

## **Registrar (Evaluation) office process flow (Section wise)**

The functioning Registrar (Evaluation) office is divided into several sections. Each section has a specific role and responsibilities.

### **Question Bank section**

1. The question paper sets for different courses of different programs from various institutes under university (other than the institutes/departments with autonomy in assessment) are received (along with the answer keys for the MCQ sections, if it is a part of the university examination).
2. The question paper details are entered in the specific computer as and when received, checking for its correctness (proofreading of the soft copy with the hard copy both for text matter, number of question papers and marks). The details of question paper setter, scrutinizer and the subject coordinator/ head of the departments are recorded as per the QP label (covers) for all the subjects/courses.
3. The question to be administered for the examination is selected by Registrar (Evaluation) or the Deputy Registrar (Evaluation).
4. The selected question paper to be administered is verified for repetition of question/concept with respect to previous year question paper. If the repetition of question is more than 20 % or any other problems in the question paper, that set is replaced by another set. In case of Postgraduate examinations (MD/MDS), if at all any repetition of the question/concept is observed among the four papers chosen, even then sets are altered to get the mutually exclusive sets to the extent possible.
5. After these steps, the question paper chosen is formatted with respect to alignment, inserting/scanning pictures (if any) and the final copy is converted to pdf format for both e-pad examination and paper examination schemes.
6. Twice in a year the stock checking of the question paper sets is done for all the courses of all the programs under the university. The request for

the replenishment of the question paper sets is sent to retain the fixed number of question paper sets.

7. Correspondence with the different departments regarding the question paper related problems, clarifications will be happening as and when required.
8. The question paper sets in the stock are returned to the departments in between if any request from the Head of the department is received officially for modification or updation.

### **Appointment section**

1. The theory examination notifications are received from the Notification Section (which is scheduled in consultation with the institutes/departments related)
2. Email communications are sent to the respective institutes/departments to get the schedule of related practical examinations, number of students appearing and the list of eligible internal examiners.
3. After receiving the dates for practical examinations from the institutes/departments practical examination notifications are issued.
4. The internal examiners are selected from the internal examiners list received from the institutes/departments, on rotation basis and the appointment letters are issued.
5. The appointment of the external examiners is done by selecting from external examiners panel maintained at the appointment section (after confirming with the examiner by phone). The appointment letter, acceptance letter and remuneration chart are sent to examiners by mail as per the rules and regulations of the University or the related regulatory bodies.
6. The external examiners' panel is prepared as follows:
  - a. Communications are sent to the Heads of the various institutes inside and outside Karnataka with a request to enrol their eligible faculty members in our external examiners panel

- b. The biodata of the external examiners from various institutes are collected
  - c. The details of the external examiners thus collected are shared with the respective subject coordinators for the recommendations for UG/PG examinations.
- 7. The appointment of examiners for the postgraduate thesis evaluation is done in a similar way. The appointment letter, the postgraduate theses copies and the response list format (to indicate whether the thesis is acceptable or not) are sent to the external examiners and their response sheet is collected back after the evaluation for further processing.
- 8. The remuneration bills of the thesis evaluators are sent to the finance department.
- 9. The external examiners' panel is updated regularly, by updating the designations of the examiners, change of the institute address, mobile numbers, email ids etc. The deletion of names from the panel is done occasionally based on the recommendation of the Head of the departments, through official communications.
- 10. All the related documents are scanned and preserved for record purpose.

### **On-Screen Marking (OSM) Scanning section**

(The role of this section is limited to only paper examination batches. This section doesn't have any role for the batches which are on e-pad examination system, as the written material on the e-pad by the students gets saved in the form of a digital image and readily available for evaluation, after proper coding, by the supporting team of external agency)

1. Verification of the Registration number of each answer Scripts received from the respective institute/departments against the *absentee/presentee statement* sent by the institute/departments is done and tallied with the count of the total number of answer scripts.
2. Clarification (if required) is sought from the institutes/departments with respect to any discrepancy, like mismatch of registration number, difference in the total number of answer scripts etc.

3. The total answer scripts details of each subject are entered in the day-wise ledger.
4. The stitched side edge of the answer scripts are cut using the cutting machine arranged for this purpose (10 scripts at a time). The answer scripts with **additional sheets** are kept separately and **extra care** is taken for them, as it requires cutting of tags, keeping the additional sheet of the respective answer script after the last binding page before cutting and to keep the same additional before the last binding page after cutting.
5. Subject-wise folders are created to save the scanned answer scripts into the respective folder during the scanning process.
6. Scanning of the Answer Scripts: The answer scripts with cut stitched edges, are scanned with utmost care. Precautions are taken to avoid black shading, folded pages etc, while scanning the scripts. Also, multiple page feed, jumping pages, total images including additional sheets are cautiously checked during scanning process.
7. File Transfer Protocol (FTP) upload status containing all the details (mentioned below) is prepared, which is used during scanning process to enter the subject-wise details day-wise.

Sl. No	Institute	Course	Subject Code	Subject	Exam Date	No of Present	No of Absent	Total Images	Booklet (Pages)	Upload Date

8. The scanned answer scripts are uploaded to the FTP Server. This process takes some extra time depending on the internet connectivity and total number of images to be uploaded.
9. Sending confirmation mail: Once the upload of all scanned images is done, a confirmation e-mail is sent to the concerned supporting external agency, by attaching the **FTP Upload Status** report in the excel sheet as shown above.
10. The front page of each answer script is separated, and is read with the help of an MCQ reader in order to get the barcode and registration number, which is copied to an excel sheet. These barcode & registration numbers are verified against the front pages of each answer script.

Necessary correction, if required, are made and the final excel sheet is sent to the MeritTrac Solutions Pvt Ltd for further process.

### **Evaluation section**

1. Valuation ledger preparation: As soon as the examiner list is received from the Appointment section, a valuation ledger is prepared.
2. Entering/Assigning the number of scripts to be the evaluated: As and when the examination is completed, the total number of scripts for the valuation are entered/assigned to the respective examiners on the same day or next of the examination based on the reports available from the respective institution/colleges/departments.
3. Arranging for Answer key/Scheme of valuation: The staff of the section, coordinate with institutions to get the answer key/scheme of valuation for the administered question paper, which is to be given to evaluators for the valuation.
4. Username and Password for Login: Arrangement for the username and password for logins, to be given for the examiners are made by printing slips/sending SMSs.
5. Ledger entry & Issuing Login details: When the examiners report to the evaluation hall with their appointment letter, the date of commencement of valuation is entered, the signature of the evaluator is taken in the ledger and the login credentials are issued. Once the evaluator completes the task, the date of completion is also recorded.
6. Assistance: Proper assistance is given, if the examiners have any query or face any technical glitches during the valuation, by the staff functioning in the evaluation section on that day.
7. Monitoring: The evaluation section constantly goes through the dashboard details with respect to ongoing/completion status of evaluation by the evaluators. Follow up of examiners, who have not reported on the given date for evaluation is also done promptly, to see that the evaluation process completes within the given period.

