



# महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

Maharashtra University of Health Sciences, Nashik

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कुलसचिव

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Registrar

O.NO. MUHS/UDC/FC-CC/EO/965/2019

Date: 12 /12 /2019

**IMPORTANT /TIMEBOUND**  
**ADMISSION NOTIFICATION NO. 47/2019**

To,  
**The Dean/Principal/Director/Coordinator,**  
All Training Centre(s)/Institute/  
College(s) / Hospital(s)/ Department(s),  
Conducting Fellowship / Certificate Course(s),  
Affiliated to MUHS, Nashik.

**Sub :** Regarding Centralize Online Admission Process for admission to Fellowship / Certificate Course(s) for A.Y. 2019-20 conducted at Training Centre(s) affiliated to Maharashtra University of Health Sciences, (MUHS) Nashik ...

**Ref. :** 1) University Direction No.05/2017 (Amended).  
2) University Letter No. MUHS/UDC/FC.CC./EO/763/2019 Date:10/10/2019  
3) Management Council Resolution No. 153/2018 Date : 21/12/2018  
4) Management Council Resolution No. 60/2019 Date : 27/05/2019  
5) Academic Council Resolution No.135/2019 Date : 18/09/2019

Sir / Madam,

with reference to above cited subject, I am directed to inform you that, the admission notification for Centralized Online Admission Process of Fellowship / Certificate Course(s) for the A.Y. 2019-20 conducted at Training Centre(s)affiliated to MUHS is hereby notified for the desirous candidates.

The detailed time schedule and guidelines regarding Fellowship/Certificate Course(s) Centralized Online admission process for the A.Y. 2019-20is attached herewith. Provisional list of affiliated Training Centre(s) is made available by the University on website ([www.muhs.ac.in](http://www.muhs.ac.in)). **The Centralized Online admission application form submission link will be made available from 12/12/2019 upto 27/12/2019 at 23:59 Hrs. (midnight).**

All the concerned should note the same and desirous candidates may [Click here to open the link for said Centralized Online Admission Process.](#)

[Click here to open the Provisional List of University Affiliated Training Centre\(s\) and Fellowship/ Certificate Course\(s\) with Eligibility Criteria & Intake Capacity.](#)

Please note that, the above said provisional list with eligibility criteria & permitted Intake Capacity for Centralized Online Admission Process is as per data/reports received from affiliated Training Centre(s). It will be the duty of affiliated Training Centre(s) to provide the educational and infrastructural facilities prescribed by the University. It should also be ensured about the availability of eligible Mentor(s) required for conducting Fellowship/Certificate Course(s) for permitted Intake Capacity by the concerned affiliated Training Centre(s) to avoid any academic loss to the admitted candidates.

Accordingly, it is made clear that, if any person whosoever doing practice/consulting/hands on work / training in the particular specialty of Health Science, shall possess the essential qualification(s) mandatorily, as prescribed by the concerned competent Authority such as concerned Central Council / State Govt. / Central Govt. / Local self Govt. etc. for such practice/consulting/hands on work/training.

Mere holding the University fellowship and/ or Certificate Course shall not allow or permit, anyone to do the practice/consulting/hands on work/training in the particular specialty of Health Science, he shall mandatorily possess the essential qualification(s) as mentioned above. University shall print this important instruction, in the readable form as footnote, on every fellowship and/ or Certificate to be issued to the concerned eligible student(s).

The University has started Fellowship and/ or Certificate courses for the purpose of skill enhancement and academic knowledge improvement in the clinical and academic areas identified in the given speciality of Health Sciences. The purpose of these courses is to develop skills and knowledge among the professionals as per the current needs of academics and society. These courses will only aim at enhancing one or more basic competencies as defined for the eligibility qualification for the said course. Therefore, it is made clear to all concerns that, any imminent orders from Higher Authorities regarding conduct of Fellowship/Certificate Course(s) will be applicable to this Centralized Online Admission Process and it is duty of all the concerned stakeholder(s) and candidate(s) to observe and abide by the same.

**Further, all the concerned should note the instructions as under :**

- 1) It is the sole responsibility of the in-service Candidate(s)/applicant to seek no objection certificate and to submit the application through proper channel as per rules applicable to his or her case.
- 2) The stipend if any; provided by the affiliated Training Centre(s) to the concerned Candidate(s) admitted to the concerned Fellowship Course(s) is not under the purview of the University. Affiliated Training Centre(s) may give the stipend as decided by the concerned management/administration of the concerned affiliated Training Centre(s). However, affiliated Training Centre(s) shall adopt uniform and transparent policy while providing stipend to the admitted Candidate(s).
- 3) In case of any query or interpretation of any rule the decision of the Vice-Chancellor shall be final and binding.
- 4) The University shall have right to amend or alter any step or procedure of this admission process and shall have right to alter, amend or repeal any rule regarding the said admission process, at any stage, please note.

