



## KERALA UNIVERSITY OF HEALTH SCIENCES

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No : 2024/16325/A3/Ex General (A)/KUHS

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### CIRCULAR

Sub: KUHS - Exam General (A) - Increase in the reported cases related to candidate's name mismatch with respect to the University records - steps to be taken to curtail such lapses- issuance of circular- reg.

Ref: Minutes of 160<sup>th</sup> M&LEC meeting held on 17.08.2024.

The Malpractices & Lapses Enquiry Committee (M&LEC) has observed an increase in the number of lapses/discrepancy related to the candidate's name in the Part 1 slip of the Answer Book with respect to the University records submitted before the Committee. In light of this, the Committee issued the following directives to ensure compliance and accuracy for the effective conduct of examination process.

1. All invigilators are required to verify and cross- check the name written by each student in the Part I slip of the Answer Book with the name printed on the Admit Card issued to the student for the examination, during each examination, before authenticating the Admit card. This has to be done to ensure that the name of candidate as given in the Admit card is written in the Part I slip also.
2. If any mismatch related to name of the candidate in the University Identity Card / Admit card is reported by the candidate, it shall be reported to the University (Registrar) through the College Principal for rectification of the same in the University records.
3. All affiliated colleges are urged to exercise due diligence in the basic data entry of student details during the student registration in the university portal. Accurate entry at this level is essential to avoid mismatch in the name printed on the Mark lists, Degree Certificate and other related documents issued to candidates.
4. It is also informed that if a name correction is required in the documents already issued from the University, such re-issued documents shall be provided only after affixing the "Name corrected" seal.

**Controller of Examinations**

To

**The Principals of all affiliated Colleges**

Copy to : PA to Registrar, JR Academic