8. Voucher issuing: The vouchers for remuneration, TA/DA (for external examiners) are issued after the completion of the valuation.
9. Coordination: Communications with E-pad/OSM teams happen whenever there is a technical glitch related to valuation process to resolve them as early as possible.
10. Voucher statement: The voucher statement (remuneration payable to the internal examiners) after completion of the valuation (College/Session wise) is prepared and sent to the finance department.
11. Third Evaluation/Revaluation: The arrangements for Third valuation/Revaluation are made, as soon as the third/revaluation examiners list is received from the appointment/result processing section.
12. Filing: The various documents related to valuation are filed in order.

### **Data entry & Verification section**

(The role of this section is limited only for those institutes/departments where the Student Life Cycle Management (SLCM) automation system is not employed)

1. A control sheet for the each examination is prepared and processed.
2. A database structure is created and the candidate list is created into it (taking the name as per the previous examination except for the first semester/year examination).
3. The completed Internal Assessment (IA) marks list in SIS (Student Information System) by the respective institutes for the different programs is locked. The downloaded IA marks from SISC is uploaded to database.
4. The name, gender, type, internal assessment marks received from the institutes are verified.
5. Any corrections or errors found in the candidate list and/or internal assessment mark list are corresponded with the respective institute and the errors are corrected officially.

6. The end-semester/year-end theory examination marks (internal, external and Third (if any), are entered followed by a series of verifications. Corrections are incorporated if required officially.
7. The two of the first, second or third valuation (if any) marks are chosen for further processing.
8. The practical examinations answer booklets are received from the different institutes. After checking, the practical marks are entered in the consolidated marks list. If any discrepancy is noticed, corrections are done in communication with the concerned examiner in an official manner.
9. After entering the practical and viva-voce marks, end semester/year-end examination marks and the IA marks into the database, a copy of the same is printed and verified. After a series of verifications, if at all any corrections required, it is done officially and the completed marks entry data sheet is shared with the result section for further processing.

## **Result processing and analysis section**

### Result processing steps for programs with marking scheme

#### For regular batch students:

1. The regulation for the calculation part of the marks is checked and the calculation program is prepared.
2. Calculation program contents:
  - a. Calculates the average of internal and external marks.
  - b. Converts the average to the prescribed marks as per the regulation.
  - c. Adds the converted marks to the internal assessment.
  - d. Adds viva, practical marks to the total as per the regulation.
  - e. Adds all the subject totals to get the grand total.

- f. Checks for the class declaration as per the criteria of class declaration.
3. The calculation program is run through and checked whether the calculation has done correctly or not.
4. An excel file is opened and the data from the database is placed in the excel file. The tabular columns are prepared in excel as per the regulation and the student records are inserted below the headings to get the result sheet is prepared.
5. The tabular columns in the result sheet are verified and checked for the following things:
  - a. Heading with regulation (Minimum, Maximum marks, Subject names and codes, totals)
  - b. Evaluation done as per regulation or not
  - c. Average calculation and conversion of marks are done properly or not
  - d. Third valuation marks are taken correctly or not
  - e. Total and grand total is calculated correctly or not
  - f. Class declaration done correctly or not
6. After verifying the result sheet, errors if any are rectified. Marks below the minimum required for passing in the university examination are encircled.
7. Result sheet after encircling is given to Registrar (Evaluation) or Deputy Registrar (Evaluation) for awarding the grace marks.
8. After the grace marks are awarded, verification is done by three to four staff members to check if the grace marks are allotted correctly or not
9. The grace marks are then entered into the database.
10. The database is re-imported into the excel format and the final result sheet is printed.
11. The final printout is cross verified for the entire candidate's records for which the grace is entered to the grace sheet.



12. The marks below the minimum marks required to pass, are encircled for failed candidates once again in the verified sheet.
13. The signed result sheet copy is sent to the respective institutes/ departments after the removal of withheld candidates from the result sheet.

#### Consolidation of results in marking

1. For some courses where there is a need for consolidation from first year to final year results, consolidated database is created.
2. The consolidated results are verified and results are declared is based on the consolidated total (aggregate total of all the years)

#### Result processing steps for credit system

1. Points No. 1 to 9 are same as marking system in the process of credit system result processing.
2. Subject wise total marks pasted in the excel sheet in the ascending order is printed for assigning the cut-off marks along with a table for marking the range against each grade.
3. Cut-off marks are fixed by the Registrar (Evaluation) (Fixed, absolute or statistical method is used for assigning cut-off)
4. Cut-off marks are entered subject wise in a database (dbf) file and verified.
5. A program for grade calculation is prepared as below:
  - a. Program compares the cut-off marks of a particular subject with candidate's marks in the corresponding subject and gives the grade and grade value. This process is done for all subjects.
  - b. Grade calculation should process the grading considering minimum passing marks for university exam component and also total marks. Grading for absent candidates, actual grade for genuine absentees, grade capping for repeaters in some courses etc. as per regulation should also be taken care.

- c. After the grade calculation, GPA is calculated using the credits given in the regulation and grade value only for regulars.
  - d. After the GPA calculation, GPA and grades are transferred to a consolidated file 'GPAMAST' where all information like grades obtained in the examination, fail or pass, month and year of examination is maintained.
6. For repeaters, who appear partially for some subjects, there is another program called 'attempt' which does the following process
- a. A dbf file which has all the previous grades and month and year for failed candidates is prepared from the previous regular attempt which is named 'Repmn'. 'Repmn' should be the updated file of repeaters grades and GPA.
  - b. Comparing and replacing the 'Repmn' file with present examination details after grade calculation (for eg. Present grade, month and year, revised GPA etc).
  - c. GPA is calculated in the 'Repmn' file with the previous examination passed subjects grades and present examination grades.
  - d. After the GPA calculation, GPA and grades are transferred to the consolidated file 'GPAMAST' where all information like grades obtained in the examination, fail or pass, month and year of examination is maintained.
7. Then result sheet printed out with University marks, total marks, grade and month and year of examination for each subject with GPA is taken for verification in excel sheet.
8. Verification is done as follows:
- a. The University marks less than pass marks are encircled

- b. Each grade is verified against the total marks comparing it with the cut-off marks
  - c. GPA is verified with the credits given in the regulation. Errors if any are rectified
9. Final result sheet is prepared with grades of all the subjects and GPA of all the candidates with the course, semester, month and year of exam and subject information on the top of the result sheet.
10. This result sheet is verified to make the process error free and also to check if there is any withheld candidate.
11. Result sheet is signed and sealed and confidentially sent to the institution.

