महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक
MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK
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डॉ. राजेंद्र शिवाजी बंगाळ
एम.बी.बी.एस,एम.डी.(न्यायवैद्यकशास्त्र),डी.एन.बी,एल.एल.बी.
कुलसचिव

Dr. Rajendra Shivaji Bangal
M.B.B.S, M.D. (Forensic Medicine), D.N.B, L.L.B.
Registrar

MUHS/FC-CC/ 239 /2025 **IMPORTANT /TIME BOUND** **Date: 08/08/2025**

ADMISSION NOTIFICATON NO.- 37/2025

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 Centralized Online Admission Process for admission to Fellowship & Certificate Course(s) for the A.Y. 2025-26 conducted at Training Centre(s) affiliated to Maharashtra University of Health Sciences, (MUHS) Nashik …**

Ref. :
1) University Ordinance No.01/2022 (Amended): The Procedure and Rules for governing the conduct of Certificate and Fellowship Courses,
2) Management Council Resolution No. 101/2017 dated 20/06/2017,
3) Academic Council Resolution No.12/2021 dated 22/01/2021,

Sir / Madam,

With reference to above cited subject & references, I am directed to inform you that, the Admission Notification for Centralized Online Admission Process of Fellowship & Certificate Course(s) for the A.Y. 2025-26 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. 2025-26 is attached herewith. Provisional list of affiliated Training Centre(s) conducting Fellowship & Certificate Course(s) is made available by the University on website **www.muhs.ac.in**. **The Centralized Online admission process Application Form submission link will be made available from 08/08/2025 up to 09/09/2025 at 23:59 Hrs. (midnight).**

All the concerned should note the same and desirous candidate's may

1) Click here to open the link for said Centralized Online Admission Process for A.Y. 2025-26.
2) Click here to open the Provisional List of University Affiliated Training Centre(s)
3) Fellowship/ Certificate Course(s) with Eligibility Criteria & Intake Capacity for A.Y. 2025-26.

It is pertinent to note that, the above said provisional list is provisional and temporary nature and is subject to change as per the position of proposal & fees received from Affiliated Training Centre(s) from time to time. Secondly, the procedure to grant First Time Affiliation (New Opening) of the Fellowship & Certificate Course(s) to be conducted at Training Centre(s) is under process with the University for the A.Y. 2025-26.

It is also brought to the notice of all concerned that, the affiliated Training Centre(s), which has not paid requisite fees for Continuation of Affiliation and/or not submitted proposal for the A.Y.2025-26 shall not be allowed to admit candidate(s) during admission process. Desirous candidate(s) are advised to check the list of such Training Centre(s) on University website who have not paid Continuation of Affiliation fees and/or proposal The candidate(s) are required to take note of it. Further it is also clarified that, in the meantime, if such affiliated Training Centre pays the requisite fees for continuation of affiliation and proposal then, such Training Centre will be considered eligible for the admission process. Therefore, there may be change(s) in the said provisional list. The University keeps right to update or amend the provisional list at any stage of admission process.

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(s) / State Council(s)/ 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 course(s) for the purpose of skill enhancement and academic knowledge improvement in the clinical and academic areas identified in the given specialty of Health Sciences. The purpose of these courses is to develop skills and knowledge among the professionals as per the current needs of academia 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 concerned 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.

It is brought to the notice of all the concerned that, for admission to some of the Fellowship Course(s) University has prescribed the eligibility criteria as post-graduation master degree qualification as well as post graduate diploma qualification. Wherein it is clearly mentioned that the post graduate diploma candidate has to work for one more year that of PG master degree candidate. Therefore, the total duration to complete the Fellowship Couse(s) for post graduate diploma candidate is prescribed as 2 years. All the concerned are requested to note 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 (NOC) 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/ Certificate 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) All the concerned shall note that, the University has already prescribed the Course fees for Fellowship/ Certificate Course(s) as mentioned in this notification. Therefore, it is to inform to all concerned training Centre that no any excess amount shall be charge to the candidates in this admission process unless the University approvals.

