

## **Information on examination reforms**



Dr. Vithalrao Vikhe Patil Foudation's  
**COLLEGE OF PHYSIOTHERAPY**

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# 1. INTERNAL ASSESSMENT CRITERIA-

	<b>महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक</b> <b>MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK</b> दिंडोरी रोड, म्हस्रुळ, नाशिक - ४२२००४ Dindori Road, Mhasrul, Nashik - 422004 Tel: (0253) 2539219 / 6659219 <b>Website: www.muhs.ac.in Email: coe@muhs.ac.in</b>	
<b>डॉ. संदीप सिताराम कडू</b> एम.बी.बी.एस., एम.डी. (न्यायवेद्यकशास्त्र), एम.बी.ए., पी.जी.डी.एच.एच.एम., पी.जी.डी.एम.एल.एस., सी.एफ.एम.जे. <b>परीक्षा नियंत्रक</b>	<b>Dr. Sandeep Sitaram Kadu</b> M.B.B.S., M.D. (Forensic Medicine), M.B.A., P.G.D.H.H.M., P.G.D.M.L.S., C.F.M.J. <b>Controller of Examinations</b>	

Ref. No.: MUHS/X-C/47/ 329 /2024

Date: 12/01/2024

## CIRCULAR NO. 03 /2024

**SUBMISSION OF INTERNAL ASSESSMENT MARKS  
FOR WINTER - 2023 EXAMINATIONS [PHASE - III] (APPLICABLE FOR THE  
EXAMINATIONS COMMENCING FROM 16<sup>TH</sup> JANUARY 2024 ONLY)**

It is notified to all concerned that as per Section 47 prescribed in the University Ordinance No. 01/2014, affiliated Colleges have to conduct Internal Assessment Examinations.

- Online for submission of Internal Assessment marks will be made available on University website w.e.f. 12<sup>th</sup> January 2024.
- For Online Internal Assessment (IA) Marks submission:**
  - Visit "[www.muhs.edu.in](http://www.muhs.edu.in)"
  - Click on Online Internal Assessment Marks submission link
  - For login enter registered **Mobile** number of college, select User Type '**College**', enter Captcha answer & Click on **Login** Button.
  - OTP received on registered **Mobile** number Verify OTP button.
  - Follow below steps for IA marks submission**
    - Click "**Menu**" -> "Ex|Int. Access ->" IA|Marks Submit"
    - Click "**Show IA Marklists**"
    - Click "**Subject**" Name
    - Thereafter Student Names will appear, Click on "**Student Name**".
    - After Click on Student name, Marklist will appear.
    - Enter Marks and click "**Save Marks**" button.
    - Follow above **Step-c to Step-f** for all Students in a Subject.
    - To preview marklist, click "**PreView**" button.
    - After saving all Student marks in a subject, a "Submit above batch Marks" button will appear and click it to finally Submit Marks.
- Internal Assessment mark list (Hard Copy & Soft copy) is to be submitted to the University on or before 29<sup>th</sup> January 2024. No further extension will be granted by the University.
- Internal Assessment Examination of **Repeater Student** shall be conducted in respective subject only. The Colleges are required to maintain Internal Assessment record of Repeater students as per attached format and compulsory submitted to the University with online marksheet format.
- While preparing Final Marks of Internal Assessment, the rounding-off marks shall done as illustrated in following table as per BOE Resolution No. 07/2007 dated 08.01.2007.

**Example:**

Internal Assessment Marks	Final Rounded Marks
15.01 To 15.49	15
15.50 To 15.99	16

6. It is repeatedly observed that certain colleges have approached to the University for change in Internal Assessment marks after initial submission OR even after declaration of Final result on various frivolous grounds. **No request for 'change of marks' shall be considered, once marks are submitted by the College to the University. It is therefore decided that Internal Assessment marks lists will only be accepted in case it is signed by the student with counter signature of the HOD/Dean of the college as provided in Ordinance 1/2014.** Liability of any clerical error at college-level will rest with the Dean and the concerned HOD. The Colleges are therefore requested to go into all details and thereafter Final Internal Assessment marks lists shall be submitted to the University.
7. The Colleges, who fails to submit Internal Assessment marks (Hard copy and Soft copy) upto stipulated time-period, will be imposed fine/ penalty as prescribed by the University under Notification No. 09/2011 dated 11.03.2011.
8. Non-submission of Internal Assessment marks shall constrain the University to withheld hall-ticket of the students. Hall tickets of the students, whose marks are submitted without signature, will also be withheld by the University and any loss to the students shall rest with the concerned College.

