The University will appoint the Chief Superintendents. The designated center of examination shall have a Chief Superintendent who shall ordinarily be the Head of the Institution. In case if Head of the institution is not available for various reasons, the senior most Professor of the Institution will be appointed as the Chief Superintendent.
3. The Chief Superintendent shall appoint Deputy Chief Superintendent, Room Superintendent and the Invigilator and the list of these appointments shall reach the University before the commencement of theory examination.
4. Shall preferably remain at the Examination Centre during the entire period of examination.
5. Shall be responsible and accountable for the proper/fair and smooth conduct of examination.
6. Shall confirm the number of Institutions/colleges attached to the centre and the number of the candidates appearing for the examination.
7. The Invigilators can also be drawn from the attached Colleges but the Room Superintendents shall be from among the Professors of the Institute of the examination centre.
8. Shall also designate Deputy Chief Superintendent to procure all relevant stationery from the University.
9. The material obtained by Deputy Chief Superintendent from the University should be directly under the custody of Chief Superintendent.
10. Should inform the University regarding the inspection of all the examination arrangements by the observer a day prior to the examination.
11. Shall appoint required number of Room Superintendents, Invigilators and Custodian and other staff members and arrange for furniture required for the smooth conduct of examination as per the guidelines (Annexure-6) of the University.
12. Shall ensure adequate power back up, Internet facility, Printing and photocopying facility for smooth downloading of question papers.
13. Shall provide clean drinking water facilities for the students.
14. Shall ensure that clean toilets available in the proximity of the examination hall.
15. Shall appoint one Room Superintendent for every 80 candidates, one invigilator for every 20 candidates.
16. Shall ensure that the Room Superintendent and the Invigilator should not be from the same subject for which the examination is to be conducted.
17. Shall convene a meeting of all the Supervisory staff at least two days prior to the commencement of examination and explain to them their duties and responsibilities. Shall particularly impress upon them the need to prevent malpractice by scrupulous and strict observation of rules. Shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected. The Chief

- Superintendent shall send the proceedings of such a meeting to the Registrar (Evaluation)/Deputy Registrar (Examination).
18. Shall bar staff from duties of the examination, if any of their relative (with proper proof) is appearing for the examination and the same needs to be informed to the University.
 19. Shall not post as far as possible any Room Superintendents/Invigilator to the same room successively. No Room superintendent/Invigilator shall have advance information of the room to which likely to be posted.
 20. Shall not leave the center of examinations during the period of examination without the prior permission of the Registrar (Evaluation)/Deputy Registrar (Evaluation). In case of emergency he shall make arrangements the proper conduct of examinations by entrusting the responsibility to the next senior member of the staff of his institution and report the arrangements made to the Registrar (Evaluation) and obtain approval, before leaving the centers of examination.
 21. Shall immediately report to the Registrar (Evaluation)/ Deputy Registrar (Evaluation) by phone/email regarding any anomaly noticed / reported to him in the question papers. The Chief-Superintendent shall not act on his own instead shall give the clarification as per the directions of the Registrar (Evaluation) / Deputy Registrar (Evaluation).
 22. Shall ensure that only candidates with admission tickets are allowed to take examination. If in any special case, a report of clarification given shall be sent to the Registrar (Evaluation) by name immediately and the candidates be allowed only after the written permission from the Registrar Evaluation.
 23. Shall arrange to keep open the examination rooms/halls one hour before the schedule time of commencement of examination on each day/session of the examination. Shall ensure that no candidate is allowed inside the examination hall after downloading of question paper starts. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings (as per the Notification).
 24. Shall ensure that the instructions to candidates taking the examination are read out five minutes earlier to the commencement of examination.
 25. Shall make seating arrangements as per the specification of the University. (As per Notification).
 26. Shall inform the Invigilators that they should be present one hour before the commencement of examination in the examination centre and they should check each and every candidate, before candidate enters the examination hall.
 27. Shall display the time table, bell timing, seating arrangement at all proper and prominent places of the examination centre.
 28. Shall be the responsibility of the Chief Superintendent to inform the regional police station and get them posted for bundobust and it is a mandatory requirement
 29. The question paper shall be downloaded in the presence of Chief Superintendent Deputy Chief Superintendent, Observer and two students representatives selected randomly from the examination hall.
 30. Shall down load the question paper and verify and there after make required number of photo copies of the question papers in the presence of Deputy Chief Superintendent and Observer, by strictly maintaining secrecy/confidentiality, in distributing a question paper. If any question paper remain undistributed, such question paper should be packed and sealed and kept in Almerah till the end of examination.

