

തിരുവനന്തപുരം മെഡിക്കൽ വിദ്യാഭ്യാസ വകുപ്പ് ജോയിന്റ് ഡയറക്ടർ(ജി)യുടെ  
നടപടിക്രമം

മെ.വി.വ - പാരാമെഡിക്കൽ പരീക്ഷാ വിഭാഗം - DMLT, DRT, DRRT, DOA, DOTAT, DCVT, DNT, DDT, DET, DR, DCSST, DORA, DCDM, DCDH എന്നീ കോഴ്സുകളുള്ള പരീക്ഷാ സെന്ററുകൾ പുനഃക്രമീകരിച്ചുകൊണ്ടും പുതിയ സെന്ററുകൾ അനുവദിച്ചും ഉത്തരവാകുന്നു.

ഉത്തരവ് നമ്പർ ബി5/3081/2023/മെ.വി.വ, തീയതി 19/05/2023

പാരാമെഡിക്കൽ കോഴ്സുകളും സ്ഥാപനങ്ങളും വർദ്ധിച്ചു വരുന്ന സാഹചര്യത്തിൽ നിലവിലുള്ള പരീക്ഷാ സെന്ററുകൾ സുഗമമായ പരീക്ഷാ നടത്തിപ്പിന് അപര്യാപ്തമായതിനാൽ പുതിയ സെന്ററുകൾ അനുവദിച്ചും നിലവിലുള്ള സെന്ററുകൾ പുനക്രമീകരിച്ചുകൊണ്ടും ഉത്തരവാകുന്നു.

പുതുക്കിയ പരീക്ഷാ സെന്ററുകളും പുതിയ സെന്ററുകളും അവയിൽ ഉൾക്കൊള്ളിച്ചിരിക്കുന്ന സ്ഥാപനങ്ങളും താഴെ പറയുന്നു.

പരീക്ഷാസെന്ററുകൾ	ബാധകമായ/ഉൾക്കൊള്ളുന്ന സ്ഥാപനങ്ങൾ	കോഴ്സുകൾ
Govt.Medical College, Thiruvananthapuram	<ul style="list-style-type: none"> <li>• Govt.Medical College, Thiruvananthapuram,</li> <li>• PIPMS, Thiruvananthapuram,</li> <li>• TAMAM Institute, Thiruvananthapuram</li> <li>• Ananthapuri Hospitals, Thiruvananthapuram</li> <li>• KIMS Health, Thiruvananthapuram</li> <li>• PRS Hospital, thiruvananthapuram</li> <li>• Aradhana Eye Institute, Thiruvananthapuram</li> <li>• Chaithanya Eye Hospital, Thiruvananthapuram</li> </ul>	DMLT, DRRT, DRT, DOA, DOTAT, DNT, DDT, DET, DCSST, DCVT
State Public Health Lab, Thiruvananthapuram	<ul style="list-style-type: none"> <li>• State Public Health Lab, Thiruvananthapuram</li> </ul>	DMLT
Dr.SMCSI Medical College & Hospital, Karakonam	<ul style="list-style-type: none"> <li>• Dr.SMCSI Medical College &amp; Hospital, Karakonam</li> <li>• NIMS Medicity, Neyyattinkara</li> </ul>	DMLT, DRT, DOA, DOTAT, DDT