CGPA processing steps for credit system

1. In the 'gpamast' file after all the results of each semester, CGPA is calculated using a program where the rules are as follows:
  - a. It is checked whether the student has passed all the semesters at least with minimum grade. i.e there should not be any F, I, DT, NE in the record of the candidate.
  - b. After filtering the candidate who has appeared for any one of the semesters in the particular month and year or appeared the final semester in that month and year CGPA is calculated as per procedure.
2. Printouts are taken in the excel sheet with all grades, month and year of examination, failure information of each semester, GPA and CGPA of each candidate who has appeared for the examination in any semester and final semester.
3. Verification of this GPA updation sheet is done by verifying GPA and failure information for each candidate.
4. This followed by the verification of CGPA calculation. A CGPA list which contains registration number, name and CGPA is prepared and verified for corrections (if required).
5. The final list is sent to the college office after seal and signature of the Registrar (Evaluation).
6. In some cases CGPA may be sent along with the final semester results.

### Process to upload the result to SIS

After sending the results to the college office, results are uploaded to the Student Information System where the students can see the results online through the student/parent portal.

1. Comma separated value (csv) files as per the format required to upload are created subject wise using a program. The fields in the csv files include, registration number, grade/marks, practical marks/pass/fail etc.
2. Login to SIS is done using user name and password.
3. The Institution/Course/semester/year/ scheme/month and year of examination are selected, the correct subject is chosen and then browsed to select for the particular csv file in the folder for uploading. Similarly all the csv files should be uploaded subject wise.
4. Final result is uploaded in terms of pass/fail/GPA/first class/distinction/second class/withheld etc.
5. The correctness of the uploaded result data is checked in the result-view option.
6. Finally the results are locked and the locked results are displayed to students.
7. All the above processes are done whenever the results are declared and also after the revaluation result.

### Process of paper seeing / revaluation

1. Applications for paper seeing and revaluation are received.

2. In a register the barcode number/script id, Internal, external, third evaluation marks, MCQs, viva and internal assessment marks for each registration number are entered subject wise.
3. The register is sent to evaluation section to download the scripts and to get the two/three evaluations marks.
4. The selected two marks are averaged question wise and the question wise average mark is pasted in a sheet with the registration number, course, semester and subject as heading.
5. The average marks are verified whether the result sheet contains the same marks or not.
6. Paper seeing notification is done to notify the date, time and venue for the paper seeing.
7. Each downloaded script is checked for the correctness.
8. Paper seeing is conducted within or one week from the date of receipt of application.
9. The script and scheme of evaluation in the pdf format and the 'average marks sheet' (given in point 5), are provided to the candidates on the day of paper seeing. Students are given about 30 minutes per script and a declaration form is given to write their comments and to choose the option of going for revaluation or to opt-out from revaluation.
10. Students will return the filled declaration/opt out-form and average marks sheet.
11. The scripts for which student has not opted out from revaluation are arranged for the revaluation.
12. Letter is sent to the Dean/Director/HOI to depute the HOD/Senior examiners of the respective subjects for revaluation of the scripts.

13. Registration number is deleted from the script and only the dummy code is shown to the examiners while evaluating.
14. Script is given in the pdf format with the scheme of evaluation to the examiner.
15. A result sheet in excel with the registration number, barcode number, previous average marks, MCQ, viva is prepared and internal assessment marks are entered and verified.
16. When the revaluation marks are received, they are entered against particular bar code number and total is calculated using the remaining marks.
17. Previous marks are compared with the new marks and decision of pass/marks revised/no change comment is entered in the result column.
18. Then result sheet is verified for correctness and errors are rectified.
19. Revaluation marks are entered into the database file.
20. All the earlier steps are repeated to prepare the result sheet. i.e. Grace has to be given wherever applicable, Grade calculation and GPA calculation program and repeater program has to be run. (refer result processing steps whichever is the course, marking or credit). Verified as per procedure and errors should be rectified.
21. Final result is printed along with consolidated result which is signed, sealed and sent to college office
22. All the steps of uploading the results to SIS are repeated.

### Preparation of grade reports

1. After the results, one copy of the result sheet is given to the marks card printing section.
2. A format for the grade report is prepared and using mail merge option of the MS word, proper fields of the dbf files are merged and formats are verified. Errors are rectified and all the records are merged.
3. Merged records are printed in the University marks card format.
4. Each printed marks card is verified, whether it is printed properly or with any defects. Marks card with errors/defect are replaced with the perfect ones.
5. Signatures of the staff who enter/verify/ scrutinize the marks card are affixed in the slots provided for the purpose.
6. A ledger is maintained to keep the track of the number of marks cards issued. The serial number of marks cards, number of marks card formats utilized/wasted are entered in the ledger.
7. The marks card bundles are sent to the certificates/dispatch section for further processing.
8. Duplicate/name correction grade reports are also printed on request, verified and sent to certificate/despatch section.
9. Transcripts of the institutions of MAHE, which are no longer existing are also prepared on request by the alumni for any purpose and sent to despatch section after verification.
10. Marks cards/grade reports of some of the autonomous institutions like MAHE, Dubai campus, Manipal University Banking courses (MUBC), WGSMA, MMMC- Melaka, all MU teaching Departments like MCES, MCPH, DOS are also printed

11. Regulations of the different programs under MAHE are scanned and maintained.

### Result analyses

Analyses are done for the following purpose in various formats:

1. Revaluation analysis
2. Result analysis of all courses for the whole year is done for the purpose of 'Examination Committee Meeting (ECM)' which is usually held during October of every year.
3. In addition to the above, convocation report, annual report, NAAC, IOE, IQAR, AISHE, NIRF ranking, Impact ranking etc, analyses are being done as per the request of Stat-bureau/Quality and compliance etc. are prepared as and when required as per their required format.

