



# महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

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O.NO. MUHS/UDC/FC-CC/EO/ 192 /2017

**IMPORTANT / TIME BOUND**

Date : 06/09/2017

## **ADMISSION NOTIFICATION NO. 43 /2017**

To,

**The Dean/Principal/Director/Co-Ordinator,**

All Training Centre(s) conducted by

Affiliated Institute /Colleges / Hospital / AYUSH,

conducting Fellowship / Certificate Course(s),

Affiliated to MUHS, Nashik.

- Sub :** Regarding Centralize Online admission procedure for admission to Fellowship and / or Certificate Course(s) for A.Y. 2017-18 conducted at affiliated Training Centre to be conducted by the University ...
- Ref. :** 01) University Notification No. 37/2017 regarding Direction No.05/2017 (Amended).  
02) University Notice for admission NO. MUHS/UDC/FC.CC./EO/165/2017  
Date :26/07/2017  
03) University Announcement Letter NO. MUHS/UDC/FC.CC./EO/187/2017  
Date :07/08/2017  
04) University Announcement Letter NO. MUHS/UDC/FC.CC./EO/191/2017  
Date :01/09/2017

Sir / Madam,

In context with the subject and reference cited above, I am hereby directed to inform you regarding Centralize Online admission procedure for admission to Fellowship and / or Certificate Course(s) for A.Y. 2017-18 conducted at affiliated Training Centre to be conducted by the University.

The detailed Time Schedule and guidelines regarding Fellowship and / or Certificate Course(s) Centralize Online admission procedure for A.Y. 2017-18 is attached herewith and all other required information such as list of affiliated Training Centre(s) available for admission for A.Y. 2017-18 with Course(s) wise Intake Capacity is also made available by the University on the website (www.muhs.ac.in).

**The Centralize Online admission application form submission link will be made active/ available from 07/09/2017 at 10:00 a.m. upto 22/09/2017 at 12:00 a.m.**

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

It is noteworthy to mention that, the permitted Intake Capacity information for Centralized Online Admission Process is as per data/reports received from affiliated Training Centre(s). Hence it is the duty of Training Centre to provide the educational and infrastructure facilities as prescribed by the University and you must ensure about the availability of eligible Mentor(s) required for conducting Fellowship/Certificate Courses for permitted Intake Capacity at your Training Centre. So that, admitted student(s) should not suffer with any academic loss.

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

- 1) The detailed Time Schedule and guidelines regarding said admission process to the Fellowship and / or Certificate Course(s) for A.Y. 2017-18 is attached herewith.

- 2) The permitted Intake Capacity information for Admission Process is as per data/reports received from concerned affiliated Training Centre(s). Hence it is the duty of Training Centre(s) to provide the educational and infrastructure facilities as prescribed by the University vide University Direction No. 05/2017 (Amended) and must ensure about the availability of eligible Mentor(s) required for conducting Fellowship/Certificate Courses for permitted Intake Capacity at concerned Training Centre, so that, admitted student(s) should not suffer with any academic loss.
- 3) It is the sole responsibility of the in service candidate/applicant to seek no objection certificate and to submit the application through proper channel as per rules applicable to his or her case.
- 5) In case of any query or interpretation of any rule the decision of the Hon'ble Vice-Chancellor shall be final and binding.
- 6) 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's 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 concerned candidate and shall give wide publicity to it by displaying the same at all Training Centres / College Notice board.

Kindly note and do the needful.

Sd/-  
**Registrar**

**Encl.:** As above

**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. Computer Section, MUHS, Nashik.

**Time Schedule of Selection Process for Centralized Online Admission  
Procedure for admission to Fellowship and / or Certificate Course(s) at  
Affiliated Training Centre(s) for A.Y. 2017-18**

<b><u>Sr. No.</u></b>	<b><u>Particular</u></b>	<b><u>Date</u></b>
01	Online Registration / Application Form (Online Preferences or Choices filling)	<b>07/09/2017 at 10:00 a.m.</b>
02	Last date of submission of Online Application forms	<b>22/09/2017 upto 12:00 a.m.</b>
03	Last date of submission of hard copy of Online Application form(s) along with self-attested Photo Copy of necessary documents to the university.	<b>05/10/2017</b>
04	Scrutiny of the applications form(s) and submitted hard copies of necessary documents	06/10/2017 to 24/10/2017
05	Declaration of Provisional Merit List Declaration of rejected candidate list, if any;	25/10/2017
06	To call for Objection / Suggestions, if any;	25/10/2017 to 26/10/2017
07	Declaration of Merit List for I <sup>st</sup> Round	<b>29/10/2017</b>
08	Declaration of Seat Allotment after I <sup>st</sup> Round	01/11/2017
09	Last date of joining to the respective Training Centre after I <sup>st</sup> Round and.	07/11/2017
10	Last date to submit the Retention of allotted Seat at the concerned Training Centre	
11	II <sup>nd</sup> Round / Waiting List / or subsequent round ; if vacant / dropout seats available at Training Centre	Will be <b>declared</b> on MUHS Website later
12	Last date of joining to the respective Training Centre after II <sup>nd</sup> Round / Waiting List / or subsequent round ;	
13	Commencement of Academic Session	<b>10/11/2017</b>
14	Cut-Off date of admission to Fellowship and / or Certificate Course(s)	As prescribed and notified by the University from time to time
15	Regarding Eligibility proposals	
16	University Final Examination	November / December 2018

**Note :**

University reserves the rights to amend the above Time Schedule.