Further, it is made clear that, no any written communication will be made for any recognized Training center or the desirous Candidate(s)/applicant(s) by the University. However, all the necessary communication shall be made online only. Hence, in order to get necessary updates it is the duty of the recognized Training center or the concerned applicant to visit the University website regularly.

Furthermore, the Dean / Principal / HOD of Training Centre(s) are requested to bring this Notification to the notice of all desirous candidate(s) and shall give wide publicity to it by displaying the same at all Training Centre(s) / College Notice board.

Kindly note and do the needful.

**Sd/-  
Registrar**

**Encl.: [Provisional List of University Affiliated Training Centre\(s\) and Fellowship/ Certificate Course\(s\) with Eligibility Criteria & Intake Capacity.](#)**

**Copy to:**

1. Hon'ble Vice-Chancellor Office, MUHS, Nashik
2. Hon'ble Pro Vice-Chancellor Office, MUHS, Nashik
3. Hon'ble Registrar Office, MUHS, Nashik
4. The Controller of Examinations Office, MUHS, Nashik
5. The Director, Planning Board, MUHS, Nashik
6. The H.O.D., Eligibility Section, MUHS, Nashik
7. The H.O.D. Administration Section, MUHS, Nashik.
8. The H.O.D. Computer Section, MUHS, Nashik.

**Time Schedule for Centralized Admission Procedure for admission to Fellowship and / or Certificate Course (s) at Affiliated Training Centre(s) for A.Y. 2019-20**

<b><u>Sr. No.</u></b>	<b><u>Particular</u></b>	<b><u>Date</u></b>
01	Date of availability of Online application forms on MUHS website	<b>12/12/2019</b>
02	Last date of submission of Online forms	27/12/2019 upto 12:00 p.m.
03	Last date of submission of hard copy of Online forms along with self-attested Photo Copy of necessary documents to the university.	10/01/2020
04	Scrutiny of the applications	Upto30/01/2020
05	Publications of Primary Temporary General Merit List	05/02/2020
06	To call for Objection/Suggestions, if any;	06/02/2020to 10/02/2020
07	Publications of Temporary General Merit List	15/02/2020
08	After 1 <sup>st</sup> Round: Last date to join and submit the communication regarding Retention of allotted Seat at the concerned Training Centre(s).	20/02/2020
09	II <sup>nd</sup> Round/ Waiting List/ or subsequent round	Will be Published on MUHS Website later
10	Academic Year Start (Course(s) Commencement) Date	25/02/2020
11	Admission Cut-Off date	As notified by the University from time to time
12	Regarding Eligibility proposals	

**Important Note :**

- 1) University reserves right to amend the above Time Schedule.
- 2) While confirming the application for admission to Fellowship / Certificate Course(s), All the concerned should note the same and act accordingly.
- 3) If any seats remain vacant, it shall be filled as per the general merit list in second round, or subsequent rounds if any; Further, University may process out the Spot Admission Round / MOP UP Round as per the policy decision of the University.
- 4) The notification and advertisement for admission to fellowship and Certificate Course shall be published on the University website. The desirous applicant / Candidate(s) shall have to apply online and need to pay the prescribed amount Rs. 3000/- of application fees as decided by the University from time to time.
- 5) During the admission process, in case any dispute / grievances / interpretation etc.arises, the matter shall be referred to the Registrar of the University for his consideration and decision. The concerned candidate if aggrieved due to the decision of the Registrar, he / she may file review application to the Pro-Vice Chancellor or Vice- Chancellor as decided by the University.

# Guidelines

## Fellowship / Certificate Course(s) Conducted by MUHS Affiliated Training Center.

### **1. Introduction:-**

Fellowship and/ or Certificate Course(s) for the purpose of skill enhancement and academic knowledge improvement in the clinical and academic areas are being conducted by the MUHS affiliated Training Center(s) in the State. The purpose of these Course(s) is to develop skills and knowledge among the professionals as per the current needs of academics and society. These Course(s) will only aim at enhancing one or more basic competence as defined for the eligibility qualification for the said Course(s).