### Sending the post-graduate thesis for external evaluation

1. List of thesis and soft copies of thesis are received from various institutions for evaluation.
2. After receiving the list of examiners, softcopy of thesis are sent to the concerned examiners through mail.
3. Thesis reports are collected and kept for records.

### Preparing toppers list, rank certificates, statement of marks, replying mails

1. The list of top rankers of different programs is arranged to send as per the request received from various institutions / Office of international collaboration / Director of Student affairs/ for awarding gold medals.
2. Candidates are sorted on the basis of subject total/ grand totals and toppers are selected and the list is sent.
3. A certificate is issued stating the position secured in the university/course of the students, to the requested applicants.



4. Statement of marks for MD/MS/Super specialty candidates appeared before October 2010 is issued on request, since marks cards were not issued to those candidates at that time.
5. Reply mails are sent to all the queries related to results.

### **Certificate and despatch section**

#### Mark Cards/ Duplicate Mark Cards

1. The result sheets and printed marks cards are received from result section.
2. Arrangements are done for affixing the seal & signature of the Registrar (Evaluation) on the marks card and sent them to scanning section.
3. The scanned copies of mark cards are verified along with result sheets.
4. The covering letter/acknowledgement are drafted and the details of mark cards being sent are entered in a ledger and then the marks cards are dispatched to concerned institutions

#### Provisional Degree Certificates (PDC)

1. The soft copy of the result sheets are collected from result section
2. The data (DBF/Excel) is arranged as per the PDC requirements (Both Before and After Internship)
3. PDC is prepared in a format as per requirements of the course (updating if any) and processed, verified and scanned. The scanned copies are also verified before archiving.
4. After scanning the PDC is issued in person/sent to institutions/sent via post (depending upon the request by the candidate/institutions) after the entry into the ledger

#### Consolidated Mark Cards (CMC)

1. After receiving the application and original mark cards of the candidate from the college, a format is prepared (updated if required)
2. The data is entered in the format, verified, scanned & then scanned documents are also verified for the clarity
3. The CMCs are dispatched to concerned institutions by making entry in a dispatch ledger

#### Documents for genuineness check/Higher studies/WES/ Attestation

1. The genuineness of documents (Mark cards/PPC) received from company/students are verified by comparing with the archived scanned copies
2. Arrangements are done for attestation of the document and attested copies are scanned
3. The attested copies are sent through email/post
4. Letters are drafted to various embassy/counsel/agencies as per their requirements

#### Other responsibilities in general

1. The queries related to marks card, provisional pass certificates, from students, parents, & college offices through phone call, mails and letters etc and attended and proper guidance is given
2. Printing, verification and dispatching of marks cards and provisional pass certificates in the MAHE format under SMU (Old Batches) is also done
3. The year wise statistics of mark card formats used is maintained

#### Procedure for Applying Degree Certificate (for students)

1. The application form has to be filled and sent to the respective institutes (the format is available in the institutional website)

2. Application should be recommended and forwarded by the Head of the Institution, with seal & Signature, from where the student has completed the course.
3. Demand Draft of Rs. 500 to be sent, payable to MAHE at Manipal or Udupi (Off campus students and External PhD Candidates can also directly credit the amount to finance through Net banking system).
4. One Passport size Photograph (It is Duty of College staff to upload in SIS Program)

#### Procedure for Applying Duplicate Degree Certificate (for students)

1. Filled application form to be submitted (format available in the institutional website) along with the following documents:
2. Fee of Rs. 2000/- in the form of Demand Draft in favour of “MAHE, Manipal” payable at Manipal or Udupi.
3. One passport size photograph (recent one)
4. Affidavit on judicial stamp paper of Rs. 20/- (format available in the institutional website)
5. Copy of the Police complaint

Application should be recommended and forwarded by the Head of the Institution, with seal & signature, from where the student has completed the course.

#### Steps in degree printing process

1. After receiving the applications, they are checked whether they are duly filled and authorized, if not they are sent back to the respective institutions to authenticate the application.
2. The application information is entered to Degree tracking Database
3. The applications are categorized according to institution and programs. The registration number are searched in result sheet/view wise and the applications are distributed according to final result sheet.

4. Approval from Registrar Evaluation to be taken for special cases to get the degree certificates, otherwise absentia cases for convocation, the certificates will be dispatched after convocation only.
5. The candidate's eligibility to receive the degree is verified and confirmed.
6. For courses with Internship, month and year for certificates are taken from either internship copy issued by concerned institution or provisional pass certificate issued to the candidates from our office.
7. For institutions with autonomy in assessment, both hard copy and soft copy of the results are received from various institutions.
8. After receiving final data from Result section the data is converted to required format in excel sheet and imported to degree certificate printing program.
9. After importing data, certificate number to be generated in degree certificate printing program and that certificate number should be maintained in separate excel sheet.
10. The photographs of the candidates are downloaded from SIS program or obtained through e-mail/CD from off campus students. The photographs are edged and made to sepia mode through Picasa 3 program and coied to degree certificate printing program.
11. The PDF formats are generated for individual courses for first Verification.
12. After First verification, if there is any correction or modification to be done in program they are incorporated.
13. Before giving final print the serial number, the embedded security features are checked under UV lights and the damaged degree formats are separated.
14. After correction/modification, serial number check and security feature check the final print is taken in degree certificate format.
15. After printing the final certificates, serial number of the format to be entered with registration number of the candidates are separately entered in excel sheet.

16. After entering above details second verification will be done for final print.
17. After second verification, certificate will be sent to scanning section and after receiving from scanning section the presence of the certificate copy in the scanning folder is confirmed.
18. As per the mode of delivery chosen by candidate certificate will be issued:
  - a) By person – Candidate comes to Registrar (Evaluation) office personally and certificate will be handed over to candidate after showing valid ID card and getting signature in ledger book.
  - b) By speed post – Certificate will be dispatched to candidate address which was given in his degree application form.
  - c) During Convocation – Those who have applied for convocation, their certificates will be dispatched to their respective institutions (normally in the month of May/November during which the convocations are held) every year.

For Off campus institutions - certificates will be dispatched to concerned Institution by courier well in advance.

Degree certificates printed approximately in a year:

MAHE Format –about 14000

Duplicates -approximately 80

(Including In campus-Off and Offshore campus)

Convocation-Process

1. Data regarding the students willing to receive the degree certificates during convocation is received, after approval by Institution
2. The ineligible candidates' applications are rejected after verification and confirmation (those who are already received the degree certificates and those who have not completed their course or any other issues).
3. Accepted data is converted to required format for printing the degree certificates.