Sree Gokulam Medical College & Hospital, Venjaramoodu	<ul style="list-style-type: none"> <li>• Sree Gokulam Medical College &amp; Hospital, Venjaramoodu</li> <li>• AJ College of Paramedical Sciences, Kazhakuttam</li> <li>• KTCT Institute, Chathampara</li> </ul>	DMLT, DRT, DOTAT, DDT
Govt.Dental College, Thiruvananthapuram	<ul style="list-style-type: none"> <li>• Govt.Dental College, Thiruvananthapuram</li> </ul>	DCDM, DCDH, DORA
Sankar Institute of Allied Medical Sciences, Kollam	<ul style="list-style-type: none"> <li>• Sankar Institute of Allied Medical Sciences, Kollam</li> <li>• Sabarigir Institute, Anchal</li> <li>• Vijaya College, Kottarakkara</li> </ul>	DMLT, DRT
Govt.TD Medical College, Alappuzha	<ul style="list-style-type: none"> <li>• Govt.TD Medical College, Alappuzha</li> <li>• KVM Institute, Cherthala</li> </ul>	DMLT, DRRT, DOA, DOTAT, DNT, DDT
Govt.Medical College, Ernakulam	<ul style="list-style-type: none"> <li>• Govt.Medical College, Ernakulam</li> <li>• Sree Narayana Institute, Ernakulam</li> <li>• P S Mission Institute, Marad, Ernakulam</li> <li>• Lourde College, Ernakulam</li> <li>• Medical Trust Institute, Ernakulam</li> <li>• Lisie Hospital, Kochi, Ernakulam</li> <li>• Welcare Institute, Ernakulam</li> </ul>	DMLT, DRT, DOTAT, DDT, DOA
Govt.Medical College, Kottayam	<ul style="list-style-type: none"> <li>• Govt.Medical College, Kottayam</li> <li>• Muthoot College, Kozhencherry, Pathanamthitta</li> <li>• Pushpagiri College, Thiruvalla</li> <li>• St.Johns College, Kattappana</li> </ul>	DMLT, DDT, DRT, DOTAT, DRRT, DOA, DNT

Govt.Medical College, Thrissur	<ul style="list-style-type: none"> <li>• Govt.Medical College, Thrissur</li> <li>• Westfort Institute, Thrissur</li> <li>• Amala Institute, Thrissur</li> <li>• MG College, Palakkad</li> <li>• Ahalia School of Optometry, Palakkad</li> </ul>	DMLT, DRRT, DOA, DOTAT, DCVT, DDT, DRT
Al Shifa College of Paramedical Sciences, Malappuram	<ul style="list-style-type: none"> <li>• Al Shifa College of Paramedical Sciences, Malappuram</li> <li>• Moulana College, Perinthalmanna</li> <li>• Almas Institute, Kottakkal, Malappuram</li> </ul>	DMLT, DRT, DOTAT, DDT
MES College, Malappuram	<ul style="list-style-type: none"> <li>• MES College, Malappuram</li> <li>• College of Paramedical Sciences, EMS Memorial Co-operative Hospital, Perinthalmanna</li> </ul>	DMLT, DOTAT, DCVT
Govt.Dental College, Kozhikode	<ul style="list-style-type: none"> <li>• Govt.Dental College, Kozhikode</li> <li>• Malabar Dental College, Edappal, Malappuram</li> </ul>	DCCDM, DORA
Govt.Medical College, Kozhikode	<ul style="list-style-type: none"> <li>• Govt.Medical College, Kozhikode</li> <li>• Baby Memorial College, Kozhikode</li> <li>• Sree Anjaneya School of Paramedical Sciences, Kozhikode</li> </ul>	DMLT, DOTAT, DRRT, DDT, DRT, DOA, DNT, DET, DR, DCCST
KMCT-National Institute of Health Sciences, Kozhikode	<ul style="list-style-type: none"> <li>• KMCT- National Hospital, Kozhikode</li> <li>• Comtrust Eye Hospital, Kozhikode</li> </ul>	DMLT, DRT, DOA

Govt.Medical College, Kannur	<ul style="list-style-type: none"> <li>• Govt.Medical College, Kannur</li> <li>• IPMS, AnJarakandy</li> <li>• GIPS, Sreestha</li> <li>• AGK Co-operative Institute of Health Sciences, Kannur</li> <li>• Malik Deenar DMLT Institute, Kasargod</li> </ul>	DMLT, DRT,DOA,DCVT, DNT, DDT, DET, DOTAT
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മുകളിൽ പറഞ്ഞിരിക്കുന്ന സ്ഥാപന മേധാവികൾ പരീക്ഷാ നടത്തിപ്പിനു വേണ്ട ക്രമീകരണങ്ങൾ ചെയ്യേണ്ടതാണ്. പരീക്ഷാനടത്തിപ്പ് സംബന്ധിച്ച മാർഗ്ഗ നിർദ്ദേശങ്ങൾ അനുബന്ധമായി ചേർത്തിരിക്കുന്നു.

