

Additional Instruction to the Principal

Paramedical Regular Diploma exams are scheduled to be started by 22nd of January 2020. For the smooth conduct of exam and publication of results in time the following instruction are to be strictly followed.

1. The distribution of colleges under the six zones are given as annexure I (G.O, College list).
2. All the principals are directed to strictly follow the instructions in the exam notification and inform the students (regular and supplementary) regarding the last date for sumitting application and time table for the exams.
3. Principals of all theory centres are instructed to appoint chief superintendent and invigilators for conduct of theory exams and make necessary arrangement for conduct of exam.
4. To intimate the stock balance of theory papers already present in the centre.
5. Details of Principal, Course co-ordinator and internal examiner for each paper of the course shall be communicated to principal of the zonal centre with a copy to JDME(G).
6. Principal of the zonal centres are instructed to co-ordinate conduct of valuation of theory papers and conduct of paramedical viva of institution under the particular zone.
7. Principals of zonal centres are to appoint external examiner to conduct paramedical practical + viva and course coordinator are to be instructed to conduct the exam in consultation with examiners posted.
8. Conduct of practical/viva exam of self-financing colleges are to be done at the same institution. If due to some unavoidable circumstances exams are to be conducted at zonal centre, it shall be intimated to DME for necessary permission for the conduct of exam.
9. Conduct of both theory and practical examinations are to be considered seriously and any malpractice has to be reported to Principal/Chief Superintendent who in turn has to conduct preliminary enquiry and report to DME for initiating disciplinary action.
10. Valuation has to be started as early as possible and marks are to be tabulated and informed within in one month.

Sd/-

Chairman