4. After that same procedure should be followed which was mentioned in 'Steps in degree printing process', given above.
5. After second verification certificate will be sent to scanning section and there after scanning check done in degree certificate section. A check list is prepared for each institution for dispatching the certificates to the respective institutions prior to convocation
6. For the Off campus convocation, students' applications or data is received through e-mail from concerned Institutions.
7. Academic streams of convocation are to be prepared and reported to concerned authorities.
8. New nomenclature/if any, modification will be regularly updated through information system department in Degree certificate program (with approval of authorities of Department)
9. A stock list of the materials related to convocation is maintained and indent is raised for procurement well in advance based on the number of graduating students. The materials are listed below:
  - a) Degree certificate format (Yearly 15000)
  - b) Vice Chancellor's Message
  - c) University Building Image
  - d) Degree certificate Folders
  - e) Plastic cover for certificates
  - f) Postal covers

#### Online Degree Certificate Verification (ODCV):

Month-wise updating the degree certificate data in ODCV through Information system Department

#### Verification-Attestation:

1. Communications enquiring about the authenticity of the degree certificates in the form of letters, are received from various verification agencies, companies and government offices. Prompt response for the

same are sent to concerned after verification, in official letter head with seal, stamp and signature of the Registrar Evaluation (Daily approximately 3 to 4 letters on an average).

2. Queries regarding the genuineness of the certificates are also received through e-mails. These queries are resolved (after verification) in the form of reply within a day or two (Daily nearly 25 to 30 mails received from various verification agency).
3. Candidates are permitted to come personally to Registrar (Evaluation) office for attestation (Daily 5 to 10).

#### Scanning Documents:

The following documents related certificates are scanned and archived regularly.

1. Degree certificates
2. Letters related to degree certificates
3. Verification letters
4. Others (affidavit, police complaint etc)
5. Final Year/Semester CGPA/Consolidate results  
(In campus/Off campus/Autonomous Institution)

Indexing and checking in Viewwise program related all scanned documents is done. Analysis related Degree certificate from various administrative departments of University is also carried out.

#### **PhD evaluation process**

##### PRIOR TO SUBMISSION OF THESIS:

Following regular communications are received after registration till the submission of thesis:

1. Approval of thesis topic by the University
2. Ph.D. Registration Letters from Centre for Doctoral Studies (CDS)
3. Approval Letter for change of guide/co-guide/thesis title/extension of thesis submission date etc.(If any)

#### 4. Report of Doctoral Advisory Committee(DAC)

The above communications should be filed in 'Ph.D. Registration' file

#### SUBMISSION OF LIST OF EXAMINERS:

The list of examiners shall be submitted by the guide as per the guidelines (Annexure-II).

Examiners checklist:

1. Minimum 10 examiners from within India with their complete contact details
2. Forwarding letter from the guide
3. Resume and Publication details of the examiners
4. Signature of the DAC members or certification in the forwarding letter

#### SUBMISSION OF THESIS, SCRUTIZING THE DOCUMENTS AND SELECTION OF EXAMINERS:

1. A Check List (Annexure-I) regarding submission of thesis may be given to the candidate when requested.
2. Before submitting the thesis, the candidate should have
  - (a) fulfilled all the academic requirements including payment of all the fees
  - (b) completed minimum period of research prescribed by the University
3. List of examiners should be submitted by the guide before the candidate proceeds to submit the thesis.
4. Any change in the thesis title, change of guide/co-guide should be approved by the University prior to the submission of thesis.
5. Thesis should be forwarded by the Head of the Institution and the guide with following documents:
  - 2 hard copies of synopsis along with a soft copy in PDF format
  - 2 hard copies of thesis along with a soft copy in PDF format



6. Thesis shall be submitted at the Dispatch Section and upon receiving from the Dispatch Section, the documents shall be checked for the following:
  - Thesis should be signed in the authentication pages – Certificate by the Guide, Declaration by the candidate
  - Thesis should be submitted through proper channel with a forwarding letter from the HOI & Guide or submission letter by the candidate forwarded by HOI & Guide
  - The soft copy should be as per the required format – (i) PDF (ii) Single file within 20 MB. If the file is more than 20 MB, compressed file should be submitted.
7. After checking the documents acknowledgement for the receipt of thesis can be given to the candidate in the copy of thesis submission letter.
8. Open a file in the name of the candidate and file the papers (Ph.D. registration letter, thesis submission letter, list of examiners etc.) along with a copy of the synopsis.
9. Compare the name of the candidate, title of Ph.D. thesis, name of guide/co-guide as indicated in the thesis with the registration letter. If there is any discrepancy, check whether the University approval has been obtained for any change or modification. If no records for such approval is available, it has to be referred to the CDS for clarification.
10. Send email to the CDS to issue clearance letter (NOC) for further processing.
11. After getting clearance letter from the CDS, check the list of examiners and mark the year of evaluation if the examiners have done evaluation earlier and submit the list of examiners along with synopsis and thesis to Registrar (Evaluation) for selecting the examiners.

#### SENDING SYNOPSIS TO THE EXAMINERS:

Send invitation letter along with synopsis to two selected external examiners through email. If the reply from the examiner is not received within one week,

send reminder. If the reply is not received within 2 days after the reminder submit the list of examiners along with synopsis for selecting the next examiner. If an examiner declines, submit the list of examiners along with synopsis for selecting the next examiner.

#### SENDING THESIS TO THE EXAMINERS:

1. After receiving acceptance from both the external examiners, send the thesis to the examiners by courier on the same day. The thesis should be packed in courier cover or cloth bag (depending on the weight of thesis). The thesis should accompany the formal request letter, thesis recommendation form, guidelines and honorarium bill (Annexure-III). Thesis should be stamped with “Examiner’s copy” seal. The examiners should be given 8 weeks deadline (from the date of dispatch) to submit the evaluation report. The thesis should be sent to both the examiners on the same day and the same deadline should be given to both the examiners.
2. Send email to the examiners informing them about the dispatch of thesis and requesting them to acknowledge receipt of thesis. Along with this, the soft copy of the thesis has to be attached.
3. Send follow up email if acknowledgement from the examiners for receipt of thesis is not received.