4) The University shall have right to amend or modify any step or procedure of this admission process and shall have right to modify, amend or repeal any rule regarding the said admission process, at any stage, please note.

5) In case of any query or interpretation of any rule(s) the decision of the Hon'ble Vice-Chancellor shall be final and binding.

Further, it is made clear that, no any written communication will be made for any affiliated Training Center(s) 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 affiliated Training Center(s) or the concerned applicant(s) to visit the University website regularly.

Furthermore, the Dean / Principal / HOD / Coordinator of Training Centre(s) are requested to bring this Admission Notification to the notice of all desirous candidate(s) and 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

Copy for Information:

1. Hon'ble Vice-Chancellor Office, M.U.H.S., Nashik
2. Hon'ble Pro Vice-Chancellor Office, M.U.H.S., Nashik
3. Hon'ble Registrar Office, M.U.H.S., Nashik
4. The Controller of Examinations Office, M.U.H.S., Nashik
5. The Director, Planning Dept. M.U.H.S., Nashik
6. The H.O.D., Eligibility Section, M.U.H.S., Nashik
7. The H.O.D. Computer Section, M.U.H.S., Nashik.

Time Schedule for Centralized Online Admission Procedure for admission to Fellowship and / or Certificate Course (s) at Affiliated Training Centre(s) for Academic Year 2025-26

Sr. No.	Particular	Date	
01	University Admission Notification published on MUHS website & Time Schedule for Centralized Online Admission Process for Fellowship and / or Certificate Course(s) for the A.Y. 2025-26.	08/08/2025	
02	The Dean/ Principal/ HOD/ Coordinator of Affiliated Training Centre(s) are requested to verify the Name of Fellowship and / or Certificate Course(s) with Intake Capacity of your Training Centre. If any correction, Kindly intimate to the University via email only on fccc@muhs.ac.in	13/08/2025	
03	Publication of List of Affiliated Training Centre and Fellowship and /or Certificate Course(s) with Intake Capacity for the A.Y. 2025-26. (if any amendments)	15/08/2025	
04	Date of Availability of Online Application Forms Link on MUHS website. **Online Application Form Fees Rs. 3,000/- (Non Refundable)**	09/09/2025	
05	Last date of submission of Online Application Form	09/09/2025 up to 23.59 Hrs.	
06	Last date of submission of Online Application Form along-with hard copy of self-attested Photo Copy of necessary documents to the university.	20/09/2025	
07	Scrutiny of the Applications Form	Upto 15/10/2025.	
08	Publications of General List of candidates with Merit Criteria showing Eligible/ Not Eligible/ Discrepancy status	04/11/2025	
09	Date for submission of discrepancy, by email on fccc@muhs.ac.in	04/11/2025 To 04/11/2025	
10	Publications of **Temporary General Merit List**	11/11/2025	
11	To call for Objection/ Suggestion, If any; by email on fccc@muhs.ac.in	11/11/2025 To 14/11/2025	
12	Publications of **General Merit List**	19/11/2025	
13	**Admission Ist Round** with allotment of Training Centre to the selected candidate (Allotment Letter will be generated online and selected candidates shall login to their account with OTP on registered mobile number and shall take print out of allotment letter in case of allotment)	20/11/2025	

14	**Last date to join** (After 1st Round) and submit the communication regarding Retention/ Non Retention of allotted Seat at the concerned Training Centre(s) with receipt of **25% Administrative Fee** paid by the selected candidate to the University. Click on Link to pay **25% Administrative Fee** https://muhs.unisuite.in/ (Only Selected candidate shall have to pay the 25% Administrative fees) (Click here for Online Payment Instructions Manual to Pay 25% Administrative Fee)	24/11/2025	
15	II[nd] Round/ Waiting List/ or subsequent round (if required)	Will be Published on MUHS Website later	
16	Academic Year Start (Course(s) Commencement) Date	25/11/2025	
11	Admission Cut-Off date	As notified by the University from time to time	
18	Regarding Eligibility proposals		
19	Term End University Examination		

Important Note:

1) University reserves right to amend the above Time Schedule. (if required)
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 for admission to Fellowship and Certificate Course(s) is published on the University website. The desirous applicant / Candidate(s) shall have to apply online and need to pay the prescribed application form fees online **Rs.3000/- (Non-refundable**) 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/her 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.
6) As per the circumstances arises, the University reserves right to make any changes / Increase or decrease in the Intake capacity of Fellowship / Certificate Course(s) during the admission process at any stage. Kindly note.

