महाराष्ट्र आरोग्य विज्ञान विद्यापीठ,नाशिक
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Dr. Kalidas D. Chavan
M.B.B.S., M.D.(Forensic Medicine)
Controller of Examinations

Ref. No. MUHS/XP/8287/2016 **Date:23/12/2016**

URGENT/ IMPORTANT
Circular No. 121/2016
(Undergraduate Section)
(Course: MBBS)

To
The Dean/ Principal,
All Allied Faculty Colleges Affiliated with
MUHS,Nashik.

Sub. : MBBS Undergraduate Online Batch-wise Time-Table of University Winter-2016 Practical Examinations through Software System.

Sir/ Madam,

It is notified for all concerned that Batch-wise Time-Table of University Winter-2016 Practical Examinations is made available by the University at (i) "www.muhs.ac.in" under "**Exam Quick Links -> Practical Time Table**", and (ii) "www.practical.muhs.edu.in" under "**Practical Marks -> Batch-wise Time Table with Seat Numbers**", and (iii) "**goo.gl/1mjvCM**". It shall be entire responsibility of the Dean/Principal of the College to download it and display it on all College Notice Boards. It shall be ensured that the Practical Examination is conducted by the respective Centres on the scheduled dates only.

However, in case of exigency, the College intends for Change in Batch of any candidate, the respective Centre/ College is required to forward a proposal for consideration of the University with detailed justification atleast 8 days in advance of the scheduled examination. On approval granted by the University, the Convener is permitted to change batch of the candidate. The University had already notified SOP for Change in Batch of Practical Examination under Annexure-'F'. A copy of the same is attached herewith for your ready reference and necessary action.

All Colleges are, therefore, requested to go through University Software System from time-to-time and shall ensure that University Practical Examinations marks entries are carried out by them in the prescribed manner.

The Dean/ Principal of the College is requested to give wide publicity to this circular to all concerned HOD / Teachers / Examiners / Students and shall ensure strict compliance of University guidelines on the subject.

This is for your information & further necessary action.

SD/-
Controller of Examinations

Encl.: As stated above

ANNEXURE "F"

SOP FOR CHANGE IN BATCH OF CANDIDATE

A) It is mandatory for the College to conduct Practical Examinations strictly as per **Batch-wise Time-Table** published by the University. Practical Centre-wise, Year-wise, Subject-wise, Date-wise Batch-wise Time-Table with timings of examinations is made available in the University under College Login. The respective College is required to download Batch-wise Time table & it shall be notified on all College Notice Boards.

B) Wherever two or more Colleges are clubbed together with any particular Practical Centre, the clubbed College shall also download Batch-wise Time table & shall notify on all College Notice Boards. The Dean/ Principal of clubbed College/(s) shall coordinate with Practical Centre to avoid any inconvenience to their students.

C) However, in case of exigency only, University will consider for "Change in Batch" of any candidate along with justification **at least 08 days in advance**. The Convener shall approach to the Dean/ Principal of the College with details of "Change in Batch".

D) To forward "Change in Batch" proposal, University has provided a separate tab in the Software system under **Convener Login** only. For change in batch of Candidate/s from one batch to another go to “Practical Marks→Batch-wise Seat Number Details” tab. There is no need for the College to forward any letter or email to the University for "Change in Batch" **of Practical Examination**. The College is requested to submit "Change in Batch" **of Practical Examination** proposal through email for consideration of the University.