The University has prescribed the University Direction 05/2017 (Amended): regarding, "The Procedure and Rules Governing the Conduct of Fellowship and Certificate Course". (Copy of the said University Direction is available on University Website for perusal & information of all the concerns)

### **2. Duties and Responsibilities of the Candidate(s):**

The Duties and Responsibilities of the Candidate(s) / Candidate(s), as prescribed by the University are reproduced as under, for ready reference to all the concerns :-

To acquire academic excellence as well as clinical and non-clinical skill competencies as desired by the Course, the Candidate(s) shall actively participate in teaching learning activities and research activities as prescribed by the University. **As these Fellowship /or Certificate Course(s) are skill enhancement clinical Course(s) these are fulltime academic Course(s).** The enrolled Candidate(s) has to acquire the clinical and academic credits to become eligible for the qualifying examinations.

It is mandatory for the Candidate(s) to acquire a total of desired credits to become eligible for the certifying examination of the Fellowship / Certificate Course conducted by the University. If the Candidate(s) is unable to acquire these mandatory credits within the stipulated period of the Course due to unforeseen reasons, he/she may be allowed to complete these credits within next academic year by submitting renewal application with prescribed fees through the Training Centre(s). The Vice- Chancellor shall grant the said extension, after verifying the genuineness of the matter.

Accordingly, it is made clear that, if any person whatsoever doing practice/consulting/hands on work in the particular specialty of Health Science, shall possess the essential qualification(s) mandatorily, as prescribed by the concerned competent Authority such as concerned Central Council / State Govt. / Central Govt. / Local self Govt. etc. for such practice/consulting/hands on work.

Mere holding the University Fellowship and/ or Certificate shall not allow or permit, anyone to do the practice/consulting/hands on work in the particular specialty of Health Science, he shall mandatorily possess the essential qualification(s) as mentioned above. University shall print this important instruction, in the readable form as footnote, on every Fellowship and/ or Certificate to be issued to the concerned eligible Candidate(s).

### 3. Nomenclature of the Course(s):-

After fulfilling all the requirements the University shall award the qualification, such as, the Fellowship Course(s) in the concerned subject and such as, the Certificate Course(s) in the concerned subject. The Certificate shall include the subject of speciality and name of the Faculty.

### 4. Nature of Course(s): Skill Enhancement, fulltime Course(s).

Leave of absence with the permission of Head of the Department up to a maximum period of 12 days for Fellowship Course(s) and 06 days for Certificate Course(s) in one year is permitted.

### 5. Fee structure:-

Sr. No.	Type of Course	Faculty/ Speciality	Total Course Fee Structure			
			Course fees to be charged by the Training Centre(s)		Other than Course Fee Additional Fees to be paid by the Candidate(s)	
			Course fees to be charged by Training Centre(s) / College/ Institutes.	Out of the said Course fees 25% Administrative Charges for each Candidate(s) to be deposited by Training Center to the University	Eligibility Fees to be deposited by Candidate (s) to the University through Training Center	Examination Fees to be deposited by Candidate(s) to the University through Training Center
01	Fellowship Course	Medical	1,00,000/-	25,000/-	8,200/-	22,000/-
		Dental	1,00,000/-	25,000/-	8,200/-	16,500/-
		Ayurved	75,000/-	18,750/-	8,200/-	16,500/-
		Homoeopathy	75,000/-	18,750/-	8,200/-	11,000/-
		Nursing/Allied	75,000/-	18,750/-	8,200/-	11,000/-
		Yoga	10,000/-	2,500/-	**-	**-
02	Certificate Course	Medical	<u>No Approved Certificate Course(s) is available from A. Y. 2017-18, Under Medical, Dental, Ayurved &amp; Homoeopathy Faculty</u>			
		Dental				
		Ayurved				
		Homoeopathy				
		Nursing/Allied	50,000/-	12,500/-	8,200/-	11,000/-
03	*Fellowship Course in Preventive Cardiology	Ayurved	1,00,000/-	25,000/-	8,200/-	16,500/-

\*Fees of Fellowship Course as per Management Council Resolution No. 153/2018 Dated: 21/12/2018

\*\* To be decided as per policy decision of the University and accordingly the candidate shall have to pay.

1. Candidate(s) will have to pay eligibility fees and examination fees any other fees separately as and when made applicable by the University.
2. Candidate(s) will have to pay total amount of Course fee (as mentioned above) for respective academic years before commencement of the respective academic year.
3. Apart from above fees concerned Training Center shall have to pay the Continuation of Affiliation fees for every Academic Year, as prescribed by the University from time to time.

## 6. Refund of the Fees:-

In case of cancellation of admission, refund of fees, if any; shall only be considered and processed as per the decision of the University authority from time to time.

