FAQs – Frequently Asked Questions – UIMS@RGUHS

1. Why do I need to register/update details on the UIMS Portal?

The UIMS (University Information Management System) portal is a newly implemented platform by RGUHS to streamline the entire process of Practical/Viva Examinations. This portal will be used for:

- Appointment of examiners
- Announcement of examination centres
- Issuance of examiner duty orders
- TA/DA & remuneration processing and tracking

Hence, all internal and external examiners are required to update their details on the portal for smooth and efficient coordination.

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2. Who is eligible to be appointed as an Examiner?

Examiner eligibility is based on the norms of the **respective Apex bodies and RGUHS guidelines**. For example, Medical faculties:

- UG Examinership: Minimum 5 years of experience as Assistant Professor.
- PG Examinership: Minimum 3 years of experience as an approved PG Guide.

The teachers shall verify the eligibility criteria and update details in the portal.

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3. What is the RGUHS Examinership Card with TIN and QR Code?

Once the profile is updated and verified, each teacher can download their Examinership Card from the portal. This card will contain:

- A unique Teacher Identification Number (TIN)
  - One-time unique number is automatically generated by the system based on your last 8 digits of your Aadhar number which is currently being used on daily basis for Aadhar Based Biometric attendance
  - Please double check your Aadhar number for correctness
- A QR code for authentication and quick verification
- This TIN will be used for all official correspondences and also to track the payment status of TA/DA and remuneration.

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4. What are the TA/DA and Remuneration Rates?

The TA/DA and remuneration are governed by the approved RGUHS norms and are credited directly to the registered bank account after the successful completion of exam duties.

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5. Can I update my College Name, Designation, or Qualifications later?
Yes. If there are any changes in your:

- College
- Designation
- Educational Qualifications
- Work Experiences

You may log in to the portal, edit the information, and submit it for approval. Once verified by your Principal and/or the University, the updated information will reflect in your profile.

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6. How do I ensure my bank details are correct?

You must update your **PAN LINKED BANK ACCOUNT** details accurately in the UIMS portal. This will ensure:

- Timely direct transfer of your examination-related payments
- Avoidance of failed transactions or delays due to incorrect information

Please double-check your IFSC code, account number, and account holder name before submitting.

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7. How will I know when I have been assigned an exam duty?

- Once duties are assigned, you will receive notifications via Email / SMS / WhatsApp.
- Examination centres also contact you through phone or emails.
- You can also log in to the UIMS portal at any time to view all your past and upcoming assignments, including appointment orders and centre details.

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8. About Data privacy and protection policy details:

[Data privacy & Protection](#)

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9. In case of any other queries, you may contact the University by email:

examsupport@rguhs.ac.in