Guidelines

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

1. Introduction: -

The University has prescribed the University Ordinance No 01/2022 (Amended): regarding, "THE PROCEDURE AND RULES GOVERNING CONDUCT AND AWARD OF CERTIFICATE AND FELLOWSHIP COURSE (Copy of the said University said Ordinance is available on University Website www.muhs.ac.in for perusal & information of the all concerns.)

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

The Duties and Responsibilities of the Candidate(s) are as prescribed by the University as under: -

i) To acquire academic excellence as well as clinical and non-clinical skill competencies, as contemplated by the Course, the student shall actively participate in teaching-learning activities and research activities as prescribed or as may be prescribed or notified by the University.

ii) It shall be mandatory for the student to acquire Academic Bank Credits as may be prescribed by the University from time to time, to be eligible for the certifying examination of the Fellowship or Certificate Course conducted. If the student is unable to acquire credits within the stipulated period of the Course due to unforeseen reasons, he may be allowed to complete these credits within next academic year, by submitting renewal application with the necessary fees as notified or as may be notified, through the Training Centre. The Vice-Chancellor shall grant the said extension, after verifying the genuineness of the case.

iii) If any person indulging in the practice, consulting or hands on work in the particular specialty of Health Sciences, he shall possess the essential qualification(s) mandatorily, prescribed by the concerned competent Authority such as the concerned Central Council, the State Government, the Central Government or the Local self-Government etc. for such practice, consulting or hands on work.

iv) Mere holding the University Fellowship and/or Certificate Course shall itself not allow or permit anyone to practice, consultation or hands on work in the particular speciality of the Health Science, he shall mandatorily possess the essential qualification(s).

v) Leave of absence with the permission of the Director or Head of the Department up to a maximum period of 12 days for Fellowship and 6 days for Certificate Course(s) in a course tenure may be permitted. Apart from these leaves, any other absence/leave due to any valid reason(s), shall amount to extension of the course for the number of days of absence or leave enjoyed by the student. Such case(s) shall be decided by the Director or Head of the Department on the basis of merit, considering the geniuses of the case. However, such period shall not exceed more than 90 Days in the course duration. The case other than this, shall be referred by the Training center to the University and the University shall decide or take appropriate decision. The policy of the MUHS regarding term extension for examination shall be applied in such case(s).

3. Nomenclature of the Course(s): -

i) After fulfilling all the requirements, the MUHS shall award the certificate of Fellowship Course and/or Certificate Course, for the concerned competency or Skill. The Certificate and Fellowship Course shall include the title of Certificate or Fellowship Course and the name of the concerned Faculty.

ii) The MUHS shall not conduct the Certificate and/or Fellowship Course for specialties or sub specialties in which the MUHS is already conducting postgraduate degree or diploma Course(s).

4. Fees Structure: -

Sr. No.	Type of Course	Faculty/ Specialty	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/-	As decided by the Eligibility Department of the University from Time to Time	As decided by the Examination Department of the University from Time to Time
		Dental	1,00,000/-	25,000/-		
		Ayurveda	75,000/-	18,750/-		
		Homoeopathy	75,000/-	18,750/-		
		Nursing/Allied	75,000/-	18,750/-		
		Yoga Therapy	20000/-	5000/-		
		Panchakarma Therapy	20000/-	5000/-		
02	Certificate Course	**Medical**	50,000/-	12,500/-		
		Dental	50,000/-	12,500/-		
		Ayurveda	50,000/-	12,500/-		
		Homoeopathy	50,000/-	12,500/-		
		Nursing/Allied	50,000/-	12,500/-		
		Panchakarma Therapist	15,000/-	3750/-		
03	***Fellowship Course in Preventive Cardiology**	**Ayurveda**	1,00,000/-	12,500/-		