31. Shall take sufficient care to verify the question paper subject, question paper code, date of examination, time of examination etc., before making photocopies of the question paper. For any clarification the Chief Superintendent shall immediately contact the Registrar (Evaluation)/ Deputy Registrar (Evaluation).
32. Shall pack the required number of question paper in a sealed cover and distribute to Room Superintendent.
33. Shall ensure that no candidate is allowed in the exam hall after the download of the question paper.
34. Shall report to the Registrar (Evaluation) for any kind of Malpractice in the exam centre and he has to take action as per the rules of University.
35. Shall ensure that the entire required format related to the conduct of examination should be made available in the examination hall.
36. The Chief Superintendent and the Deputy Chief Superintendent under no circumstances shall divulge the password to anybody.
37. Shall ensure that question paper correct question paper code shall be distributed to the respective candidate. In case of wrong distribution, the Chief Superintendent, Deputy Chief Superintendent, Room Superintendent and the Invigilator shall be held responsible.
38. In case of impersonation, it is the primary duty of Chief Superintendent to file FIR and a copy of FIR acknowledgement shall be submitted to Registrar (Evaluation) preferably on the same day.
39. Shall keep one copy of the signed question paper.
40. Shall maintain proper stock maintenance of the answer booklets received from the University.
41. The stock register maintained at the College shall get it counter signed by Assistant Registrar (Evaluation) within one week of examination.
42. Shall be held responsible for multiple successful downloading of question paper.
43. Shall declare the examination area out of bounds all persons other than those involved in the examination on that particular day.
44. Shall ensure the presence of only the following personnel during question paper downloading
 - a) Chief Superintendent
 - b) Deputy Chief Superintendent
 - c) Observer/ Sitting squad
 - d) Computer Operator
 - e) Copier
 and presence of
 - f) Two Students representatives who should observe from the distance and they should remain in the downloading premises till the beginning of the distribution of question paper.
45. The Chief Superintendent and Deputy Chief Superintendent shall ensure that the completion of Invigilators dairy in all respect within half-an-hour from the commencement of examination
46. Shall ensure that all relevant document required by Flying Squad should be provided.
47. Shall maintain a register and ensure that the number of copies of question paper per question paper code printed/photocopied should be certified.
48. Shall certify the day-to-day utilization of answer booklets (Notification)

49. Shall ensure that the Attendance certificate should be issued to the Observer/ Sitting Squad/ Flying squad.

After the last bell

50. Shall collect the answered scripts from each Invigilator. Ensure that the number of answered scripts received and absentees statement are tallied.
51. Shall count the number of answered booklets packed in each packet, and number of packets in each bundle filled in the covers supplied by the University indicating the details such as Subject, QP code, number of answer scripts, date and time etc.
52. Bundle should be sealed as per the specification, direction from the Registrar Evaluation and send the same to the University on the day itself by indicating (Super scribing)
- (a) Name of the Centre
 - (b) Year
 - (c) Subject
 - (d) Subject Code / Paper Code
 - (e) Date and Time of examination
 - (f) Total number of answer scripts in all packets
 - (g) Signature of the Chief Superintendent with seal, date and time
53. Shall follow proper procedure of packing the answered booklets (Notification)
54. Shall send a consolidated (date wise details of exam) statement to the University.
55. Shall appoint expert assistant to the practical/ viva-voce examination among Junior Faculty but not tutors or junior residents or senior residents.

Duties and Responsibilities of Observer/ Sitting Squad

The Observer/ Sitting Squad shall abide by the acts and statues of the University.

1. Observer shall be appointed by the University.
2. Observer act as liaison between Exam Centre and the University.
3. On receipt of the order from the university he/she should get relieved from the college so as to reach and report to the Chief Superintendent at the examination centre one day before the commencement of examination.
4. The Observer should assist and co-operate with Chief Superintendent for the smooth conduct of the examination.
5. Shall remain in the examination Centre throughout the examination period as per the appointment order.
6. Shall ensure that proper arrangements have been made regarding seating, bell timings, drinking water, and display of Time table etc., at prominent places of the exam centre.
7. Shall ensure the college atmosphere is cordial for the smooth conduct of the examination.
8. Shall ensure that each answer booklet boxes should be opened in front observer/ sitting squad and certify each box contain so many answer booklets
9. Shall ensure that question papers are downloaded and distributed among the candidates present in the examination hall as indicated in their hall tickets.

10. Any damaged and discarded answer booklets should also be certified on the same answer booklet with signature and phone number.
11. Shall ensure that the absentees answer booklets are strike off and certified.
12. Observer/ Sitting Squad along with Invigilator shall certify for change of ink in the answer booklet.
13. Shall ensure that no candidate is allowed to enter the examination hall half-an-hour before the commencement of examination (i.e. after downloading the question paper).
14. Shall ensure that no candidate is having mobile or any electronic devices during the examinations.
15. Shall ensure that all arrangements are made, such as allotment of Invigilators, Water boys (Supply of drinking water) as per the specification of the examination rules.
16. Shall verify and ensure that no irregularities such as malpractice, damage of barcoded answer booklets taken place during the examination. If any irregularities found, the same may be reported to the Registrar (Evaluation) immediately by phone and by fax or e-mail.
17. In case of malpractice cases the Observer/ Sitting Squad shall ensure that all the required formats are filled up and answer booklet/ answer booklets are packed separately along with material of evidences for which the Observer/ Sitting Squad should certify separately.
18. Shall ensure that the statements are collected from Chief Superintendent, Deputy Chief Superintendent, Room Superintendent, Invigilator and Student involved in case of malpractice.
19. Shall ensure that other than Chief Superintendent and Deputy Chief Superintendent no other staff including the Observer/ Sitting Squad should carry the mobile inside the examination hall or switched off for which the Observer/ Sitting Squad has to certify.
20. Shall adhere to the checklist (Notification) while performing the work of Observer/ Sitting Squad
21. Shall ascertain that no other person except the persons who are appointed for the examination duties to be in the examination hall.
22. Shall not demand/ accept any hospitality from the Institute where posted for examination duty.
23. Observer/ Sitting Squad posted on examination duty should maintain the decency and decorum befitting their position.

After the examinations:

24. Shall verify and ensure that all the answer booklets are collected from all the Invigilators and packed in the prescribed covers with a certificate that the total number of candidate present, total number of answer scripts packed and the number of absentees are tallied.
25. Shall ensure that at the end of the examination the Chief Superintendent has sent all the examination material to the University such as exams invigilator diaries, unused answer scripts, and other stationeries, if not advice them to send the examination materials immediately in the name of Registrar (Eva), RGUHS.
26. At the end of each examination, the Observer has to send detailed report of the examination to the Registrar Evaluation.

