

Prof. (Dr.) Jyoti M. Nagamoti MD, Ph. D
Controller of Examinations

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Ref. No: KAHER/Exam/21-22/D-041122008

Date: 4th November 2022

NOTIFICATION

**Conduct of MBBS Phase –I CBME & NON-CBME (Regular) KAHER Examinations –
February 2023.**

The Theory Examinations of MBBS Phase –I CBME & NON-CBME (Regular) shall commence from **3rd February 2023.**

Constituent Units: J.N. Medical College, Belagavi

Schedule for compliance:

Sl. No.	Particulars	MBBS Phase – I
1.	Last Date to display Internal Assessment Marks and students attendance on the Notice Board till 5:00 PM	12 th January 2023
2.	Freezing up Internal Assessment Marks and Students Attendance (Till 12.00 Noon)	13 th January 2023
3.	Submission of hard copy & soft copy of IA Marks and students Attendance to the office of the Controller of Examinations by 10:30 AM	17 th January 2023
4.	Availability of online exam forms and online payment of examination fees and Availability of Hall Tickets (without fine)	19 th to 24 th January 2023
5.	Availability of students list, who have filled the forms without fine , on Institution's Examination Portal.	25 th January 2023
6.	Availability of online exam forms and online payment of examination Fees and Availability of Hall Tickets (with fine)	25 th to 30 th January 2023
7.	Availability of student list who have filled the forms with and without fine , Attendance diary and Feedback Report on Institution's Examination Portal.	31 st January 2023



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The Examination Fee Structure is as follows:

1	Examination Application Form Fee (To be paid by all the candidates) Fine for Late Submission of Examination Application Form	Rs.300/- Rs.450/-
2	Marks Card Fee	Rs.450/-
3	Examination Fees	Rs.1200/- per paper

Instructions to the Principal / Heads of the Institution

1. The Head of the institution is requested to ensure that the students owe no dues such as tuition fees, library fees, hostel fees etc. In case, there are students owing dues, the list may be sent separately to **KAHER** before freezing of internal assessment (IA) marks and attendance.
2. Heads of the Departments may be informed to maintain the Register for Internal Assessment Marks / Record Marks.
Internal Assessment marks / Record Marks and Attendance shall be informed to the students for their benefit without fail.
3. Kindly circulate / notify the examination notification to the concerned course co-ordinators.
4. To facilitate smooth online transition of exam application forms and payment by the candidates, the Principal should help in setting a separate **Help Desk** at the institution office for the same from **18th January 2023**.
5. From the college end make arrangement to send SMS on **18th January 2023** to every candidate and their parents regarding the availability of online exam application and payment **without fine** from **19th to 24th January 2023**.
6. From the college end make arrangement to send reminder SMS on **25th January 2023** to every candidate and their parents regarding the availability of online exam application and payment **with fine** from **25th to 30th January 2023**.
7. *The Head of the Institution should not encourage enrollment of the candidate/s for University examinations after the scheduled due date of filling of examination forms. The Institution has to strictly follow the examination scheduled time line*



By Order,

Controller of Examinations

To:

- The Dean, Faculty of Medicine, KAHER, Belagavi.
- The Principal, J.N. Medical College, KAHER, Belagavi.
- The Principal JGMM Medical College, KAHER, Hubballi.

Copy for information to:

1. The Special Officer to Hon. Vice-Chancellor, KAHER, Belagavi.
2. The Registrar, KAHER, Belagavi.
3. The Finance Officer, KAHER, Belagavi.
4. The Director, Academic Affairs, KAHER, Belagavi.
5. The Administrator, KAHER, Belagavi.
6. The IT Section, KAHER, Belagavi. (To Upload on Website)
7. Mr. Sudhindra Mokhasi-Contineo Pvt.Ltd.

} For Information.