# Guidelines

## Fellowship/OR Certificate Courses Conducted by MUHS Affiliated Training Center.

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

Fellowship and/ or Certificate courses 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 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.

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 / Student :**

The Duties and Responsibilities of the Candidate / Student(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 student shall actively participate in teaching learning activities and research activities as prescribed by the University. As these Fellowship /or Certificate Courses are skill enhancement clinical courses these are fulltime academic courses. The enrolled students has to acquire the clinical and academic credits to become eligible for the qualifying examinations.

It is mandatory for the student 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 student 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. The Vice-Chancellor shall grant the said extension, after verifying the genuineness of the matter.

Accordingly, it is made clear that, if any person whosoever 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 student(s).

### 3. Nomenclature of the Course:-

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

### 4. Nature of Course: Skill Enhancement, fulltime Course.

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

### 5. Fee structure:-

Sr. No.	Type of Course	Faculty	Total Course Fee Structure			
			Course fees to be charged by the Training Centre		Other than Course Fee Additional Fees to be paid by the Student	
			Course fees to be charged by Training Centre / College/ Institutes.	Out of the said Course fees 25% Administrative Charges for each student to be deposited by Training Center to the University	Eligibility Fees to be deposited by Student to the University through Training Center	Examination Fees to be deposited by Student to the University through Training Center
01	Fellowship Course	Medical	1,00,000/-	25,000/-	7,500/-	20,000/-
		Dental	1,00,000/-	25,000/-	7,500/-	15,000/-
		Ayurved	75,000/-	18,750/-	7,500/-	15,000/-
		Homoeopathy	<u>No Approved Fellowship Course is available for A. Y. 2017-18, Under Homoeopathy Faculty</u>			
		Nursing/Allied	75,000/-	18,750/-	7,500/-	10,000/-
02	Certificate Course	Medical	<u>No Approved Certificate Course is available for A. Y. 2017-18, Under Medical, Dental, Ayurved &amp; Homoeopathy Faculty</u>			
		Dental				
		Ayurved				
		Homoeopathy				
		Nursing/ Allied	50,000/-	12,500/-	7,500/-	10,000/-

1. Students will have to pay eligibility fees and examination fees any other fees separately as and when made applicable by the University.
2. Student 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 who has confirmed his / her admission may cancel admission by submitting an application and may request for the refund of fees. The refund of fees to candidates admitted for the all courses shall be made after deduction as under.

Sr. No.	Period of Cancellation	Permissible Deductions
1.	Within 1-3 months from the date of Admission	25%
2.	Within 3-6 months from the date of Admission	50%
3.	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/College/ Institute after successful completion of the course. Any damage, breakage or loss during use or custody of student shall be recovered from the student.

## 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 candidates are requested to fill online application form.
- 2) The candidates 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 up to 22<sup>nd</sup> September 2017 at 12:00 a.m. and must submit the print copy of the application form along with self-attested all necessary documents on or before dt.05/10/2017 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 along with two sets of self attested photo copies by the candidate 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:

<b>Sr. No</b>	<b>List of Documents Required for Online Centralized admission procedure for A.Y. 2017-18.</b>
1.	a) Nationality Certificate issued by District Magistrate, Additional District Magistrate, Chief Metropolitan Magistrate <b>or</b>
	b) Photo copy of Valid Passport duly attested by Head of. Department <b>or</b>
	c) Birth Certificate having endorsed with nationality as Indian on it .
2	Maharashtra State Domicile Certificate
3.	Passing /Degree Certificate of qualifying examination HSC, UG, PG Diploma / Degree (as per the prescribed eligibility of the concerned course)
4.	Internship Completion Certificate ( If applicable ).
5	Valid Registration certificate from the Respective Council <b>or</b> attach renewal receipt.
6	College leaving Certificate (LC/TC).
7	Attempt Certificate of all examinations in UG, PG Diploma / Degree (as the case may be) course from Head of the Institute (If applicable)
8	Gazette for change in name (If applicable )
9	Migration Certificate issued by the respective University (If applicable )
10	Self-Educational Gap Certificate (after qualifying Degree) Affidavit by student certified by Executive Magistrate/ Notary. (If applicable)
11	In case of in service candidate: No Objection Certificate and he or she shall submit the application through proper channel as per rules applicable to his or her case.
12	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
13	Medical Fitness Certificate (as per format made available by the University)
14	Self declaration form for self attestation (as per format made available by the University)

## 8. Selection Process & Merit Criteria :-

There shall be Centralized admission process once in a year as notified by the University from time to time. The number of seats available for various Fellowship Courses 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.