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

1. Candidate(s) will have to pay eligibility fees and examination fees & any other fees in the due course of time separately as and when notified by the University. (Separate Notification will be issued in this regards)
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. Candidate(s) will have to pay 25% administrative fees to the University Online through Link https://muhs.unisuite.in/ and 75% of Course fees shall be deposited/paid to the affiliated Training Centre as and when notified by the University.
4. 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.

5. 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 as under.

Sr. No.	Period of Cancellation	Permissible Deductions
1.	From Date of Joining –Upto1 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).

6. Information regarding Application Form: -

1. Information Brochure along with online application form is made available on the University website (htpp://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 09/09/2025 at 23:59 Hrs. (midnight) and must submit the print copy of the application form along with self- attested all necessary documents and Mark list(s) of all the qualifying examinations on or before dated 20/09/2025 up to 17.30 Hours on the following address.**

   The Registrar,
   Maharashtra University of Health Sciences,
   Vani- Dindori Road, Mhasrul,
   Nashik - 422004

4. Details of the Original documents to be submitted at the time of counseling at Training Centre(s) along with one sets of self-attested photo copies by the Candidate(s) as per mentioned 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 following given order:

Sr. No.	List of Documents Required for Centralized Online Admission Process for the Academic Year 2025-26
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	**Maharashtra State Domicile Certificate** (as applicable)
3	**Mark list (s) of all qualifying examination HSC 12th Standard is mandatory** (reflecting percentage of marks obtained out of total marks calculation)
4	Mark list (s) of all qualifying examination **Undergraduate Mark list(s) of Final Year Part-I & Part-II is mandatory.** Those Candidate(s) who have completed their UG/PG degree from Foreign University they shall have to mandatorily submit mark list of **National Board of Examination** conducted by concerned Central Council or appropriate authority. Such Candidate(s) have to fill their marks details accordingly.
5	Mark list (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	Attempt Certificate of all examinations in PG Diploma / PG Degree / DNB is mandatory. Candidates shall submit Self declaration about PG Attempt(s).
12	Gazette copy for change in name (If applicable)
13	Migration Certificate issued by the respective University (If applicable)
14	Candidates shall submit Self declaration about Self-Educational Gap Certificate (after qualifying Degree) (If applicable)
15	**In-service teaching faculty working with MUHS affiliated Govt./aided/Corporation Health Sciences college(s),** willing to apply for in-service teaching faculty reservation quota. Must ensure about his/her eligibility for **in service teaching faculty quota**. To claim the said quota such candidate(s) shall submit valid University approval letter issued for his / her current appointment as a Teacher in MUHS affiliated Govt./aided/Corporation Health Sciences college(s)/ institute(s).
16	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.
17	Medical Fitness Certificate **(as per format made available by the University)**
18	Self-declaration form for self-attestation **(as per format made available by the University)**

7. Selection Process & Merit Criteria: -

1) The affiliated Training Centre may be allowed to admit students or candidates to the Fellowship and/or Certificate Course at their level by adopting due procedure prescribed or notified by the MUHS, only if, it is so allowed by the MUHS for the particular Academic year by considering the vacancy position. In such event, the MUHS may issue a necessary notification to fill up the vacant seats at Affiliated Training Center. However, the affiliated Training Centre may publish the advertisement, as per the format approved by the MUHS, in local newspaper or on their website. If any affiliated Training Centre desirous to publish the advertisement, other than the format approved by the MUHS, in local newspaper or other media, then the Training Centre shall take prior permission from the MUHS and shall comply with the directives given by the MUHS, in this regards;

2) The admission of the students or candidates for the concerned course shall be carried out on the basis of merit. Admission Counselling round, joining of candidates shall be made at respective affiliated Training Centre. The Training Centre shall follow the time schedule, as prescribed or notified by the MUHS, from time to time;

3) The Training Centre, which has been granted continuation of affiliation or first time affiliation shall be eligible and entitled for making admissions of the candidates to the concerned course up to the sanctioned intake capacity only, by adopting the due procedure prescribed or notified by the MUHS, from time to time.

