



डॉ. संदीप सिताराम कडू
एम.बी.बी.एस., एम.डी. (न्यायवैद्यकशास्त्र), एम.बी.ए.,
पी.जी.डी.एच.एच.एम., पी.जी.डी.एम.एल.एस., सी.एफ.एम.जे.
परीक्षा नियंत्रक

Dr. Sandeep Sitaram Kadu
M.B.B.S., M.D. (Forensic Medicine), M.B.A.,
P.G.D.H.H.M., P.G.D.M.L.S., C.F.M.J.
Controller of Examinations

O.No. MUHS/XP/4065/2023

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To,
The Dean / Principal and
Examination Co-Ordinator
At Scanning Centre
All Affiliated Colleges

Respected Sir/Madam,

The Standard Operating Procedure regarding Scanning of answer sheets at theory Centre is as follows:

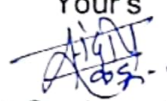
- The Dean/Principal of the college shall nominate approved teacher as a Exam co-ordinator (Professor/Asso. Prof.) to the University.
- Examination Co-ordinator is one for entire Examinations i.e. for Summer session or Winter session (All Phases) to look after and co-ordinate the activities related to Theory Examination Scanning centre and Practical Examinations.
- Examination Co-ordinator will co-ordinate as a liaison officer to University officials regarding queries related to Theory Examination Centre.
- As per strength of Answer Booklets, Exam Co-ordinator shall send the names of operators (non-teaching staff) required, with their bank details to the University.
- On the day of written Theory Examinations, after end of each session, the Exam Co-ordinator will collect all the sealed packets of Answer Books from strong room through concerned CI/CO.
- After this, the Exam Co-ordinator will take these sealed packets in Scanning Room.
- The student details counter Foils) will be separated from each Answer Book with the help of non-teaching staff under supervision of Exam Co-ordinator in the Scanning Room.
- Then University appointed Agency personnel will collect the Answer Books from concerned Exam Co-ordinator in the scanning room for scanning purpose.
- The Exam Co-ordinator will ensure that a room allotted for scanning work is under the Surveillance of CCTV and the scanning is done in front of him.
- The Student details Counter Foil should be packed immediately after tearing off from the Answer Books alongwith JSR, in a packet subjectwise & datewise.
- Laptop/Scanners to Theory Examinations Centres for Scanning of Answerbooks, will be provided by the University appointed Agency.
- The Software Engineer of the Agency, with the help of non-teaching staff appointed from the concerned centres will start Scanning of Answer Books.

- The College non-teaching staff allotted for the scanning & Student Details Counter Foil tearing work will get remuneration Per Answer Book from the University appointed Agency in their bank account.
 - At the End of session, it's the responsibility of the Exam Co-ordinator to handover the Student Details Counter Foil packet with Answer Books to Centre Incharge or Centre Observer in the strong room.
 - At no any condition the Answer Books and Student Details Counter Foil should remain in the scanning room after completion of scanning. If the work is stopped on a particular day, the Answer Books should be handed over to CI for keeping in Strong Room.
 - At the end, he/she shall ensure that the remuneration for scanning work, to the operators is deposited to their respective bank accounts.
- **DURING PRACTICAL EXAMINATIONS :**
- Exam Co-ordinator at Theory Centre shall ensure for smooth conduction of Practical Examinations (as per Council & University Norms) for all subjects in the respective college.
 - He shall act as a liaison officer to co-ordinate for replacement/substitute of examiners during Practical Examinations as well as any other queries realted to practical examinations.

Please, follow above procedure strictly.

Your co-operation is highly solicited.



Your's

(Dr. Sandeep Kadu)
Controller of Examinations