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.

If any seats remains vacant, they shall be filled as per the general merit list in second round, if any; Further, University may process out the Spot Admission Round as per the policy decision of the University.

The notification and advertisement for admission to fellowship and/or Certificate Course shall be published on the University website. The desirous applicant / candidate shall have to apply online and need to pay the prescribed amount of application fees as decided by the University from time to time. No any written commutation will be made for any recognized Training center or the desirous applicant by the University. However all the necessary communication shall be made online only. Hence, in order to get necessary updates it's the duty of the recognized Training center or the concerned applicant to visit the University website or to check the concerned email i.d.,

### (a) Merit Criteria,-

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

Sr. No.	Course Eligibility Criteria	Maximum Marks Criteria
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. Marks obtained by the applicant in the final year UG examination shall be converted into marks as per below ratio ;

Percentage	Marks
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. To calculate the marks for merit criteria Applicant's required qualification as prescribed by the University shall only be considered.
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 with higher marks shall be given preference in the merit list. Further, if still the tie persists, then the candidate with higher age shall be given preference in the merit list. If the tie persists again then, the candidate who has submitted the application earlier shall be given preference in the merit list.
6. Wherever, there is eligibility is prescribed as 'Any Health Science Graduate' for such course, the Intake seats shall be faculty wise distributed and faculty wise Merit list shall be prepared.

**(b) Declaration of Merit list.**– The University shall declare the result of admission or counseling process for the candidates, on University website.

## 9. Conduct and Discipline:

- a) Failure of the candidate in making full and correct statements in the application form and/or suppression of any information would lead to disqualification of the candidate, even at later date. Such a candidate will be debarred from the entire selection process.
- b) It is responsibility of every candidate to submit proper documents. Any attempt to submit documents which are not genuine will lead to cancellation of the admission of the candidate, fees, deposits and expulsion of the candidate from the college by the Competent Authority or by his authorized official. The name of such candidate/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 candidates / their parents.

- c) If any candidate / 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 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 student as well as good conduct.
- e) All candidates 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 candidates.
- 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 who has already taken admission in to P.G. course in other subject or faculty will not be eligible for admission.
- A candidate who has failed to submit above mentioned documents will not be eligible for admission.
- Failure of the candidate in making full and correct statements in the application form and / or suppression of any information would lead to disqualification of the candidate. Such a candidate will be debarred from the entire selection process.

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

It is mandatory for the student 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 :50 credits**

To acquire academic excellence as desired by the course, the student 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 student shall be awarded the 05 credits after completing the each relevant academic activities as needed by the course. The student 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, student 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 student 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 student 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 :20 Credits**

In the tenure of Course, it is essential for each student(s) to attend at least one ‘International / National / State Level Conference/Workshop/CME’ in concerned subject/topic of Fellowship Programme 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 student shall be awarded the 20 credits after completing the above activity. The Candidate has to produce the Certificates in regard to above to the concerned Training Centre (TC) and subsequently they shall record the entries of the same in the Log book maintained for concerned student.

**d) Research Activity : 40 Credits**

To acquire the research competencies as defined in the course the student 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 student 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 student 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 student shall be awarded 30 credits after completing the above activity. On completion of log book activity, the candidate 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 candidates. The fulfillment of log book shall be made available to the Observers / Examiners for cross-verification and evaluation at the time of examination.

## **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 (TC) shall submit the examination forms of the eligible student(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 (TC). It is mandatory for the Training Centre (TC) to distribute hall ticket to the respective student who fulfills 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 (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 (TC) as and when required.
- III)** However, for preparation purpose Training Centre 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 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 courses:**

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. 100 Marks Min. 50 Marks

**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	30 Marks 20 Marks
03	Research Presentation/Project	20 Marks
	Total	Max. 100 Marks Min. 50 Marks

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 should secure minimum 50% of Grant Total marks in Final Examination of Fellowship/Certificate course.

**Note:** i) Any candidate who is declared failed shall be permitted maximum two additional attempts to pass the University Examination. Thereafter, enrollment of such candidate shall be deemed to cancel and the Training Centre shall not permit such candidate to appear for University Examination.

ii) Any candidate who has filled examination form, but remains absent for the University Examination, attempt of such candidate shall not be taken into consideration for computation of number of attempt; however, such candidate shall be treated as a Repeater candidate.

iii) After start of Academic Programme, if any candidate 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 through its Training Centre. The University shall also issue a copy of Ledger Examination-wise to the concerned Training Centre that reflects performance of the candidate(s) in the University Examination, which shall be maintained by the Training Centre 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 Information Brochure 2017-18.
5. Fill the Online Application Form carefully. Candidate 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 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 shall be treated as valid application.
7. Applicants needs to send copy of Printed Application Form along with self-attested necessary documents 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.**