The Candidate(s) who has confirmed his / her admission and joined at concerned affiliated Training center(s) may cancel admission by submitting an application and may request for the refund of fees. The refund of fees to Candidate(s) admitted for the all Course(s) shall be made after deduction asunder.

Sr. No.	Period of Cancellation	Permissible Deductions
1.	From Date of Joining –Upto 1 month	10%
2.	Within 1-3 months from the date of Admission	25%
3.	Within 3-6 months from the date of Admission	50%
4.	After 06 months from the date of Admission	No refund

The library deposit and caution money, if any; shall be refunded by the concerned Training Centre(s)/College/ Institute after successful completion of the Course. Any damage, breakage or loss during use or custody of Candidate(s) shall be recovered from the Candidate(s).

## 7. Information regarding Application Form:-

1. Information Brochure along with online application form is made available on the University website (<http://www.muhs.ac.in>).The Candidate(s) are requested to fill online application form.
2. The Candidate(s) have to pay **application process fee Rs. 3000/-** (non-refundable) by online payment gateway. The detail of online transaction is to be submitted along with application form and necessary documents.

**The envelope should be superscripted with "University Fellowship/Certificate Application form".**

3. **The application form must be filled online by the Candidate(s) up to 12/12/2019 at 23:59 Hrs. (midnight) and must submit the print copy of the application form along with self- attested all necessary documents and Marklist(s) of all the qualifying examinations on or before dt.27/12/2019 on the following address.**

**The Registrar,  
Maharashtra University of Health  
Sciences, Vani-Dindori Road, Mhasrul,  
Nashik - 422 004**

4. Details of the Original documents to be submitted at the time of counseling at Training Centre(s) along with two sets of self-attested photo copies by the Candidate(s) as per below:
5. An incomplete application form will be rejected.
6. Following self-attested photocopies are required to be submitted along with the application form strictly in given order:

Sr. No.	List of Documents Required for Online Centralized Admission Process for Academic Year 2019-20.
1.	a) Nationality Certificate issued by District Magistrate, Additional District Magistrate, Chief Metropolitan Magistrate or b) Photo copy of Valid Passport duly attested by Head of. Department or c) Birth Certificate having endorsed with nationality as Indian on it
2.	<b>Maharashtra State Domicile Certificate</b> (as applicable)
3.	<b>Marklist (s) of all qualifying examination HSC 12<sup>th</sup> Standard is mandatory</b> (reflecting percentage of marks obtained out of total marks calculation)
4.	Marklist (s) of all qualifying examination UG <b>Mark list(s) of Undergraduate Final Year Part-I Part-II is mandatory.</b> Those Candidate(s) who have completed their UG/PG degree from Foreign University they shall have to mandatorily submit mark list of Board of Examination conducted by concerned Central Council or appropriate authority. Such Candidate(s) have to fill their marks details accordingly.
5.	Marklist (s) of all qualifying examination PG Diploma / Degree is mandatory (as per the prescribed eligibility of the concerned Course)
6.	Passing /Degree Certificate UG, PG Diploma / Degree shall be attached (as per the prescribed eligibility of the concerned Course)
7.	Internship Completion Certificate ( If applicable ).
8.	No Objection Certificate (NOC) from the current employer in case of in-service candidate (as applicable).Also such Candidate(s) must submit the Application through proper channel as required and applicable in the concerned case.
9.	Valid Registration certificate from the Respective Council or attach renewal receipt.
10.	College leaving Certificate (LC/TC).
11.	<b>Attempt Certificate of all examinations in UG, PG Diploma / PG Degree / DNB is mandatory</b> (as the case may be) Course from Head of the Institute Candidate(s) or Self declaration on INR 100. Bond Paper about UG/PG Attempt (If applicable).
12.	Gazette for change in name (If applicable )
13.	Migration Certificate issued by the respective University (If applicable )
14.	Self-Educational Gap Certificate (after qualifying Degree) Affidavit by Candidate(s) certified by Executive Magistrate/ Notary. (If applicable)
15.	<b>In-service teaching faculty working with MUHS affiliated Govt./aided/Corporation Health Sciences college(s)</b> , willing to apply for in-service teaching faculty reservation quota. Must ensure about his/her eligibility for <b>in service teaching faculty quota</b> . To claim the said quota such candidate(s) shall submit valid University approval letter issued for his / her current appointment in MUHS affiliated Govt./aided/Corporation Health Sciences college(s)/institute(s).
16.	Experience Certificate of Professional work (teaching / non-teaching) Experience of being worked on the post of Resident (Senior for PG degree/ Diploma Holder and Junior for Graduate degree holder ) / Tutor/ Lecturer/ Medical Officer.
17	For Fellowship Course(s) under Medical Faculty, qualification(s) awarded by College of Physician & Surgeon, Mumbai shall be considered, only if the qualification(s)is equivalent to the eligibility prescribed for concerned Fellowship Course by MUHS and if the said CPS, FCPS qualification is registered with MMC, Mumbai in light of the various rule(s) position of MCI, New Delhi and concerned Notification(s) published in gazette by MINISTRY OF HEALTH AND FAMILY WELFARE (Department of Health and Family Welfare).
18	<u>Medical Fitness Certificate (as per format made available by the University)</u>
19	<u>Self-declaration form for self-attestation (as per format made available by the University)</u>