#### EVALUATION REPORT:

The examiners are expected to send their evaluation report before the deadline. Acknowledgement through email should be sent to the examiner as soon as the report is received. Send a gentle reminder 15 days prior to the deadline to ensure that the reports will be received in time. After receiving both the reports, place them before the Registrar Evaluation for his remarks. If there is any condition/suggestion/query/comment/remark from the examiner, Registrar Evaluation will suggest the next step to be taken up and accordingly the guide has to be instructed. If both the examiners have recommended acceptance of

the thesis without any conditions, send a letter to the thesis guide with instruction to fix the date for the defence viva examination in consultation with the external examiner and the candidate. The external examiners reports should be copied, marked confidential and attached to this letter. Original reports should be retained in the file.

#### Honorarium Bill for evaluating the thesis:

Forward the examiners bills (batch of 5 bills at a time) to the finance department for online payment.

Step 1: Send email to USS Inward, MAHE for creating vendor ID. Take a print out of email and attach it to the bills – send it to MAHE Finance.

Step 2: After receiving the bills with vendor ID from MAHE Finance send it to the Management Executive of Registrar(Evaluation) office, creating SRN. After creating SRN, the bills will be signed by ROE.

Step 3: Send the signed bills to MAHE Finance for online payment (NEFT)

#### EXAMINATION:

1. On receiving the intimation regarding date of examination from the guide, following communications are to be issued:
  - Notification of Defence viva examination – for external centres only
  - Appointment letters to internal and external examiners
  - Letter to the Head of the Institution (applicable to MAHE constituent institutions)
  - Email to CDS to depute University Representative (applicable to external centres only)
2. Send program invitation as per the template (Annexure-IV) about the defence viva to Registrar for announcing through all exchange users.

#### EXAMINATION EXPENSES:

The TA & DA bills of the examiners are to be processed as detailed in (Annexure V).

### RESULT:

The examiners will submit a joint report on the defence viva examination. Upon receipt of joint report on the defence viva, declare the result in the form of notification. In the reference number of the notification, the serial number of the award in the year may be maintained.

### Joint Report of the Examiners-Checklist

1. The report should include details such as
  - a. name and registration number of the candidate
  - b. title of the Ph.D. thesis
  - c. proceedings of the examination
  - d. certification by the examiners regarding corrections & modifications incorporated by the candidate
  - e. final recommendation of both internal and external examiners.
2. The report should be duly signed by both the examiners and sent to ROE office directly in a sealed cover marked “confidential”.
3. Documents to be submitted along with the joint report:
  - a. Hard copy of the thesis
  - b. Soft copy of the thesis
  - c. Soft copy of the thesis in shodhganga format
  - d. Clarifications by the candidate to the queries of examiners

### PROCESS AFTER THE DECLARATION OF RESULT:

1. After declaration of result, one hard copy of thesis has to be sent to the Head of the institution and one hard copy along with the soft copy in Shodhganga format (Annexure-VII) should be sent to University Library. In

the case of external institutions, hard copy of the thesis and soft copy in Shodhganga format has to be sent to the University Library.

2. After completion of the entire process, the candidate's file can be closed and the serial number as per the serial number in the 'List of Ph.D. Awards' may be given to the file for future reference.
3. The soft copy of the thesis should be uploaded in the Ph.D. thesis folder (H:\ROE-2\Soft copies of Ph.D. thesis-Final Version).
4. The list of Ph.D. awarded is to be updated.
5. The SISC in MAHE Intranet Portal is to be updated. (Annexure-VI A)

#### CONVOCATION:

Once the date of convocation is announced, prepare a list of Ph.D. scholars who have not taken their degree certificate and are eligible to attend the convocation and send the list to the Pro Chancellor's office by email.

## **ANNEXURE-I**

### **PH.D. THESIS SUBMISSION PROCEDURE FOR MAHE INSTITUTIONS UNDER**

#### **HEALTH SCIENCE AND TECHNICAL GROUPS OTHER THAN MIT**

Following requirements must be fulfilled before the candidate proceeds to submit the thesis to the University for evaluation:

- All the academic requirements as prescribed by the office of Centre for Doctoral Studies such as submission of all the progress reports, payment of fees, approval from the University for change of title, extension of course period (if applicable), submission of publications and plagiarism report etc. should have been completed.
- List of examiners as per the University guidelines must have been submitted by the guide through the Doctoral Advisory Committee to the Registrar Evaluation.

#### **Documents to be submitted:**

##### **Synopsis and thesis should be submitted together.**

- 2 hard copies of synopsis (back to back printing & spiral/soft binding)
- 2 hard copies of thesis (back to back printing & spiral/soft binding)
- 1 CD having two pdf files - Synopsis and Thesis (both should be single PDF files-thesis file should be less than 20 MB. If the file size is larger than 20 MB, compressed file should be submitted)
- No Dues Certificate from Finance Department, MAHE
- NOC from Centre for Doctoral Studies, MAHE
- Submission letter addressed to Registrar Evaluation, MAHE duly forwarded by the Head of the Institution, Guide and Co-Guide

#### **Note:**

- Synopsis and thesis should be written in the format as suggested and approved by the Doctoral Advisory Committee.
- Candidate is required to submit two hard copies of final version of thesis during the defence viva examination.
- Thesis evaluation period is approximately three months. The candidate should not contact the University during the period of evaluation. University will send the guidelines regarding further process to the guide after completion of evaluation.

## **ANNEXURE-I**

### **PH.D. THESIS SUBMISSION PROCEDURE FOR MAHE INSTITUTIONS – MIT**

Following requirements must be fulfilled before the candidate proceed to submit the thesis to the University for evaluation :

- All the academic requirements as prescribed by the office of Centre for Doctoral Studies such as submission of all the progress reports, payment of fees, approval from the University for change of title, extension of course period (if applicable), submission of publications and plagiarism report etc. should have been completed.
- List of examiners as per the University guidelines must have been submitted by the guide through the Doctoral Advisory Committee to the Registrar Evaluation.

#### **Documents to be submitted:**

#### **Synopsis and thesis should be submitted together.**

- 2 copies of synopsis
- 2 copies of thesis
- 1 CD having two pdf files - Synopsis and Thesis (both should be single PDF files- thesis file should be less than 20 MB)
- No Dues Certificate from Finance Department, MAHE
- NOC from Centre for Doctoral Studies, MAHE
- Submission letter addressed to Registrar Evaluation, MAHE should be duly forwarded by the DAC members of MIT (Director, Associate Director, Guide, Co-Guide, HOD)

#### **Note:**

- Synopsis and thesis should be written in the format as suggested and approved by the Doctoral Advisory Committee.
- Candidate is required to submit two hard copies of final version of thesis during the defence viva examination.
- Thesis evaluation period is approximately three months. The candidate should not contact the University during the period of evaluation. University will send the guidelines regarding further process to the guide after completion of evaluation.