4) The student shall not be eligible for re-admission to the same Fellowship/Certificate course to same/another Mentor or Training Center after passing the concerned Fellowship/Certificate course; in any case.

5) Since Diploma candidate have to complete Fellowship/Certificate course within 2 yrs, such candidate requires to be continue in the same centre only. No transfer shall be allowed on any Ground.

(a) Merit Criteria: -

The Centralized online allotment process for admissions to Fellowship and/or Certificate course shall be carried out by the University on the basis of merit criteria as prescribed below :-

Sr. No.	Course Eligibility Criteria	Maximum Marks Weightage Criteria
1	M.CH./D.M.	400 Marks – for Super Specialty Degree; 300 Marks – for Post -Graduate Degree; 100 Mark – for Under-Graduate Degree; (as per Weightage of U.G. Degree percentage)
2	M.D./M.S./D.N.B./F.C.P.S.	300 Marks – for Post-Graduate Degree; 100 Mark – for Under-Graduate Degree; (as per Weightage of U.G. Degree percentage)
3	P.G. DIPLOMA	200 Marks – for Post-Graduate Diploma; 100 Mark – for Under-Graduate Degree; (as per Weightage of U.G. Degree percentage)
4	M.B.B.S. / B.D.S. / B.A.M.S. / B.H.M.S. or Equivalent	100 Mark – for Under-Graduate Degree; (as per Weightage of U.G. Degree percentage)
5	12^{th} Science or Equivalent	100 Mark – for 12^{th} Science Mark list (Weightage = percentage of 12^{th} marks obtained by applicant) CGPA converted to equivalent percentage.

1. Above said marks weightage shall be given to the applicant as per prescribed eligibility criteria of concerned Fellowship and Certificate Course(s).
2. Applicant passed final year P.G. examination in first attempt shall be awarded with 300 marks. For any extra attempt taken by the applicant to pass the said examination 50 marks shall be deducted for each such an attempt.
3. Weightage of U.G. Degree shall be calculated on the basis of Percentage of marks obtained by the applicant in **Final Year of UG examination (Part-I + Part II)** or as the case may be.
4. If the graduate examination mark list or the degree specifies the performance in grades, then in such cases the respective grades shall be converted into maximum marks of the grade category as prescribed or notified by the concerned examination body;
5. Seat allotment priority will be followed as per the MUHS policy.

6. Candidate(s) who have Domicile certificate of the State of Maharashtra shall be given priority in the admission process. Thereafter, the Candidate(s) who are non-domicile of Maharashtra may be considered for the admission process as per merit.
7. With respect to Allied faculty, 50% of the available seats at the All India Institute of Physical Medicine and Rehabilitation, Mumbai, being a Central Government's institute, shall be reserved for all India quota.
8. In case of candidates passed from Government or aided or Corporation's College or Armed Forces college or Institute and those required to complete their Bond Service shall have to submit the Bond completion certificate. It shall be the duty and entire responsibility of the concerned Dean /Principal/ Director of college /Institute /affiliated training institute to check, verify and decide on the issue of the conformity of Bond completion certificate, as per the policy of the Government of Maharashtra or D.M.E.R., Mumbai as applicable in the concerned case.
9. Wherever, there is a tie in the marks obtained by the candidates, the total percentage of marks obtained by the candidates in the 12.th standard examination shall be considered and accordingly the candidate with higher marks shall be given preference in the merit list as per below marking Criteria. If still the tie persists, then the candidate with higher age shall be given preference in the merit list.

8. 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.

9. 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.

How to Govern/Conduct Fellowship/Certificate Course as per Credit Based System:-

I)The University has developed the Credit Based System based Establishment and Operation of Academic Bank of Credits in Higher Education Regulations, 2021 of the University Grants Commission.