## 8. Selection Process & Merit Criteria:-

- 1) There shall be Centralized admission process as notified by the University from time to time. The number of seats available for various Fellowship Course(s) shall be decided after getting the information about the eligible Mentors from the recognized Training Centers. A total of 50% of the available seats for each Fellowship/Certificate Course conducted by Govt/aided/Corporation Health Sciences Colleges Affiliated to this University shall be reserved only for in service teaching faculties from Govt/aided/Corporation Health Sciences Colleges Affiliated to this University. If these seats for in service Teaching faculty remains vacant, they shall be filled as per the general merit list. However, If the Intake capacity for admission to Fellowship/Certificate Course conducted by any Training Center is one, in such case the said reservation will not be applicable to any training Center.
- 2) Seat allotment priority will be followed as per the University policy. In-service teaching faculty quota (existing Approved teacher of MUHS having valid University Approval Letter to his/her appointment on teacher post made by MUHS affiliated Govt/aided/Corporation Health Sciences Colleges) will be given first Priority.
- 3) Candidate(s) those who have Domicile of Maharashtra will be given the priority in the admission process. afterwards the Candidate(s) those who are non-domicile of Maharashtra will be considered for the admission process as per merit.
- 4) There shall not be any extra weightage will be given to DM or M Ch. Candidate(s).
- 5) Wherever, there is eligibility is prescribed as, Any Health Science Graduate" for such Course, allotment is done on the basis of UG qualification merit. Merit
- 6) With respect to Allied faculty, 50% of the available seats at the All India Institute of Physical Medicine and Rehabilitation, Mumbai (Being a Central Govt. Institute) shall be reserved for all India quota.
- 7) In case of Candidate(s) passed from Govt./Aided/Corporation college(s)/Institute(s) and those required to complete their Bond Service(s) shall have to submit the Bond completion certificate. It shall be the duty and entire responsibility of the concerned Dean /Principal/ Director of college(s)/Institute(s)/affiliated training institute(s) to check and verify about conformity of Bond completion certificate as per the policy of Govt. of Maharashtra / DMER Mumbai as applicable in the concerned case.

**(a) Merit Criteria :-**

The Centralized admissions process shall be carried out by the University on the basis of merit criteria as prescribed below.

<b>Sr. No.</b>	<b>Course Eligibility Criteria</b>	<b>Maximum Marks Criteria</b>
01	Post-graduate Degree Qualification	04 Marks – for Post-graduate Degree 04 Marks – for Under-graduate Degree 02 Marks – for Professional work Experience
02	Post-graduate Diploma Qualification	04 Marks – for Post-graduate Diploma 04 Marks – for Under-graduate Degree 02 Marks – for Experience
03	Under-graduate Degree Qualification	08 Marks – for Under-graduate Degree 02 Marks – for Experience

1. Professional work (teaching / non-teaching) Experience of being worked on the post of Resident (Senior for PG degree/ Diploma Holder and Junior for Graduate Degree holder ) / Tutor/ Lecturer/ Medical officer only shall be awarded marks in the ratio of 01 year: 01 mark, max. up to 02 Marks.
2. Applicant passed final year PG examination in First attempt shall be awarded with 04 marks. For any extra attempt taken by the applicant to pass the said examination 01 marks shall be deducted for each such attempt.
3. **for the Fellowship/ Certificate Course (s) whose eligibility is PG Degree/Diploma only** Marks obtained by the applicant in the final year UG examination shall be converted into marks as per below ratio ;

<b>Percentage</b>	<b>Marks</b>
70% & above	04 Marks
66% below 70 %	3.5 Marks
61% to 65 %	3 Marks
56% to 60 %	2.5 Marks
50% to 55 %	02 Marks

4. **for the Fellowship/ Certificate Course (s) whose eligibility is UG Degree only** Marks obtained by the applicant in the final year UG examination shall be converted into marks as per below ratio:

<b>Percentage</b>	<b>Marks</b>
70% & above	08 Marks
66% below 70%	07 Marks
61% to 65%	06 Marks
56% to 60%	05 Marks
50% to 55%	04 Marks

5. Wherever, there is a tie in the Marks obtained by the applicant, the total marks obtained by the applicants in the 12th standard examination shall be considered and accordingly, the Candidate(s) with higher marks shall be given preference in the merit list. Further, if still the tie persists, then the Candidate(s) with higher age shall be given preference in the merit list. If the tie persists again then, the Candidate(s) who has submitted the application earlier shall be given preference in the merit list.
6. University policy shall be adopted for rounding up of fraction of parentage to higher integer.
7. To calculate the marks for merit criteria Applicant's required and concerned qualification as prescribed by the University shall only be considered.
8. **In order to decide the merit as per above laid down criteria the applicant has to mandatorily submit the required clear copies of mark list(s) / documents of following qualifying examination :**
  - 12th standard examination (HSC) mark list(s) (reflecting percentage of marks obtained out of total marks calculation)
  - Mark list(s) of Undergraduate Final Year Part-I, Part-II showing the passing marks percentage.
  - Attempt Certificate Post Graduate examination (Post Graduate Diploma / Master Degree / DNB) as the case may be Course from Head of the concerned Institute (as the case may be) Course from Head of the Institute Candidate(s) or Self declaration on INR 100. Bond Paper about UG/PG Attempt (If applicable).
  - Experience Certificate of Professional work (teaching / non-teaching) Experience of being worked on the post of Resident (Senior for PG degree/ Diploma Holder and Junior for Graduate degree holder ) / Tutor/ Lecturer/ Medical Officer.
  - Date of Birth proof.

It is made clear that, if Candidate(s) fails to submit any of the above mark list(s) / documents then his / her application shall not be process further and liable to be rejected without any individual / separate intimation. Hence it is the duty of applicant to meticulously check and submit the mark list(s) / documents within time as prescribed by the University.

**(b) Declaration of Merit list :-**

The University shall declare the result of admission or counseling process for the Candidate(s), on University website.

## 9. Conduct and Discipline:

- a) Failure of the Candidate(s) in making full and correct statements in the application form and/or suppression of any information would lead to disqualification of the Candidate(s), even at later date. Such a Candidate(s) will be debarred from the entire selection process.
- b) It is responsibility of every Candidate(s) to submit proper documents. Any attempt to submit documents which are not genuine will lead to cancellation of the admission of the Candidate(s), fees, deposits and expulsion of the Candidate(s) from the college by the Competent Authority or by his authorized official. The name of such Candidate(s)/s shall be deleted from the Merit List and he/she will not be eligible for further rounds of the selection process and will be debarred from the selection process. If deemed fit even criminal proceeding may be initiated by the Competent Authority against such Candidate(s)/ their parents.
- c) If any Candidate(s) / authorized representative or person accompanying is found obstructing the counseling and / or admission process, or trying to influence in unlawful manner/ creating nuisance, the Candidate(s) shall be liable for disqualification from the process of selection and appropriate legal action will be taken. The decision taken by the University / Competent Authority in this respect shall be final and binding.
- d) The registration once granted is valid only if the teacher and the H.O.D are satisfied about regularity, diligent pursuance of studies by the Candidate(s) as well as good conduct.
- e) All Candidate(s) selected for admission shall be subject to the disciplinary rules of the Institution, MUHS, Nashik / or respective Councils and Government.
- f) Maharashtra University of Health Sciences, Nashik shall take the decision regarding eligibility, enrolment, registration and granting of the term of selected Candidate(s).
- g) As the Intake capacity of the concerned fellowship/Certificate Course may vary, Hence, in case of dispute in the matter of allotment of seat/Course /institution/training center or any other matter pertaining to the provisional selection or cancellation of admission, the decision of the University / or Competent Authority shall be final and binding.
- h) Legal Jurisdiction: All disputes pertaining to the conduct of examination and selection process shall fall within the jurisdiction of the Hon'ble High Court, Mumbai only.

## 10. Disqualification for Admission:-

- A Candidate(s) who has already taken admission in to P.G. Course in other subject or faculty will not be eligible for admission.
- A Candidate(s) who has failed to submit above mentioned documents will not be eligible for admission.
- Failure of the Candidate(s) in making full and correct statements in the application form and / or suppression of any information would lead to disqualification of the Candidate(s). Such a Candidate(s) will be debarred from the entire selection process.