27. Shall certify that the packing is done as per the procedure mentioned in Notification.

DUTIES AND RESPONSIBILITIES OF FLYING SQUAD

The Flying Squad shall abide by the acts and statues of the University.

1. The primary duty of Flying Squad is to observe and report.
2. Shall go through all the checklist (Notification) provided by the University.
3. Shall visit the first College before the download of the question papers and observe the question paper download procedure and if there are any lapses, report immediately to Registrar (Evaluation) and also the same may be brought to the notice of Chief Superintendent.
4. Flying Squad are not entitled to give any instruction or direction except under special instruction from Registrar (Evaluation). Avoid any confrontation with the examination staff.
5. Is empowered to check any candidate even for physical verification. In case of lady candidate, physical verification should be done by only lady invigilator, without causing any embarrassment.
6. Is empowered to check the Squad Member/Invigilators/Room Superintendent's with the intimation to the Chief Superintendent in case of suspicion or any untoward incident occurring
7. Shall ascertain the Police security for the examination centers. Police shall not be allowed to enter the examination hall unless called for either by the Chief Superintendent or by Squad Chief.
8. Shall intimate the cases of Malpractice to the Registrar [Evaluation] by name in writing, enclosing a copy of the report of the Chief-Superintendent.
9. Flying Squad under special circumstance shall carry out such responsibilities entrusted to them by Registrar (Evaluation).

Note: Any Officer/Teacher found guilty of any omission, commission or any other lapse on the mater of conduct of University Examination is liable for such penalty as may be considered and decided by the Vice-Chancellor.

DUTIES AND RESPONSIBILITIES OF CHIEF COORDINATOR

1. The Co Ordinator is appointed by the University.
2. The Co-Ordinator is not below the rank of Associate Professor/Reader.
3. The Co Ordinator acts as a mediator / Liaison between Valuation centre and the University.
4. On receipt of the orders from the University, (as a Co Ordinator) he / she shall report to the Chief- Superintendent of the Valuation Centre.
5. Shall co-ordinate & co-operate with the chief-Superintendent and custodian of the valuation centre for smooth conduction of Valuation.

6. Shall co-operate with the custodian in verifying the number of bundles, numbers of packet in each bundle, and total number of answer booklets in each packet.
7. Shall ensure that the required numbers of Valuators have been appointed and the valuation is conducted in a healthy environment.
8. Shall co-operate with the Custodian in verifying the V-1 (Part-IV), V-2 (Part-V) slips particularly to re-confirm the marks awarded as "not Answered" against the question number with the examiner.
9. Shall make sure that the awarded marks are in order and all answers have been marked.
10. Shall ensure that the total marks entered by the examiner in the V-1 (Part-IV) slips is in order and correct.
11. Shall ensure that the custodian separate V-I (Part-IV) slip and packs, V-1 (Part-IV) slip in a sealed cover supplied by the University.
12. Shall ensure that number of answer scripts and the number of V-1 (Part-IV) slips are tallied.
13. After valuation the Co-Ordinator shall ensure that the custodian does online uploading of the marks from V-1 (Part-IV).
14. Shall ensure that no variation or difference or mistake in valuation and totaling by the valuator.
15. The Custodian and Co-Ordinator have to re-check the total marks of each V-1 (Part-IV) slip, if any discrepancy, the same may be corrected by the valuator.

DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF SUPERINTENDENT

1. The Chief Superintendent shall appoint Deputy Chief Superintendent soon after his/her college is declared as a center with the approval from the Registrar (Evaluation). The Deputy Chief Superintendent shall be appointed to assist the Chief Superintendent from his teaching staff who should be not less than Professor Cadre.
2. Shall be solely responsible for preparing the examination hall one day prior to the commencement of examination and procuring all relevant stationary from the University/ Chief Superintendent.
3. Shall arrange for physically challenged who uses amanuenses in the examination (Notification) and candidates suffering from any communicable diseases.
4. Shall accompany Chief Superintendent and supervise the downloading, printing, photocopying and distribution of the question papers sent online.
5. Shall on the days of the examination arrange to supply the blank answer books and other stationery required for each room / hall to the room invigilators.
6. Shall allot rooms to Room Superintendents and assign Room Invigilators and supply with required number of question papers.
7. Shall arrange to collect back the undistributed question papers from examination rooms after half an hour.

8. Shall assist the Chief Superintendent to ensure that answer scripts are properly packed (Notification) and dispatched to the University.
9. Shall carry out the examination work as assigned by the Chief Superintendent for the smooth conduct of examination at the center.
10. In the Absence of Chief Superintendent due to unavoidable circumstances, The Deputy Chief Superintendent shall be empowered to book the malpractice cases if any.

APPOINTMENT, DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT

1. The Chief Superintendent shall appoint the Room Superintendent from among the teachers of the college / attached college of the rank of Professor (minimum five years teaching experience).
2. Shall supervise four Room Invigilator and read out the instructions to the candidate (Notification).
3. Shall handover the question papers to the Room Invigilators for distribution.
4. Shall supervise each invigilator for correctness of entry details in the answer script and invigilator dairy.
5. Shall prepare the absentees statement of all the four invigilators assigned.
6. While collecting answer script from the Room Invigilator the correctness of entries shall be verified by the Room Superintendent and hand it over the Deputy Chief Superintendent.
7. In case of malpractice (Notification) The Room Superintendent shall be the witness for the proceedings of booking the malpractice case.
8. Shall ensure that no candidate shall carry anything other than the writing stationery and admission ticket.
9. Shall ensure that no candidate shall be allowed to go to the rest room unless under valid medical reason (Medical Certificate should be provided).
10. Shall ensure that no one uses the cell phones inside the examination hall.
11. Shall ensure that the part - 1 slip of the answer script should be removed by the Room Invigilator after the completion of the examination only.
12. Shall supervise the scoring off (X) the unused pages in the answer script by the candidate.