II) To implement the Credit Based System, the curriculum is revised to be competency-based and credit-based, aligned with the National Education Policy 2020 (NEP 2020) using the National Credit Framework 2023 guidelines (https://www.ugc.gov.in/pdfnews/9028476_Report-of-National-Credit-Framework.pdf)

III) The break-up of credits shall be:

- Theory - 1 Credit = 15 hours
- Practical - 1 Credit = 30 hours
- Experiential learning* 1 Credit = 40-45 hours

*(including relevant experience and proficiency/ professional levels acquired

- Self-Study - 1 Credit = 30 hours

IV)To enable the student to attain the desired competencies, the institutions shall strictly follow the learning schedule as well as continuous assessment as defined in the curriculum.

V) It shall be mandatory for the student to complete the Course requirements for the required credits as defined in the syllabus by the University from time to time, to become eligible for the certifying examination of the Fellowship/ Certificate Course conducted by the University.

12. Participation in Academic Activities

i) Teaching-Learning and Assessment:

- To acquire the competencies as required by the Course, the student shall actively participate in teaching-learning activities such as clinical, clinic-social or clinic-laboratory case reviews, journal article reviews, book reviews, seminars, lectures, practical's, group discussions, community or field visits, assignments and participation in teaching activities. The student shall continuously revisit the relevant topics through self-study.
- 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 and community based assignments, hospital administration, medico-legal and need based assignments, etc., during the Course, as prescribed by the department and shall maintain a minimum of 80% attendance in these activities. The student shall be awarded credits after completing relevant clinical and para clinical activities as needed by the Course
- ii) Attending Conference and Presenting Paper
- In the tenure of the Fellowship / Certificate Course, each student to attend at least one International, National, State Level Conference, Workshop or C.M.E. in the concerned subject or topic of Fellowship and/or Certificate Course, or wherever during the Fellowship and/or Certificate Course period shall present a paper in it. The Candidate shall be required to produce the Certificates in this regard to the concerned Training Centre and subsequently it shall record the entries of the same in the Log book maintained by the concerned student;
- iii) **Research Activity**
- To acquire the research competencies as defined in the Course the student shall actively participate in planning and implementing a short term research project related to the Course me area, to be completed successfully within the Course tenure, under the guidance of the Mentor. The student shall be awarded the credits after completing the relevant research activities as needed by the Course, including the publications

- iv) **Monitoring Progress**

- Every student shall maintain a Log book and record his participation in the all relevant academic, clinical and research activities as required by the Course. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution. Further it is to be submitted to the University for review and it shall be made available to the observers or examiners for verification and evaluation at the time of examination;

- The attainment of competencies shall be assessed by continuous assessment for theory as well as practical and experiential learning which will be maintained by the student in the logbook format as Annexure – "E" prescribed or notified or updated and published on website by the MUHS, from time to time. He shall have to record entries of all the required work done in the said logbook.

- The credits will be awarded after passing the University examination

- **Each student will register with Digi locker Portal of the Govt. of India and create their ABC ID where the credits earned will be deposited by the MUHS, on passing the University Examination**

13. Conduct of University Final Examinations: -

I) The University shall publish a Circular under which schedule of conduct of examination shall be notified along with schedule for submission of examination forms. The Training Centre shall submit the examination forms of the eligible students who have minimum 80% attendance, along with prescribed or notified fees to the University within the stipulated time along with eligibility letter issued by the MUHS.

II) All the affiliated training centers shall check the entries recorded by the student in his/her Logbook and accordingly shall issue the Course Credential and exam eligibility of the student to appear for the MUHS final examination, subject to fulfillment of the conditions as may be prescribed or notified by the University Examination Department.

III) Hall Tickets shall be issued by the MUHS to the concerned Training Centre (TC). It shall be mandatory for the Training Centre (TC) to distribute hall ticket to the respective student who fulfills eligibility criteria prescribed or notified by the MUHS, to appear for the MUHS examination.