## **11. Credit Based System,-**

It is mandatory for the Candidate(s) to acquire a total of 200 credits to become eligible for the certifying examination of the Fellowship / Certificate Course conducted by the University. The breakup of credits to be acquired is as follows;-

### **a) Participation in Academic Activities :50credits**

To acquire academic excellence as desired by the Course, the Candidate(s) shall actively participate in teaching learning activities such as Clinical /Clinico-Social / Clinico-Laboratory Case Reviews, Journal Article Reviews, Book Reviews, Seminars, Lectures, Practical, Group Discussions, Community / Field Visits, Assignments, Participation In Teaching Activities. The Candidate(s) shall be awarded the 05 credits after completing the each relevant academic activities as needed by the Course. The Candidate(s) shall maintain a minimum of 80% attendance in these activities during the Course.

### **b) Clinical and Para Clinical Activities : 60 Credits**

To acquire the relevant skills as defined by the Course to be a competent professional, to get sufficient hands on training, Candidate(s) shall attend the relevant clinical and para clinical activities in the hospital such as Out Patient Care, Inpatient Care, Emergency Hospital Services, Grand Rounds/ Clinics, Laboratory/ Experimental /Community Based Assignments, Hospital Administrative/ Medico-Legal And Need Based Assignments etc., The Candidate(s) shall be awarded the 10 credits after completing the each relevant clinical and para clinical activities as needed by the Course. During the Course as prescribed by the department and shall maintain a minimum of 80% attendance in these activities. The Candidate(s) shall be awarded the credits after completing the relevant clinical and para clinical activities as needed by the Course.

### **c) Attending Conference/and presenting paper : 20Credits**

In the tenure of Course, it is essential for each Candidate(s) to attend at least one „International / National / State Level Conference/Workshop/CME“ in concerned subject/topic of Fellowship Course or wherever during the fellowship / certificate Course period and present a paper in it. If the Conference does not occur in the subject of Fellowship / Certificate Course, then parent/allied subject conference may be considered. The Candidate(s) shall be awarded the 20 credits after completing the above activity. The Candidate(s) has to produce the Certificates in regard to above to the concerned Training Centre(s)(TC) and subsequently they shall record the entries of the same in the Log book maintained for concerned Candidate(s).

### **d) Research Activity : 40 Credits**

To acquire the research competencies as defined in the Course the Candidate(s) will actively participate in planning and implementing a short term research project related to the Course area to be completed successfully within the Course tenure under the guidance of the Mentor. The Candidate(s) shall be awarded the 40 credits after completing the relevant research activities as needed by the Course, including

publications.

#### **e) Monitoring Progress: Log book – 30 Credits**

Every Candidate(s) shall maintain a Log book and record his / her participation in the all relevant academic, clinical and research activities as desired by the Course. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution. The Candidate(s) shall be awarded 30 credits after completing the above activity. On completion of log book activity, the Candidate(s) shall be eligible to appear for University Final Examination. It is the responsibility of TC to ascertain fulfillment of this activity before issuing hall ticket to the Candidate(s). The fulfillment of log book shall be made available to the Observers / Examiners for cross-verification and evaluation at the time of examination.

Satisfactory and timely completion of this Log Book is mandatory to become eligible for appearing the certifying examination of the fellowship / certificate Course conducted by the university. Affiliated Training Center shall maintain Certificate of completion in Triplicate as per the format provided by the University. After final Signatures of the Head of the Institute, One Copy of This Certificate is to be attached along with University Examination Form. Second Copy shall be handed over to the concerned Candidate(s). While Remaining one shall be retained by the affiliated Training Institute along with Log book.

### **12. Conduct of University Final Examinations.-**

- I) University shall publish a Circular under which schedule of Conduct of Examination shall be notified along with schedule of submission for examination forms. The Training Centre(s) (TC) shall submit the examination forms of the eligible Candidate(s) along with prescribed fees to the University within stipulated time-period along with eligibility letter issued by the University. Hall Tickets shall be issued by the University to the concerned Training Centre(s) (TC). It is mandatory for the Training Centre(s) (TC) to distribute hall ticket to the respective Candidate(s) who fulfill eligibility criteria prescribed by the University to appear for the University Examination.
- II) The University Final Examination of each Course shall be conducted at the end of one year as decided by the University. The examination for the Course(s) shall be conducted by the respective Training Centre(s) (TC) permitted to conduct the Course(s); provided that the University may depute an observer to supervise the conduct of examination by such Training Centre(s) (TC) as and when required.
- III) However, for preparation purpose Training Centre(s) may carry out Internal Theory/Practical Exam at their level as per the similar scheme of examination defined by the University. Records of such Internal Theory/Practical Exam at their level shall be kept at Training Centre(s) for the period not less than 04 years from the date of Internal Examinations.