APPOINTMENT, DUTIES AND RESPONSIBILITIES OF ROOM INVIGILATORS

1. The Chief Superintendent shall appoint the Room Invigilator from among the teaching staff of the college and from the attached college.
2. Shall report to the Chief Superintendent one hour before the commencement of examination and collect the necessary stationery.
3. Shall arrange the answer scripts according to Register numbers of the candidate assigned to them and make sure that no answer scripts is damaged or defective.

4. Shall ensure that no candidate is entered the hall after the stipulated time and they should ensure that the candidate are entered hall with only permitted writing stationery and admission ticket.
5. Shall ensure that the candidate has entered the hall without any prohibited material (chits, electronic gadgets, written on their body parts, sandals etc.)
6. Shall verify the admission ticket and put his / her signature with date on the admission ticket.
7. Shall ensure that the correctness of entries made by the candidate in the part-I slip before signing the part-I slip.
8. Shall distribute the question papers to the candidates assign to him/her.
9. Shall collect the absentees answer books and strike off all pages with 'X' mark after the prescribed time and handover it to the Room Superintendent.
10. Shall attend to any complaint/request by the candidate.
11. Shall be vigilant, watchful, agile and active during the course of examination.
12. Shall collect the answer scripts after removing the part-I of the answer scripts and submit to the Room Superintendent for verification along with invigilators dairy.
13. The Room Invigilators have to check the Admission Ticket of all the candidates.
14. The Room Invigilators have to announce loudly that no candidates shall have Cell Phones/ any Electronic equipment, Paper Chits/ any related material in their possession. Otherwise such candidate will be declared as "Malpractice Candidate".
15. Shall ensure that no candidate has taken question paper along with him, when he/she leaves the examination hall, before the last bell. However he/she can collect it after the last bell from the Invigilator
16. The Room Invigilator has to report to the Chief Superintendent for any kind of Malpractice in the examination hall.
17. The Room invigilator should ensure before starting of the examination that every candidate has filled part of answer script which is separated and collected at the end of the examination
18. Shall allow only those candidates who are having valid Admission Ticket and Identity Card.
19. No Room Invigilator shall have advance information of room, being allotted to him/her.
20. The Room Invigilator should not allow any candidate to enter or leave the hall after down loading of question paper.

Examination Process

1. The Process of examination may be set to be commence with the notification from the office of the Registrar (Evaluation) that would be posted in the University website minimum of 90 days prior to the examination.
2. The Heads of the Institution presenting the candidates shall download it and display in their respective college notice board.
3. The college authorities shall ensure that the candidate has fulfilled eligibility criteria (IA & Attendance) fixed by the University for the particular course and scheme. (Notification).
4. Once the fees paid at the college, the respective college office will activate the application of the candidate in University website.
5. The Candidates should first download Application (Notification) from the University website and fill the fees information and submit it to the college.
6. The college authorities shall remit the entire fee collected through online payment to the University on or before prescribed last date.
7. Once the application is activated at the university website, then college authorities can download candidates Admission Ticket (Notification)

Examination Fee:

1. Candidates appearing for the examination for the first time have to pay the full fees prescribed for the whole examination.
2. There is no provision for the candidate to appear only for a part of examination in their first appearance.
3. It should be carefully checked by the college authorities for the prescribed fees for the examination including the application process fee, examination fee, marks card fee, provisional degree certificate fees, convocation fee, dissertation fee, late fee Which ever is applicable has been paid by the candidates.(Notification).

Identification of Examination Centers:

1. After receiving students list and fee from respective colleges the University will identify the examination centers based on strength of the students, geographical location and other availability of facilities etc.
2. The list of colleges attached to the particular examination center are notified thereon and posted in the University Website. The list of Observer/squad/Deputy chief superintendent will be hosted in the University website.
3. The Room Invigilator dairy (Notification) with students details will be released in the college wise exam activity module hosted in the University Website. ???
4. A day before the examination the appointed University observer/ Deputy Superintendent should inspect the arrangements made for the conduct of examination as per the university norms (Notification) and send a report online to the university.
5. The day of examination Chief Superintendent shall download the question paper as per the procedure, the examination procedure starts and progresses as per the

university norms explained earlier. After the completion of examination, answer scripts will be transported to the university within stipulated period of time.

Practical/ clinical examination:

1. The Head of the Institution/Head of the Department shall make necessary arrangements for the smooth and fair conduct of the examination. The examiners should report to the examination centre an hour before the commencement of examination and discuss about the mode of examination with the Chief Coordinator and conduct the examination as per the norms (Notification).
2. Except those who are involved in the examination, others should not be allowed to enter the premises.
3. The Chief examiner shall ensure the comfort of the patient including refreshments during examination process.