## **ANNEXURE-I**

### **PH.D. THESIS SUBMISSION PROCEDURE FOR EXTERNAL INSTITUTION**

Following requirements must be fulfilled before the candidate proceed to submit the thesis to the University for evaluation:

- All the academic requirements as prescribed by the office of Centre for Doctoral Studies such as submission of all the progress reports, payment of fees, approval from the University for change of title, extension of course period (if applicable), submission of publications and plagiarism report etc. should have been completed.

#### **Documents to be submitted:**

#### **Synopsis and thesis should be submitted together.**

- 2 copies of synopsis
- 2 copies of thesis
- 1 CD having two pdf files - Synopsis and Thesis (both should be single PDF files- thesis file should be less than 20 MB)
- Sealed confidential envelope from the guide containing List of Examiners duly signed by DAC members
- Forwarding letter from Head of the Institution addressed to the Registrar Evaluation, MAHE, Manipal
- Demand draft for Rs.13,000.00 in the name of MAHE, payable at Manipal (not applicable to the candidates who have registered under annual fee payment structure)

#### **Note:**

- Synopsis and thesis should be written in the format as suggested and approved by the Doctoral Advisory Committee.
- Candidate is required to submit one hard copy of final version of thesis during the defence viva examination.
- Thesis evaluation period is approximately three months. The candidate should not contact the University during the period of evaluation. University will send the guidelines regarding further process to the guide after completion of evaluation.



## **ANNEXURE-II**

### **GUIDELINES FOR SUBMITTING LIST OF EXAMINERS:**

The list shall be submitted confidentially by the guide to the Registrar Evaluation prior to the submission of Ph.D. thesis by the candidate.

The list shall be prepared in consultation with (and submitted through) the Doctoral Advisory Committee of the candidate.

The list must have at least 10 examiners from India, preferably from outside the state of Karnataka. However, accomplished examiners from reputed institutions within the state may also be included.

The following guidelines are to be followed while preparing the list of examiners:

- a. The examiner must have a Ph.D. degree in the case of non-medical disciplines and a Master's Degree in the case of Medical and Dental disciplines.
- b. The examiner should have adequate research publications in the field related to the research work of the candidate.
- c. The examiner should not have been involved directly or indirectly in any of the research activities of the candidate such as co-authoring, content validation etc.
- d. The examiner should not be closely related to the candidate or guide.
- e. The name of a former faculty of MAHE institutions shall not be recommended as an external examiner until at least three years have elapsed after leaving service.

Along with the list, a brief CV of the examiners (with the selected list of recent publications in the field related to the research work of the candidate) must be attached.

The list shall contain complete postal address of the examiners including their email ID, telephone/fax/mobile numbers.

When the guide is submitting lists simultaneously for more than one candidate, there should be no overlap of names in the lists.

The list shall be signed by the guide and the DAC members. The list shall also indicate the details of the thesis: name/ registration number of the candidate and title of the Ph.D. thesis.

The list of examiners must be prepared confidentially and candidate should not be involved in the process.

The university reserves the right to select suitable examiners who may not figure in the submitted list.

### **ANNEXURE-III1**

#### **GUIDELINES FOR SUBMITTING EVALUATION REPORT OF PH.D. THESIS**

#### **GUIDELINES FOR SUBMITTING EVALUATION REPORT OF Ph.D. THESIS**

Please submit your evaluation report as a detailed critique in your own format. The report is expected to include

- General comments on the research work and on the overall structure of the thesis.
- Specific comments on the research work documented.
- Recommendation on the thesis. The recommendation must accompany a precise certificate that the candidate's work has advanced the existing knowledge on the subject and is of a standard suitable for publication.
- Queries/questions to be clarified/answered by the candidate during the defence viva examination (if your recommendation is favourable)
- Suggestions/observations/remarks.
- In case you are of the opinion that the thesis has failed to achieve the desired standard, and is therefore rejected, please state precise reasons for such rejection. If you feel that the thesis can be accepted after a revision, please state the points on which revision is needed.

Please present your evaluation report on your letter head. The report, duly signed can be forwarded through email attachment in a PDF file at the earliest. If the email mode is not convenient for you the report may be sent by earliest possible mail (Courier/Speed Post).

The thesis may please be retained with you as the examiner's copy.

Please submit your report within the timeline as the evaluation process is to be concluded as per the schedule prescribed by the University.

**ANNEXURE-III**

**THESIS RECOMMENDATION FORM**



**RECOMMENDATION ON THE THESIS FOR Ph. D. DEGREE**

**PART I**

1. Name of the Adjudicator :
2. Address:
3. Name of the Candidate :
4. Registration Number :
5. Title of the thesis :
6. Date of receipt of the thesis :
7. Date of dispatch of the report  
by the adjudicator to the  
Registrar Evaluation, MAHE :

**PART II**

Recommendation of the Examiner (please put ✓ mark against any one of the recommendation and strike out whichever is not applicable)

1. Recommended for award. ☐
2. Recommended for award subject to the condition that the corrections / modifications suggested by me are carried out in the thesis and duly certified by the supervising teacher before the open defence and approved by the Chairman at the time of open defence. ☐
3. Recommended for revision and resubmission. ☐
4. Not recommended and rejected. ☐

Place :

Signature :

Date :

Designation:

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**Note:** Please enclose your *detailed report* on the thesis and also enclose a list of questions, if any, to be asked at the open defense examination.

Email: [evaluation@manipal.edu](mailto:evaluation@manipal.edu)

**ANNEXURE-III**

**HONORARIUM BILL FOR EVALUATING Ph.D. THESIS**

*(This form is to be filled in, signed and returned by the examiner along with the evaluation report)*

<b>Name &amp; Address of the Examiner</b>	
<b>Month and Year in which the thesis is sent for evaluation</b>	
<b>Honorarium</b>	
<b>Expenses incurred towards postal/courier charges (Please enclose a receipt)</b>	
<b>Total</b>	
<b>Bank Account Number &amp; Type of Account</b>	
<b>Name of Bank, Branch Name &amp; Address</b>	
<b>IFSC Code of the branch</b>	