Sd/-

ഡോ.അനീറ്റ ബാലൻ  
ജോയിന്റ് ഡയറക്ടർ (ജി)

സീകർത്താവ് :

എല്ലാ സ്ഥാപന മേധാവികൾ

പകർപ്പ് :

1. ജോയിന്റ് ഡയറക്ടർ(ജി)യുടെ സി.എ
2. സ്റ്റോക്ക് ഫയൽ/റെക്കോർഡ്സ്

ഉത്തരവിൻപ്രകാരം



സീനിയർ സൂപ്രണ്ട്

# Annexure

## Guidelines for conducting Paramedical course Examination

### Instruction to the Chief Superintendent

#### 1. Appointment of Chief Superintendent

- ✚ The Principal/Vice Principal shall be the Chief Superintendent and will be responsible for the proper conduct of the examinations.
- ✚ Chief Superintendent shall be available in the Examination Centre, during the entire period of examination.
- ✚ If the Chief Superintendent is on leave the Vice Principal shall be delegated the duties of the Chief Superintendent and the matter should be reported to the DME.
- ✚ Deputy Superintendent appointed by the Chief Superintendent/ The Principal

#### 2. Invigilators

- ✚ Internal Invigilator to be appointed by The Principal
- ✚ The invigilator student ratio is to be 1:30
- ✚ The Deputy Superintendent and the Invigilators shall report for duty at least one hour before the commencement of the examination on the day of the examination, and remain in the examination hall until all answer books are properly packed and sealed.

3. The Deputy Superintendent is responsible for the efficient conduct of the examination at each centre. She/He is responsible for receiving the answer books and all examination materials from the Principal/ Head of the Institutions. She/He is solely responsible for downloading, printing and distributing the question papers among the candidates. It shall be the duty of the \Chief superintendent at each centre of examination to appoint Deputy Superintendents, Assistant Superintendents (invigilators) and other supporting staff for the smooth conduct of examinations as required .

For the smooth conduct of the examinations, the following guidelines may be followed:

#### **General**

1. The Chief superintendent shall provide necessary facilities to the observer who is the representative of the DME.
2. The Chief superintendent shall go through the “instructions to the invigilators” and give necessary directions as and when required.

#### **Answer Papers**

1. The Chief Superintendent/ Deputy Superintendent shall ensure that
  - (a) The list of candidates appearing for the examination
  - (b) Required number of answer books and
  - (c) Stationery required is received at the venue

## **Arrangements:**

She/He shall ensure that the technical arrangements are ready at her/his centre, to download question papers through online, print it as per the requirement (check whether the PCs, internet connection, printer, UPS, Generator, Photocopier with back to back facility etc are proper at least one day prior to the examination.

Ensure that the examination hall(s) is opened only one hour before the commencement of the examination and that the candidates are instructed to occupy their seats at least 30 minutes before the commencement of the examination.

CCTV shall be switched on during the theory examination.

The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the answer books

### **Display of Time Table**

- The Chief Superintendent shall display a copy of the time table and instructions to the candidate in the notice board.
- A copy of Time Table may be displayed in the Classrooms
- The Class Co-ordinators may be issued the copy of the Time Table

### **Purchase Stationery**

- Chief Superintendent shall purchase all items of stationery like Photocopy paper, twine, brown paper, packing cloth, sealing wax, gum, covers etc required for the conduct of Examination.

### **Admittance to the Hall**

- The Candidates should report to the Examination Centre 30 minutes before the commencement of the examination..
  - No candidate shall be allowed to enter the examination hall without a valid Admit Card and ID Card Invigilators should check the Admit card and identify the Candidate.
  - Do not allow mobile phones or any other electronic equipment, in the examination hall. The candidate may be allowed to enter the room only with admit card, ID card and writing material.
  - Ensure that no person, other than Chief Superintendent/ Deputy Superintendent and Invigilators are entering the Examination Hall.
  - Distribute the answer sheets / books 15 minutes before the commencement of the examination and direct them to fill the answer book.