The Dean/Principal of the Colleges are required to bring this circular to the notice of all concerned & ensure that Internal Assessment marks as prescribed and is submitted to the University within stipulated time-period.

(Dr. Sandeep Sitaram Kadu)  
Controller of Examinations

- Copy to:
1. HOD - Result Section
  2. All Faculty In-charge (UG & PG),  
Examinations Department, MUHS, Nashik.



## MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

FINAL RESULT OF INTERNAL ASSESSMENT (FOR REPEATER STUDENT ONLY)

Winter Examination \_\_\_\_\_

Name of the College : .....

Name of Examination : .....

Name of the Subject : \_\_\_\_\_ Year : \_\_\_\_\_ Total Marks : \_\_\_\_\_

Sr. No.	Name of Student	Exam Seat No.	Previous Marks		Latest Marks		Final Marks		Signature of Student
			Theory	Practical	Theory	Practical	Theory	Practical	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

HOD

Sign & Seal of the Dean / Principal



# महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK  
दिंडोरी रोड, म्हासरुळ, नाशिक - ४२२००४ Dindori Road, Mhasrul, Nashik - 422004  
Tel: (0253) 2539219, 6659219  
Website: www.muhs.ac.in, E-mail: coe@muhs.ac.in



MUHS

**डॉ. संदीप सिताराम कडू**

एम.बी.बी.एस., एम.डी. (न्यायवैद्यनशास्त्र),  
एम.बी.ए., पी.जी.डी.एच.एम., पी.जी.डी.एम.एल.एम., सी.एफ.एम.जे.

**परीक्षा नियंत्रक**

**Dr. Sandeep Sitaram Kadu**

M.B.B.S., M.D. (Forensic Medicine),  
M.B.A., P.G.D.H.H.M., P.G.D.M.L.S., C.F.M.J.

**Controller of Examinations**

Ref. No.: MUHS/X-C/47/117/2023

Date: 05/01/2023

## CIRCULAR NO. 04/2023

### SUBMISSION OF INTERNAL ASSESSMENT MARKS FOR WINTER - 2022 EXAMINATIONS [PHASE - III] (APPLICABLE FOR THE EXAMINATIONS COMMENCING FROM 18<sup>TH</sup> JANUARY 2023 ONLY)

It is notified to all concerned that as per Section 47 prescribed in the University Ordinance No.01/2014, affiliated Colleges have to conduct Internal Assessment Examinations.

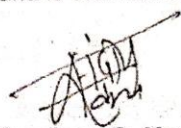
- Online for submission of Internal Assessment marks will be made available on University website w.e.f.10<sup>TH</sup> January 2023.
- For Online Internal Assessment (IA) Marks submission:**
  - Visit "[www.muhs.edu.in](http://www.muhs.edu.in)"
  - Click on Online Internal Assessment Marks submission link
  - For login enter registered Mobile number of college, select User Type 'College', enter Captcha answer & Click on Login Button.
  - OTP received on registered Mobile number Verify OTP button.
  - Follow below steps for IA marks submission
    - Click "Menu" -> "Ex|Int. Access ->" IA|Marks Submit"
    - Click "Show IA Marklists"
    - Click "Subject" Name
    - Thereafter Student Names will appear, Click on "Student Name".
    - After Click on Student name, Marklist will appear.
    - Enter Marks and click "Save Marks" button.
    - Follow above Step-c to Step-f for all Students in a Subject.
    - To preview marklist, click "PreView" button.
    - After saving all Student marks in a subject, a "Submit above batch Marks" button will appear and click it to finally Submit Marks.
- Internal Assessment mark list (Hard Copy & Soft copy) is to be submitted to the University on or before 13<sup>th</sup> January 2023. No further extension will be granted by the University.
- Internal Assessment Examination of **Repeater Student** shall be conducted in respective subject only. The Colleges are required to maintain Internal Assessment record of Repeater students as per attached format and compulsory submitted to the University with online marksheet format.
- While preparing Final Marks of Internal Assessment, the rounding-off marks shall done as illustrated in following table as per BOE Resolution No.07/2007 dated 08.01.2007.

**Example:**

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8. Non-submission of Internal Assessment marks shall constrain the University to withheld hall-ticket of the students. Hall tickets of the students, whose marks are submitted without signature, will also be withheld by the University and any loss to the students shall rest with the concerned College.