PROCEDURE OF CONDUCTING EXAMINATION AND ANNOUNCEMENT OF RESULTS

1. As per the Calendar of Events the Candidates are admitted to the Affiliated Colleges as per the Apex Bodies and RGUHS Ordinance of the respective Courses within the stipulated Academic year.
2. After getting admitted to the Colleges of various courses, the admissions of the candidates are approved as per the norms of the Apex Bodies and RGUHS Ordinances of that courses as per their Eligibility Criteria.
3. Once their admissions are approved, the unique Register Numbers are generated for each candidate faculty wise to identify the candidate details.
4. As per the term duration of each course the data from the Admission Section will be forwarded to the Examination Computer Section along with Register Numbers to generate the Examination Application Form with Admission Card to appear for the Examination.
5. The theory examination centres list will be generated at pre examination section.
6. The list will be given to coding section.
7. After completion theory examination, each QP Code/ Subject Theory Answer Script should be sealed in a separate paper cover with Chief Superintendent signature in dark pen with college round seal.
8. Tie a cotton thread in a plus mark over the packet and put a wax seal on the thread knot.
9. Each Qp code/ subject cover should be inserted in a cotton cloth bag.
10. Each cotton cloth bag should be stitched with machine thread stitching.
11. Before stitching invigilator dairy and absente statement to be placed along with observer report.

12. Over the stitching Chief superintendent has to sign with date and time in a permanent marker pen with a seal and also put a wax seal on the stitching. Chief Superintendent should send separate certificate in a prescribed format. If the following instructions are not followed the college authorities will be held responsible for any lapses.
13. After completion of theory examination all the bengaluru area theory examination centres submitting by hand should send packed bundles to RGUHS within one hour or else concerned colleges will be held responsible for any lapse.
14. Other than Bangalore colleges submit by VRL courier only.
15. The colleges submitting by hand has to submit to coding section with principal letter mentioning details about QP code/ Subject on the sealed bag.
16. After receiving the bags the answer bundle bags are kept in the almaras in a coding section under lock and key by assistant/ deputy registrar.
17. After receiving from all the centres both colleges submitting by hand or VRL courier file to be moved to registrar evaluation for appointment of verifying office by assistant /deputy registrar.
18. Verification officers are appointed from the affiliated colleges only at senior lecture or above cadre only with integrated working with confidential manner persons only.
19. In the same file menial staff to be appointed for helping the verifying officers. The file to be approved by registrar and authorised by Hon'ble Vice chancellor.
20. Verification officer should receive answer bundles form the Assistant Registrar and give the acknowledgement. He has to ensure initials on the bundles.
21. Check for any damage, torn cloth bag etc. authenticated by Registrar (Evaluation). If not authorized, bring it to his knowledge get his initials at the place of damage.
22. Cut open the bundles and preserve the outer cloth bag and also the envelopes in which the answer script were sent to the university.
23. If the bundles(S) contain(S) answer scripts other than the subject assigned for verification, please return the bundles to the officer incharge with acknowledgement and make an entry in the register provided and initial on the opened bundle.
24. Check for the invigilator's diaries, consolidated statements, checklists and absentee statements sent along with answer bundles.
25. The total number of answer scripts should tally with the number of students appeared for examination as per the invigilator's diaries.

26. Verification officer shall enter the total number of students assigned for that particular centre, number of students present for examination, number of students absent for examination, register number of the absent students as per invigilator diary, in the check list provided.
27. "Court cases" / "malpractice booked answer booklets" shall be handed over to the Asst. Registrar after entering in the register with proper acknowledgement.
28. Once the Numbers of students present tallies with that of numbers of answer scripts received, verify the register number entered by the candidate with the register number entered in the invigilators diary and also the date of exam and Q P Code.
29. Verify the signature of the candidate & invigilators. The signature of the candidates & invigilators on the answer scripts should tally with those on the invigilators diary.
30. Put "x" mark across all the unused / blank page(s) in the answer book compulsorily.
31. Once the verification of answer scripts of one particular centre is completed, if any un torn part-I (candidates identity portion) should be detached along the dotted line, which will be carried out by the menial staff provided for this purpose. The verification officer should supervise the tearing & shall be held responsible for the presence of any identity slips remained undetached.
32. Once the tearing of Part – I slips of one particular centre is completed, count the detached Part-I & should tally with the number of answer scripts actually used and enter them in the check list provided.
33. Once tearing of Part –I slips of all the centers of that particular Q P code is completed pack 75 Part-I slips each in the labeled envelop provided, separately for that purpose & seal it.
34. All the sealed packets containing "Part-I" Slips are packed in the cloth bags. Labeled and shall be handed over to the Registrar (Evaluation) immediately after the verification of the assigned subject is completed.
35. The "Coded" answer scripts belonging to each question paper code number are to be randomly mixed under direct supervision to make bundlers of 10 scripts in case of PG and 15 scripts in case of UG and pack them in the labeled large envelopes provided by the University.
36. If the last envelopes has less than the minimum answer scripts(10/15), their number shall be written legibly on the packet and signed.
37. The number of answer scripts packed shall tally with the total number of students appeared for examination in that particular subject.

38. The packets (envelopes) containing UG (15) & PG (10) answer scripts after stapling shall be handed over to the Asst. Registrar, subject wise, paper wise along with the check list provided for entry and receive acknowledgement for the same.
39. Any discrepancies noticed at the time of the verification shall be brought to the notice of Asst. Registrar / Dy. Registrar / Registrar (Evaluation) in writing.
40. It is the responsibility of the verification officer to ensure that the correct numbers of scripts are packed into the envelopes.
41. The verification officer will be held responsible for any discrepancies in the above matter.
42. Menial Assistance will be provided by the Manpower Agency. These helpers will assist to the verification officers. Any responsible work shall not be entrusted to these Menial Assistants. The complete responsibility will rest on the verification officer.
43. Each verification officer shall obtain No due certificate after handing over all the answer scripts, packets, absentee's statement, invigilators diaries and registers to the Asst. Registrar after completion of the assigned task.
44. The verification officers and Menial Assistants are directed to turn off your mobiles into silent mode.
45. The verification officer hand over all the part one slips to Register (Evaluation).