**Scheme of Examination for conduct of University Final Examination of Fellowship / Certificate Course(s):**

There shall be a one Clinical-based Examination for 100 marks to be conducted by the examiners as per following format:

**A) All Faculties (except Dental Faculty):**

01	Long Case	30 Marks
02	Short Case	20 Marks
03	Research Presentation/Project etc.	20 Marks
04	Skill Evaluation	30 Marks
	Total	Max. 100Marks Min. 50Marks

**B) For Dental Faculty Only**

01	Case History, Diagnosis & Treatment Planning	30 Marks
02	Clinical Skill i. Surgical Skill/Operative Skill ii. Restorative Skill/Prosthetic Skill	30Marks 20Marks
03	Research Presentation/Project	20 Marks
	Total	Max. 100Marks Min. 50Marks

- i) Cases shall be jointly allotted by the Examiners to the examinee and it shall be jointly evaluated by the Examiners. The design of Long / Short Case shall be decided by the Examiners as per the Course content having relevance to the subject of Fellowship/Certificate Course to be assessed.
- ii) Research/ Project ex.: Case study or Projects such as Poster Presentation, Scientific enquiry, Innovation, etc. (as applicable) shall be jointly examined by the examiners as per Course content.
- iii) Skill Evaluation shall be on Course content of Fellowship and it shall be jointly evaluated by the Examiners.
- iv) For the award of Certificate, a Candidate(s) should secure minimum 50% of Grant Total marks in Final Examination of Fellowship/Certificate Course.

**Note:**

- I. Any Candidate(s) who is declared failed shall be permitted maximum two additional attempts to pass the University Examination. Thereafter, enrollment of such Candidate(s) shall be deemed to cancel and the Training Centre(s) shall not permit such Candidate(s) to appear for University Examination.
- II. Any Candidate(s) who has filled examination form, but remains absent for the University Examination, attempt of such Candidate(s) shall not be taken into consideration for computation of number of attempt; however, such Candidate(s) shall be treated as a Repeater Candidate(s).
- III. After start of Academic Course, if any Candidate(s) has got delayed admission due to what so ever reasons then in such case, University may extend his / her term and he / she shall be allowed to appear for the final examination as per the policy decision of University.

### 13. Declaration of Result and Issuance of Mark-sheet.

On receipt of result prepared by the Examiners, the University shall declare the result on its official website. No separate communication will be made by the University in this regard. The Statement of Mark-sheet shall be issued by the University to each Candidate(s) through its Training Centre(s). The University shall also issue a copy of Ledger Examination-wise to the concerned Training Centre(s) that reflects performance of the Candidate(s) in the University Examination, which shall be maintained by the Training Centre(s) for their permanent record.

#### Instructions for filling Online Application Form

1. Applicants should have a valid Email Id and correct mobile number.
2. Before filling Online Application Form download Admission Notification and read the same carefully.
3. Online Application Form must be filled in 06 steps (i.e. from Step 01, Step 02, Step 03, Step 04, Step 05 and Step 06).
4. The Applicants must possess the required criteria and educational qualification as mentioned in the guidelines prescribed by University for Centralized online admission Process 2019-20.
5. Fill the Online Application Form carefully. Candidate(s) has to choose concern Fellowship / Certificate Course(s) as per suitability of his / her qualification. Accordingly, he / she have to mention the corrected eligibility criteria and shall give the Online Preferences or need to fill the Choices of Training Centre(s) for respective Course.
6. Applicant shall submit only one application form, in the event if applicant he / she submit more than one application then, the previous application will be rejected and latest application submitted by the Candidate(s) shall be treated as valid application.
7. Applicants needs to send copy of Printed Application Form along with self-attested necessary marklist(s) / documents as prescribed by the University to this office.
8. Please note that, if you commit any mistake in filling the online Application Form, it cannot be corrected by this office. The Office will take no responsibility of any kind for such forms.
9. For any modification in the online application, applicants have to submit OTP password after entering mobile number. Applicant can modify his application before online submission,
10. Once the applicant has submitted his or her application form online by pressing **“SUBMIT”** button, then there will not be any scope to change the online data.
11. System will not print application form unless entering basic information, Educational Qualification, Course Preferences and online application fee of Rs.3000/- (non-refundable).
12. For any query related online submission / transaction you may contact to Computer Department on telephone no. **(0253) 2539180/181.**