The Dean/Principal of the Colleges are required to bring this circular to the notice of all concerned & ensure that Internal Assessment marks as prescribed and is submitted to the University within stipulated time-period.

  
(Dr. Sandeep S. Kadu)  
Controller of Examinations

Copy to: 1. HOD - Result Section  
2. All Faculty In-charge (UG & PG)







**DECLARATION BY THE CANDIDATE**

- 1) I am aware that, I have to fulfill criteria of attendance prescribed by the University up to commencement of Examination, failing which I shall be held "NOT ELIGIBLE" and will not be allowed to appear for Examination.
- 2) I hereby declare that I have not availed of any attempt (including the present one) in excess of the maximum attempts permissible by Central Council / University for the said examination (wherever applicable).
- 3) I hereby declare that I have gone through the syllabus prescribed and relevant rules of Ordinance 1/2014 (amended) Heads of Passing which are applicable for the examination for which I am appearing and I accept the same without any challenge (wherever applicable). Reference Ordinance 01/2014 rule 59, 60 & 62 for head of passing and Grace Marks) OR as applicable from time to time.
- 4) I shall be responsible if my application form is rejected for any errors, wrong or incomplete entries made by me in the examination form.
- 5) I hereby declare that I shall not claim any concession on religious ground.
- 6) I am not defying the criteria of the admission order.
- 7) I am not admitted to the course after the cut-off date declared by the University for grant of terms.

**\*8) If "Yes" option is opt for wearing Traditional/Cultural Dress during Theory Examinations, then I will remain present one hour before commencement of Examinations.**

Place: 

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Date: 

		/			/	2	0		
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**Signature of Candidate in running hand**

**CERTIFIED BY THE HEAD OF INSTITUTION**

I certify that,

Shri/Smt/Kum. .... is a bonafide student of this college and has satisfactorily attended the classes and

1. that his/her attendance is not less than as prescribed by the University & respective council norms in lecture teaching and practical work, however, in case prescribed attendance is not fulfill up to commencement of examination, Hall ticket of the Candidate will be marked as "NOT ELIGIBLE" against the respective subject.
2. that the candidate has completed the academic terms and appeared in mandatory number of internal assessment tests as per the university rules (wherever applicable).
3. that he/she is not admitted to the course after the cut-off date for grant of terms.
4. that the candidate has completed house job (For PG Only-- wherever applicable)
5. **that the information furnished by the said candidate is verified from his/her documents and that the candidate is Eligible to appear for University Examination.**

Place: 

--	--	--	--	--	--	--	--	--	--

Date: 

		/			/	2	0		
--	--	---	--	--	---	---	---	--	--

**Signature & Seal of the Dean/Principal**

### 3. RE-EVALUATION FORM-

**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK**  
**महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक**

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MUHS Act 1998  
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Circular No 712017 Guidelines on processing applicat... 7 / 10

(ANNEXURE 'E')

**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK**

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**APPLICATION FOR VERIFICATION/ RE-TOTALING OF MARKS**  
 (Verification for Practical/Oral/ Viva Voce and Re-totaling of marks of  
 Theory Answer book (s) for both UG & PG Courses)

Verification Case No.	
Year	

To,  
**The Controller of Examinations,**  
 Maharashtra University of Health  
 Sciences, Nashik – 422 004.

Sir,

I, the undersigned, request you to verify my marks of Practical Examination /Theory answer book(s) as per details given below: - (Strike out whichever is not applicable)

1	Full name of the candidate	:	
2	Name of the College	:	
3	Full Address of the Candidate	:	

**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK**  
**महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक**

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MUHS Act 1998  
 Perspective Plan  
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 Citizens Charter  
 Annual Reports  
 Annual Accounts  
 Budget  
 Tenders / Quotations  
 Vacancy (University)  
 Vacancy (Colleges)  
 Conferences / Seminars  
 Notification  
 Direction  
 Ordinance  
 Statute  
 Circular  
 Downloads  
 Courses and Syllabus  
 Academic Online

(ANNEXURE 'F')

**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK**

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**APPLICATION FOR OBTAINING OF CERTIFIED PHOTOCOPY(S) OF THEORY ANSWER  
 BOOK (S) & MARK SLIP(S)**

Please <input type="checkbox"/> appropriate box	
PHOTOCOPY(S) OF THEORY ANSWER BOOK (S)	
PHOTOCOPY(S) OF THEORY MARK SLIP (S)	

To,  
**The Controller of Examinations,**  
 Maharashtra University of Health Sciences,  
 Nashik - 422 004.