Scanning Section/OMR Section

46. Part slips are removed from the answer scripts at valuation centre.
47. The part I two slips containing the packet no. Sl.No and QP code of that answer book let.
48. Part slips directly by courier comes to RGUHS Registrar evaluation.
49. These slips are given to OMR Section.
50. The OMR section in turn arranged and cuts the edges and make ready for scanning.
51. The OMR section transfers the part 2 slips once the computer section assistant register instructs and they enter the details in the ledger and transfer to scanning section.
52. Data from previous Logisys software which was in dbf format was migrated SQL server database. The database structure is different compared to previous vendor. Data from Apr-08 till Apr-14 was fetched.

53. At exam section eligibility of the candidates is checked and application of eligible candidates is hosted on website.
54. The student download's the application, the Principal of the college will check for eligibility of the candidate based on IA marks and attendance percentage and allow him/her to appear for exam. Now the student will enter the fees paid information and affix his/her photo on the application and submit it at college office.
55. RGUHS has created web portal for colleges and each college is issued username and password .The college concerned authority should login to the website rguhsexam.eadminaargees.com and click on link College activities for colleges and login with the password given to the colleges.
56. In the web portal the college should activate the students application and enter the fees paid information.
57. They should crosscheck the all students application information in the candidate list report given in the website. Once the data is crosschecked the application should be freezed.
58. Once application is paid course wise Online payment should be done, by the colleges.
59. RGUHS will release the theory attached center list, based on which center wise invigilator dairy is generated.
60. IA marks can be entered only for freezed candidates (Freshers + Appearing subjects of repeaters),Once the IA marks is cross checked in Provisional IA Marks sheet, the IA marks should be freezed and Final IA marks sheet should be generated and signed by the college authority and submitted to the university. Once marks are freezed you cannot do the changes.
61. RGUHS will release the practical attached centers, based on which the practical centers can define the Practical batches and freeze the batch. Practical marks can be entered only for freezed batches. Once practical marks are cross checked using provisional marks sheet, the centers should freeze the batch wise entered marks and get it signed by the examiners and freezed envelope should be submitted to the university.
62. Any changes for freezed data like application, IA marks and Practical marks should be specified in the letter head of the college, which should be signed by the principal and the scanned copy of the letter head will be mailed to the rguhsexamination@gmail.com.

63. The concerned helpdesk members will unfreeze the requested data.

ACTIVITIES AT RGUHS THEORY VALUATION CENTRE

64. The coding section will give the list of center wise, QPcode wise packet distribution information, based on which the valuation center wise QPcode wise and marks entry provision is done.
65. The valuation centers are allotted userid and password, and they should click on theory valuation center link in rguhsexam.eadminaargees.com.
66. At the valuation center QPwise marks are entered referring to the valuation slip. Entered marks are shown below in marks entry pages, once the marks are crosschecked the final theory marks sheet should be printed and signed by custodian and other concerned authority and should be submitted to the university.
67. Second valuation center (in case of 2 val) / Fourth valuation center (in case on 4 val) can generate the Deviation report (provided the marks are entered and frozen by first and second valuations center in case of 2 valuations /First, Second, Third, Fourth valuation centers in case of 4 valuations).Automatically the third valuation/fifth valuation center are allowed to enter marks of papers which are eligible for deviation.
68. Any changes for freezed theory marks data like should be specified in the letter head of the college, which should be signed by the principal and the scanned copy of the letter head will be mailed to the rguhsexamination@gmail.com.
69. The concerned helpdesk members will unfreeze the requested data.
70. All the Assistant Registrars, Case Workers and System Analyst are given individual ID and passwords to login to web site rguhsadmin.eadminaargees.com.
71. Through the above said web portal the university authorities can track college wise entry status of application, IA marks, Practical and theory marks.
72. At exam section data related to application, IA, practical and theory are downloaded, backup of downloaded web data is maintained.
73. Now the application data in affected in the concerned term. All the students' application information is now available.
74. Previous marks are affected; here it will give information of appearing and not appearing subjects of the student.
75. IA marks that is download from net is affected
76. Error report is generated, it will list not available Fresher's IA Marks, now the operator will work on the pending IA marks and enter marks in local server

- system. The IA marks entered by the operators are verified by the verifying case worker against the original IA marks sheet submitted by college.
77. A practical mark that is downloading from net is affected. Error report is generated, it will list not available appearing practical Marks, now the operator will work on the pending practical marks and enter marks in local server system. The practical marks entered by the operators are verified by the verifying case worker against the original practical marks sheet submitted by college.
 78. The operators at exam section will enter theory examination absentee register numbers referring to the Theory Invigilator dairy.
 79. Now the scanning section will provide the Part I and Part II data in password protected ms access file, which will be dumped to the exam sever. Now part I and part II data is affected.
 80. Now after ABOVE STEP theory marks that is been downloaded from net is affected.
 81. The case workers now work on pending Theory Marks, Pending deviation IA Marks and Practical marks. Once all these errors are solved, Result is processed.
 82. Once the result is processed we should enter the result declaration date, after the result declaration date is entered you can view marks ledger, result summary and the result data can be hosted on net, after Vice Chancellor and Registrar [Evaluation]'s approval.
 83. (Before adding result declaration date one cannot view any result information nor host result on net.)
 84. Once the results the hosted on net, the college can enter RT application information.
 85. At university once they receive the RT applications.the case worker will cross check and authorise the Online RT application against the hard copy of RT application received from colleges.
 86. RT application data is download from net and affect on exam server. After affecting RT data QPcode wise, packetno, slno, valuations wise marks obtained list is generated. This is been sent to Valuation slip receiving section, for picking up of valuation slip.
 87. NA mismatch report is also generated.
 88. Now the verifiers cross check individual marks against the valuation slip, and changes will be intimated to Registrar [Evaluation].
 89. The RT marks list is given to exam section, the concerned case worker will enter the RT marks and process the RT result, later after getting the approval of the Vice Chancellor and Registrar [Evaluation] RT result is hosted on the Official website.