IV) The MUHS Final Examination of each course shall be conducted at the end of tenure, prescribed or notified or updated and published by the MUHS. The examination for the course shall be conducted by the respective Training Centre (TC) permitted to conduct the course; provided that the MUHS may depute an observer to supervise the conduct

of examination by such Training Centre (TC) as and when required.

V) Criteria for appointment of the Examiner- Any Mentor, who possesses minimum 05 years of clinical standing or teaching experience in the concerned subject of Fellowship and/or Certificate course, shall be eligible to act as an examiner. It shall be mandatory for the Training Centre to submit course-wise list of Mentor in the first week of November so that it will facilitate for preparation of panel of examiners. No Mentor shall claim appointment of examiner ship as a matter of right. However, in case of non-availability of examiner for conduct of examination, the Pro -Vice Chancellor or the Dean of the Faculty may recommend to relax criteria of examiner for any particular course, as a special case.

VI) Panel of examiners for conduct of the MUHS Final Examination of Fellowship and/or Certificate Course shall be prepared by the respective Dean of the Faculty and the Pro-Vice Chancellor from list of Mentors submitted by the affiliated Training Centers, which shall be duly approved by the Board of Examinations.

VII) The MUHS shall appoint one internal examiner from the concerned Training Centre (T.C.) and one external examiner from other affiliated College or Hospital or Recognized Institutions or Training Centers of the same subject for conduct of MUHS Final examination. However, in case of non-availability of examiner or in case of any technical or administrative issue arising in respect of appointment of Internal or External Examiner, the MUHS shall appoint the Internal or External Examiner from another college or Recognized Institution, as deemed fit by the MUHS.

VIII) In case of refusal of appointment by any examiner appointed by the MUHS, the concerned Training Centre (TC) shall approach the Examiners empaneled in the Panel of examiners, which shall be provided by the MUHS to the Training Centre (TC). Based on the consent given by the examiner, the Training Centre shall submit a proposal of appointment of Substitute Examiner in the prescribed or notified format in Annexure – “F” for approval of the MUHS. On receipt of approval by the MUHS, the Training Centre shall conduct MUHS examination.

IX) Both, the internal examiner and external examiner shall jointly prepare a common Result Mark-list of the MUHS examination in Duplicate carbon copy, which shall be duly signed and sealed by the both the examiners. The internal examiner shall submit two separate sealed envelopes (Original copy for the MUHS and Duplicate copy for the Training Centre) of the MUHS Examination mark-lists to the Head of Institution. Original sealed result mark-list envelope shall be submitted by the Training Centre or College through its representative to the MUHS within 03 working days after completion of Final

Examination.

X) Duplicate Carbon sealed copy shall be retained by the Head of Institution for a period of One Year from the declaration of result. In case of any discrepancies or loss of original mark-list, the MUHS shall call for Duplicate sealed copy from the respective Training Centre. The Controller of Examinations shall have an authority to open Duplicate sealed copy and it shall not be opened by the College or institution.

XI) Expenses for conduct of Examinations shall be borne by the respective affiliated training center as per the rates prescribed or notified by the MUHS for the Postgraduate Practical Examination.

XII) Training Centre may carry out Internal Theory and/or Practical examination at their level as per the pattern defined in the MUHS syllabus. Records of such Internal Theory and/or Practical examination 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 Course(s):

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.

v) 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 attempts; however, such candidate shall be treated as a repeater candidate.

Note:

Any candidate who is declared failed shall be permitted maximum two additional attempts to pass the University Examination. Further, any candidate who is admitted in the course has to pass the University examination within the period of three years irrespective of number of attempts. Thereafter, enrollment of such candidate shall be deemed to be cancelled and the Training Centre shall not permit such candidate to appear for the MUHS examination.

14.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.

The rules defined by the University under University Ordinance No.01/2022 (Amended): "**The Procedure and Rules for governing the conduct of Certificate and Fellowship Courses"** regarding conduct of Fellowship and Certificate courses at affiliated training center is applicable for this admission process.

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 2025-26.
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 mark list(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) 2539197/181.**