**Signature of the Examiner:** \_\_\_\_\_

**Date:**

**REGISTRAR – EVALUATION**

**ANNEXURE-IV**

**PROGRAMME INVITATION TO ALL EXCHANGE USERS**

**First Page:**

**PROGRAMME**

**The Final Oral Examination for the Degree of  
DOCTOR OF PHILOSOPHY**

**Title of Thesis:**

**Research Scholar:**

**Day, Date, Time and Venue:**

**Thesis Guide:**

**Thesis Co-Guide:**

**Faculty and Research Scholars who are interested in the subject/thesis may  
please participate**

**\* \* \* \***

**Second Page:**

**ABSTRACT:**

**PUBLICATIONS:**

**CONFERENCE PRESENTATIONS:**

**ANNEXURE-V**

**TA, DA AND REMUNERATION OF THE EXAMINERS:**

1.	Honorarium for Evaluation of thesis	Rs.6000.00	Applicable to all MAHE constituent institutions and external centres	To be paid upon receiving evaluation report and honorarium bill from the examiner
2.	Remuneration for conduct Viva Voce examination	Rs.5000.00 - for external examiner only	Applicable to MAHE constituent institutions only	TA/DA Bill of the examiners have to be prepared and Service Request Note (SRN) has to be raised by the respective institution to which the candidate belongs. The bills shall be sent to ROE office for signature and forwarding to Finance, MAHE for processing online payment.
3	Coordinator fee	Rs.6000.00 (for whole examination including conduct of defence viva examination) - for thesis supervisor/internal examiner only	Applicable to MAHE constituent institutions only	
4	TA	Travel arrangement to be done by Trade Wings, Manipal  Mileage @ Rs.10.00 km (two ways) or Air Fare or Train Fare (II class AC sleeper) - For external examiner and internal examiner arriving from outstation	Applicable to MAHE constituent institutions only	

5	DA	<p><b>@ Rs.750.00 per day</b></p> <p>- For external examiner and internal examiner arriving from outstation</p>	<p><b>Applicable to MAHE constituent institutions only</b></p>	
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**Note:**

The examination expenses of external centres shall be borne by the centres. The TA/DA/Accommodation expenses of University Representative deputed to be present during the viva voce examination at external centres shall be borne by the centres.



## **ANNEXURE-VI**

### **A. Updating the Student Information Systems (SIS) at Intranet Portal:**

- Internet Explorer
- <http://MUPortall>
- IT SERVICES
- SISC
- PhD SISC
- Log In
- PhD Student Info
- Select Student
- View
- Select Registrar Evaluation
- Enter the Dates
- Save

### **B. Current files to be arranged for easy access:**

- i. CORRESPONDENCE PRIOR TO THESIS SUBMISSION
- ii. SYNOPSIS/THESIS SUBMITTED-NOC AWAITED
- iii. SYNOPSIS SENT TO EXAMINERS-ACCEPTANCE AWAITED
- iv. THESIS SENT TO EXAMINERS-DEADLINE AHEAD
- v. DEADLINE IN THE CURRENT MONTH
- vi. EVALUATION REPORT AWAITED AFTER THE DEADLINE
- vii. THESIS UNDER RESUBMISSION
- viii. VIVA TO BE FIXED
- ix. VIVA SCHEDULED
- x. VIVA REPORT AWAITED
- xi. NON-COMPLIANCE CASES

## **ANNEXURE-VII**

### **FORMAT OF SOFT COPY OF PH.D. THESIS TO BE SUBMITTED FOR UPLOADING IN THE UGC WEBSITE 'SHODHGANGA'**

Details required for entering data:

Registration Date
Completed Date
Awarded Date
Abstract: Maximum 2048 characters
Keywords
Copyrights: University/Self
Accompanying Materials: CD\DVD\None

Each chapter in a separate file for uploading:

01_title.pdf	Title Page
02_certificate.pdf	Certificate
03_abstract.pdf	Abstract
04_declaration.pdf	Declaration
05_acknowledgement.pdf	Acknowledgement
06_contents.pdf	Content/Index page
07_list_of_tables.pdf	List of Tables
08_list_of_figures.pdf	List of Figures
09_abbreviations.pdf	Abbreviations
10_chapter1.pdf	First Chapter
11_chapter2.pdf	Second Chapter
12_chapter.....	Chapter...
13_conclusion	Conclusion

14_summary	Summary
15_bibliography	Bibliography

### **Entrance examination process**

MAHE conducts entrance examination for various under graduate, postgraduate and PhD programs. The question paper section of Registrar(Evaluation) plays an important role in this. Work process of this role is given below.

1. Preparation of Specification table (Distribution of number of questions for various subjects)
2. Appointment of question paper setters
3. Receiving the question papers as per the prescribed format from various institutions/departments of MAHE and other institutions outside and documenting the same.
4. Formatting the question paper received from the subject expert
5. Importing the questions to the system (PARIKSHA online examination software system supported by MeritTrac Services Pvt Ltd)
6. Proof reading of the question paper for the spelling/grammatical errors, repetitions of the questions/options, errors in the key answer list if any. The persisting errors (if any) are corrected with the help of paper setters.
7. Scrutiny of the question papers in the Pariksha software system format by the subject experts
8. Creating assessment sets for entrance examination as per the predefined pattern (by combining the different courses specified for that specific program) using the question paper sets in the question bank.
9. Uploading the assessment sets into the software system for administration to different category of students on different days at the specified time (where the session timings and entrance program allotment is handled by MeritTrac team as per the schedule defined by the MAHE admission section)

## **Document management System (DMS)**

The different files (hard copies) of all our sections are stored for 6 months.

After 6 months, the hard copies of all files are forwarded for scanning and only soft copies are retained.

### Scanning of files

Regulation files of all the programs, examination related documents of each programs, PhD related correspondence are scanned and verified for the correctness and uploaded into View wise (a system of documenting hard copies into soft copies)

### Scanning of marks card and other documents

1. The marks cards, provisional pass certificates, consolidated marks cards are received from certificate section, scanned and uploaded in view wise drive (S drive) in the institution wise manner in the chronological order
2. Duplicate marks card & name correction marks cards: Duplicate marks/name correction marks cards are received from the certificate section, scanned and uploaded in the view wise (S drive) along with the corresponding original documents
3. Degree Certificates: Degree certificates are received from the certificate section, scanned and uploaded in the view wise (S drive) following an indexing procedure, which helps in tracing the certificate copies in the case of verification by the third part/external agencies in future
4. Result sheets: As and when results are declared, the result sheets are received from the result section. These are scanned and uploaded in the view wise (S drive)

### Scanning of Answer Key

All university examination answer keys are received from valuation section. They are scanned and placed in 'V' drive in the chronological order for valuation purpose.