RESULT CORRECTION MODULE

90. Once the result declaration date is set, the operator at computer section cannot enter IA marks and practical marks that option is disabled. The system analyst cannot process whole result of a particular course.
91. After result individual student wise result should be processed, when will get part I and part II data of individual candidate ,or deviation marks data from net .This provision is only for case workers at exam section but not for the operators.

If any changes to student information or marks, should be registered in result correction module and then done. This provision is only for case workers at exam section but not for the operators.

RESPONSIBILITIES AND PROCEDURES OF DIGITAL EVALUATION

I. REGISTRAR EVALUATION:

- 1) Shall order for the commencement of evaluation irrespective of the course, every time in writing
- 2) Only those institutions which have got required infrastructure (annexure) shall be designated as digital evaluation centre.
- 3) Shall Issue an order of designating a institute / centre as digital evaluation centre in writing before the commencement of the evaluation every time, mentioning the attached colleges
- 4) Order shall be issued to the coding section for commencement of scanning process within a week of receiving the each QP answer scripts.
- 5) Shall issue an order to the verification officer in the coding section, who will be chosen randomly from the affiliated colleges
- 6) It Shall be ensured that the verifying officers shall not belong to the same faculty
- 7) Shall ensure that the digital evaluation begins within one week of completion of the theory examination and verification
- 8) Shall have the barcode details / secret number of the answer booklets printed in his/her personal custody
- 9) Shall receive the barcode details/secret number of the answer booklets from the printer on the day of delivery of the same by the printer both in hard and soft copy in a sealed cover.
- 10) Shall submit the broad details of the barcode/secret numbers like total number, damaged/ repeated etc to the Hon'ble vice chancellor on the same day of receiving the same from the printer
- 11) Shall not divulge the information regarding part-I slips and barcode details/secret number to anybody except for the part-I scanning section under any circumstances unless officially warranted
- 12) Shall issue an order in writing for the shredding of answer booklets(as per the rules) except for those which belongs to the students whose admission approval is through court order or have taken the exams through court order or has approached the court for any other issues where the RGUHS is also a party
- 13) Shall receive the reports day to day basis on scanning progress from the coding section Deputy Registrar
- 14) Shall receive the reports on Malpractice answer booklets and PMC related answer booklets on day to day basis.
- 15) Password protected Real time mirroring server of scanning and evaluation shall be under the custody of RE.

II. RESPONSIBILITIES OF DEPUTY REGISTRAR of CODING SECTION

Shall ensure the User ID creation for valuator at least a week before the commencement of the valuation

- 1) Shall ensure that the complete infrastructural requirement(ANNEXURE – SA) is in place before the commencement of valuation.

- 2) Shall prepare & submit the list of valuation centres along with attached centres to the Registrar (eva) atleast a week before the commencement of valuation.
- 3) Shall facilitate the process of selection & appointment of verification officers for the coding section.
- 4) Shall ensure that the list of valuation centres along with attached college is submitted to the pre examination section through proper channel for the purpose of valuation follow up before the commencement of valuation.
- 5) Shall ensure that the Stalking software is in place for retrieval of hard copies of answer scripts.
- 6) Shall ensure that the rejected - wanted (rejected by the valuator for the reasons other than technical issues) scripts should be submitted to the RE & clarity is to be ensured about such scripts i.e whether to go ahead with the valuation or not and the same to be communicated to the Pre- examination section.

III. RESPONSIBILITIES OF ASSISTANT REGISTRAR OF CODING SECTION

- 1) Shall ensure that the Scanning is to be completed within one week from the date of receiving the particular QP from the examination centres
- 2) Shall supervise the process of scanning completely
- 3) Shall ensure that the QP count given for the scanning matches with that of the uploaded QP count on daily basis
- 4) shall submit both soft and hard copy of eligible valuator's list for the user ID creation to the DR, three weeks before the commencement of valuation
- 5) shall ensure that user ID are created at least a week before the commencement of valuation
- 6) Shall assist the DR in the process of dealing with rejected- wanted scripts.
- 7) Shall ensure republishing of rejected answer scripts should be done within three days with concurrence of DR and RE

IV. RESPONSIBILITIES OF SECTION OFFICER OF CODING SECTION

- 1) Shall arrange the answer scripts according to QP code wise/year wise/faculty wise after receiving them and record the date and time.
- 2) Shall keep the log of receiving the answer booklets in a separate register and get the signatures of AR, DR and RE on daily basis.
- 3) Shall arrange the invigilator dairy, observers reports, check list as per the examination centre wise.
- 4) Shall receive the flying squad report and submit it daily to the AR.
- 5) Shall arrange the CCTV recordings centre wise / college wise.
- 6) Shall completely scrutinize the CCTV recordings and bring any suspicious recordings to the notice of AR.
- 7) Shall submit the MPC booklets along with the documentary evidences (flying squad report, observer report, student statement, chief superintendent etc) to the AR in the file so as to send them to the MPC.
- 8) Shall hand over the answer booklets to the scanning QP code wise, year wise faculty wise and receive them back immediately after the scanning is over and record the events in the register.