## Downloading , Printing & Distributing Question Papers

- Ensure that all the Candidates are inside the Examination hall by 30 minutes before the commencement of the examination.
- Internal Invigilator may be assigned to Supervise the Candidates
- The Chief Superintendent/ Deputy Superintendent shall be present in the room where the Question Paper is downloaded and printed. Clerical assistance may be obtained if necessary.
- The Chief Superintendent/ Deputy Superintendent shall be present at the confidential room or the room arranged for downloading and printing the question papers. The downloading and printing of the question papers shall be done in the presence of an the observer appointed by the DME. They shall sign in a declaration to the effect that downloading and printing of the question paper was done as directed.
- On the day of examinations, 30 minutes before the commencement of the examination, on receiving message from the DME, all the examination centres shall download the question papers, print it and distribute among the candidates.
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## Extra Time

- In an unforeseen event of late commencement of examination, the lost time shall be

## Restrictions

- Mobile phones, blue tooth devices, programmable calculators and other electronic equipments shall not be allowed in the examination hall(s) even if they are switched off.
- If any candidates brings such gadgets to the examination hall(s) these shall be taken into custody by the chief superintendent and shall report to the Controller of Examinations at the earliest.
- Allow only Admit card, ID card issued by the University and writing & drawing materials in the examination hall(s). Hand bags etc should not be permitted inside the examination hall(s)
- Distribute the question paper at 9.50 am and instruct the candidates to start writing at 10am.
- The invigilators should keep utmost vigilance during the course of examination. The invigilators should not indulge in taking in the verandas, use mobile phones or read books in the examination room.
- Ensure that strict silence is maintained in the examination hall, Talking amongst candidates, borrowing of materials etc should be strictly forbidden.
- If any candidate indulges in malpractice, make a report to the Chief Superintendent who in turn will forward the same to the DME.
- No candidate shall be allowed to leave the examination hall until 30 minutes before the completion of the examination.
- Instruct the candidates not to write on the Question Paper other than their names.

- A Candidate shall not be allowed to write examinations, if she/he does not have a valid Admit card and ID card. However, if a candidate reports that her/his Admit card/ID card is lost; the chief superintendent can permit her/him for the examination, after obtaining a written request from her/him, and shall report the matter to the DME.
- Unused answer books shall be counted and kept in safe custody of the Principal/Head of the Institutions and a stock register shall be maintained for this purpose.
- Enclose the statement by the Chief Superintendent, Attendance Sheet and a copy of Question Paper in the answer book bundle.
- The invigilators should report to the Chief Superintendent before leaving the Examination Centre.

#### **Cancellation of Entries in the Answer Book**

- Under no circumstances register numbers on the answer books should be scored without the full signature of the Chief Superintendent and in all such cases a statement leading to such action must be sent to the DME.

#### **Collection/Despatch & Packing of Answer Books**

- The invigilators shall collect the answer books and arrange them according to the Register Number of the Candidates.
- Count and verify that the number matches with the number of candidates.
- The answer books should be bundled separately for old and new syllabus.
- The bundles should be covered with brown paper and packed properly and sealed in the presence of the Chief Superintendent and External Invigilator.
- Enclose the Statement to be filled by the Chief Superintendent, Attendance Sheet and a copy of question Paper in the answer book bundle.
- The answer bundles should be sent to the academic section of the respective Zonal Medical colleges. Centers in Kollam should send it to Trivandrum Medical College.

#### **Payments/Statements/Expenditure details**

- The expenditure bill of remuneration for clerk, peon & sweeper should be forwarded to DME via Principal with duly attested vouchers/bills
- The remuneration as per existing rate for Superintendents & Invigilators shall be claimed from DME via Principal