Sir,

I the undersigned, hereby request you to provide me the certified photocopy(s) of my Theory Answer book(s) & Mark Slip(s) as detailed below.

1	Full name of the candidate	:	
2	Name of the College	:	
3	Full Address of the Candidate	:	



## 5. CAP THEORY PAPER EVALUATION PROCEDURE-

**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES  
NASHIK**

**PROCEDURE FOR ASSESSMENT  
ONLINE REGISTRATION OF ANSWER-BOOKS &  
ONLINE MARKS ENTRIES**

- Course-wise, Year-wise, Subject-wise, Paper-wise Answer-books bundle shall be arranged in the Steel Cupboard in Strong room.
- CAP Custodian shall handover Answer-books bundle to DEO for Registration of each Answer-book as per guidelines. Handover & Receiving of Answer-books bundle must be maintained by the CAP Custodian.
- CAP Custodian shall handover Registered Answer-books bundle to the Examiner-I for Evaluation as per guidelines. Handover & Receiving of Answer-books bundle must be maintained by the CAP Custodian.
- Under supervision of the CAP Custodian, mark-slips of Answer-book assessed by First Examiner shall be tear-off and shall be kept in appropriate order.

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**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES  
NASHIK**

**Procedure for Online Marks Entries**


- The Dean/ Principal of College shall appoint one or more Data Entry Operators (DEO) for Online marks entries on day-to-day basis, who shall work under the CAP Custodian.
- The Dean/ Principal of College shall appoint Verifier for verifying marks entered by DEO, who shall work under the CAP Custodian.
- The University will provide **SOFTWARE LINK** for Online Marks Entries at CAP Centres. Software Link, Username and Password will be provided by the University for CAP Custodian, Data Entry Operator (DEO) & Verifier and it will be sent on registered Email-Id of the CAP Custodian.
- The CAP Custodian shall download the link and shortcut (MUHS CAP Icon) shall be maintained on the Desktop.

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CAP Manual Summer-2018 Exam Updtaed\_05072018.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 28 / 85 62.1% Tools Fill & Sign Comment



## MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES NASHIK

### Steps for Online Registration of Answer-books by DEO

DEO shall receive Answer-books bundle from the CAP Custodian and as per the details mentioned Answer-book, DEO shall carry-out Registration of Answer-book work.

<b>1</b>	<b>CLICK on MUHS CAP Icon (short cut on desktop)</b>
<b>2</b>	DEO shall Click on <u>CAP Login for Registration of Answer book</u> & Login into the system with the help of Username & Password.
<b>3</b>	On successful Login, the DEO shall carry-out Registration of Answer-books in step-wise manner explained below.
<b>4</b>	Select all relevant options of respective course, subject, paper, year & bundle number reflected on outer slip of Answer-books bundle etc. provided on the screen.

## 6. MUHS RESULT -

https://muhs.edu.in



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक  
Maharashtra University of Health Sciences, Nashik  
परीक्षा विभाग  
EXAMINATIONS DEPARTMENT

Degree / Convocation	Results
<ul style="list-style-type: none"> <li>Verification of Awarded Degree (All UG Courses PG Medical, Dental, Ayurved, Unani Faculty PG Homoeopathy Faculty)</li> <li>Verification of Awarded Degree (PG Nursing, Physiotherapy, Occupational Therapy PG Audiology and Speech Language Pathology PG Prosthetics and Orthotics)</li> <li>Verification of Passing Certificate (PG Nursing, Physiotherapy, Occupational Therapy PG Audiology and Speech Language Pathology PG Prosthetics and Orthotics)</li> </ul>	<ul style="list-style-type: none"> <li>All UG Courses PG Medical, Dental, Ayurved, Unani Faculty PG Homoeopathy Faculty</li> <li>UG Results Winter-2021</li> <li>UG Results Summer-2022</li> <li>PG Results Winter-2021</li> <li>PG Results Summer-2022</li> <li>MMSPCC Results</li> <li>Fellowship Results</li> <li>PHD Entrance Test Results</li> <li>MBA/MPH(N)/MSC (Pharma) Entrance Test (CET)</li> <li>MPhil Entrance Test Results</li> <li>PG Nursing, Physiotherapy, Occupational Therapy PG Audiology and Speech Language Pathology PG Prosthetics and Orthotics</li> <li>MPT,MPTh,MOTh,MASLP,MPO &amp; MSc Nursing</li> </ul>

ENG IN 02:39 PM 04-10-2022