- 9) Shall supervise the cutting of the answer script without damaging the written portion. All the pages without missing any should be scanned & stapled.
- 10) Shall ensure that the correct count is maintained throughout the scanning process.
- 11) Shall be present in the scanning area throughout the process and ensure that no person (scanner) shall carry any electronic gadgets into the scanning area.
- 12) Shall get the eligible valuator's list from the pre-examination section and submit it to the AR for the user ID creation at least a month before the valuation begins.
- 13) Shall keep separately the followings and bring them to the notice of AR in writing
 - i. Wrong QP code entries
 - ii. Wrong mismatching of the answer booklet to the QP
 - iii. Wrong date entry
 - iv. Wrong invigilator entries
 - v. Invigilator dairies mistakes – date, time, signatures, wrong serial number etc.
- 14) Shall take out the rejected - wanted scripts and submit them to the AR

V. RESPONSIBILITIES OF SYSTEM ANALYST

- 1) Shall ensure that the Mirror image/ back up of the scanned answer scripts to be stored in the server of RGUHS apart from the one which is used for the evaluation.
- 2) Shall ensure that the Fragmentation of QP Codes and publishing is to be done as per the needs of the software utilised for the digital evaluation.
- 3) Shall ensure that the correct matching between the question/ QP displayed and the answer booklet.
- 4) Shall ensure the maximum marks provided in the QP is maintained in the fragmentation.
- 5) Shall ensure that the Provision is made for marking as NA for the not answered (NA) questions and the same shall not be counted as zero and it shall not affect the totalling procedure.
- 6) Shall ensure that a provision is made to scrutinize NA mismatch between different level of evaluation.
- 7) Shall ensure that a module is in place for the NA correction before the commencement of valuation.
- 8) Shall ensure that the Application Software utilised for the evaluation needs to be user friendly.
- 9) Shall have ensure that the answer Scripts which will have to be evaluated for the third time shall be based on the more than or equal to 15% difference between the first and second valuation, in the valuation application software.
- 10) Shall have to ensure that in the application software the 15% deviation should be calculated with actual marks and later it may be rounded off for the purpose of 3rd evaluation. For e.g.

Marks	15% deviation	Cut off value
100	15.00	14.5
80	12.00	11.5
75	11.25	10.5
50	7.50	7.5
Similar procedure may be adopted for the other papers carrying different maximum marks		

- 11) Shall ensure that the User ID & passwords are created for all valuator in the panel provided by pre examination section (one week before the commencement of evaluation) and any valuator whose name is not present in the panel given by the pre examination shall not be allowed to evaluate.
- 12) Shall ensure that the Maximum limit of 400 valuations per evaluator is to be incorporated in valuation application software and per day limit per valuator is also to be incorporated in the application software as per the notification.
- 13) Shall ensure that the valuation application software to have modules for generating required reports of all kinds including the valuation summary reports (individual, centre wise consolidated, date wise etc.).
- 14) Shall ensure that an university admin module to be incorporated in the valuation application software, which will enable the pre exam section to observe the valuation progress without having provision to access the answer scripts and the marks data.
- 15) Shall ensure that format for the Output of marks data shall be as per the university requirement.
- 16) Shall receive the scanned data from the Registrar evaluation within three days from the date of announcement of results.
- 17) Shall receive the marks data from the computer section within three days from the date of announcement of results.
- 18) Shall ensure that there is a provision should be made for a homepage to capture the request for soft copy of answer scripts/ valuation slips to principal/Head of the Institutions.
- 19) Shall ensure that the details of the student, email ID of the institution, subjects for which softcopy required should be submitted to Registrar (Eva) for provision of barcodes of answer scripts of those subjects.
- 20) Shall ensure that after the result announcement a module is in place for provision of soft copy of answer script and digital valuation slips carrying individual question wise allotted marks, in order to enable the principal to have an access/download the same after the due payment.
- 21) Shall ensure that after the student details are captured, provision to be made to integrate the same with payment gateway.
- 22) Shall ensure that after the barcodes are received from the DR of computer section through proper channel , provision should be made for downloading of soft copy of answer script and digital valuation slips in PDF format to the principal/ or email to the Principal or Head of the Institution.

- 23) Shall ensure that the following Security concerns are to be taken care for the smooth evaluation process
- a) Proper Fire wall to be placed
 - b) Server to be placed before fire wall installation
 - c) Server to be placed within the premises of the university with restricted access and designated person needs to be present all the time during valuation hour.
 - d) All log in and log out details of the evaluators/ admin along with Mac-ID, Local IP, Public IP & time statistics should be captured and sent every day to the mail ID – registrareva@rguhs.ac.in with a self-marked copy
 - e) Mirroring/back up of all the valuation data needs to be ensured in the server of RGUHS on the specifications to be provided by the vendor

VI. RESPONSIBILITIES OF THE SECTION OFFICER OF THE PRE EXAMINATION SECTION

- 1) Shall prepare the accurate eligible valuator's list of the concerned faculty and submit the same to the AR of pre examination section at least 30 days prior to the commencement of examination.
- 2) Shall co-ordinate with the custodian of the evaluation centre and actively mobilise the eligible faculty for the purpose of valuation
- 3) Shall ensure that on daily basis he or she will follow up the valuation of the concerned faculty / course and report the same to the AR of pre examination at the end of the day
- 4) Shall receive the individual valuation summary reports from the valuation centre duly forwarded through the respective principal and put up the same with the print out of the order copy for the purpose of payment of remuneration.
- 5) Shall put up the file regarding the commencement of valuation follow up and the completion of the valuation of the concerned faculty.

Shall ensure the completion of the valuation within the stipulated time limit as per the university notification

This manual will follow all the notifications made by the University with respect to the Examination section


Principal

Sri Bai Institute of Dental Sciences
NH-13, H.H. Road, Purifield
SHIVAMOGGA-577 222, Karnataka