



KERALA UNIVERSITY OF HEALTH SCIENCES

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No : 2023/24180/1/EX AYS-A2(KUHS)

Date : 21-07-2023

### EXAM NOTIFICATION

**Final Year PG Diploma Ayurveda (2019 Scheme) Supplementary Examinations, September 2023** will be conducted from **04-09-2023** onwards. All affiliated colleges conducting **PG Diploma Ayurveda courses** shall submit their applications for examination by online (University website: [www.kuhs.ac.in](http://www.kuhs.ac.in)) and forward the summary printouts, duly countersigned by the Principal / Head of the Institution to the Controller of Examinations, along with the details of fee remitted by online, on or before the dates stipulated in the schedule given below.

The list of eligible Examiners (internal/external/evaluators) for each subject of this examination, shall be uploaded in the prescribed format available in the University website with FEP Number. This shall be done at the time of registration of the candidates. The registration report duly countersigned by the Principal/Head of the institution shall be submitted to the University within the date stipulated in the schedule. **Time table of the examination will be published later.**

### TABLE -I

#### Fees and other particulars

No	Particulars	Fee (Rs)
1	Application fee per candidate	110/-
2	Fee for each paper (inclusive of Theory, Practical and Viva)	1325/-
3	Fee for Mark list per candidate	225/-

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4	Total fee per candidate (number of papers × fee per paper) (2*1325)	2650/-
5	Fee for Provisional Certificate (to be paid once)	555/-
6	Fee for Degree Certificate (to be paid once)	1105/-
7	Fine to be paid per paper after the last date stipulated (SI No. 3 of table II)	110/- Per Paper
8	Super fine to be paid per paper after the last date stipulated ( SI No. 4 of table II)	335/- Per Paper
9	Fine for late submission of Attendance	5515/-

**TABLE - II**

**Application and Registration Schedule**

Sl. No	Particulars		
	Date	Exam Registration	Attendance & Internal Assessment
1	24-07-2023	Starting date for the updation of FEP details of Examiners/Evaluators*	
2	29-07-2023	Starting of online registration	Starting of online submission of Attendance
3	09-08-2023	Last date for online registration for examination	Last date for online submission of Attendance and entry of online fee remittance details without fine
4	14-08-2023	Last date for online registration of examination with a fine of Rs. 110/-per paper	----
5	17-08-2023	Last date for online registration for examination with a super fine of Rs. 335/- per paper	Last date for online submission of Attendance Report with a fine of Rs. 5,515/-.
6	19-08-2023	Last date for the receipt of printout of Attendance report ,Examination	



		registration report & online fee payment report <b>without fine</b> in the University.
7	<b>24-08-2023</b>	Last date for the receipt of printout of Attendance report , Examination Registration report and online fee payment report in the University <b>with fine/ Super fine</b> in the University.
8	<b>01-09-2023</b>	Issue of Admit cards
9	<b>04-09-2023</b>	Date of commencement of Examination

\*Note : Students Exam registration link will be available only after the updation of FEP details of Examiners/Evaluators. New link for faculty entry will be available in the Exam registration login from **24-07-2023**.

### **Instructions to the Candidates**

1. Exam fee once paid will not be refunded or adjusted for other purposes under any circumstances.
2. Applications submitted after the stipulated last date will not be considered on any grounds.
3. Model question papers are available in the University website: [www.kuhs.ac.in](http://www.kuhs.ac.in).
4. Indulging in malpractices/misconduct of any kind in the exam hall is a punishable offence.

### **Instructions to the Principal / Head of the Institution**

#### **A. Registration and Remittance of Exam Fee**

1. The Principal / Head of the Institution shall collect Examination fee from all the candidates and remit the consolidated amount to the University Fund by online in a single transaction.
2. The Principal / Head of the Institution shall send a separate statement showing the details of those SC/ST/OEC candidates, who are exempted from remitting the examination fee, with an undertaking that their examination fee will be claimed by the College from the Department concerned and remitted to the University before the distribution of the Mark list concerned. Such fees shall be remitted separately and thereafter the Principal/HoI shall submit a revised statement of remittance of the entire Registration fees for that particular exam to CE for audit purpose.
3. Applications for registration shall be strictly accompanied by the prescribed fee as per the conditions laid down at Sl.No.2 above.
4. Those candidates who have shortage of Attendance are not eligible for appearing for the examination. **Principal / the Head of Institution will be held responsible for**

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### any lapses in this regard.

5. Those Institutions which are not recognised as Theory Examination Centres of the University shall remit an additional amount of Rs. 110/- per candidate per paper for using another approved Exam Centre.
6. No fees other than the above shall be collected from the students for this examination purpose.
7. The summary printout of Application for Examination, Internal Assessment Mark Statement and Attendance Statement, duly countersigned by the Principal / Head of Institution shall be submitted to the University before 5 PM on the last date stipulated.
8. *Note:- If any of the candidate/s are debarred from appearing in the University Examinations, Principal/HoD should not register such Candidates.If this direction is violated,It will be viewed very seriously by the University.*

### **B. Attendance**

1. The Principals / Heads of Institutions shall furnish attendance details of all candidates. **The Candidates appearing in the Final Year PG Diploma Ayurveda Examination,should have a minimum of 80% attendance.There is no condonation of shortage of attendance for PG Diploma Course.**
2. The attendance details of the candidates shall be displayed on the College Notice Board for their information.

### **C. Admit Card**

1. Admit Cards will be issued by online to all colleges. The Principal / Head of Institution shall download the Admit Cards and distribute the same to the candidates after obtaining their signature for acknowledgement.
2. Admit cards shall be distributed to the students well before the date of commencement of examination so that the defects, if any, can be promptly rectified. The distribution register of Admit Cards shall be counter signed by the Principal with college seal and kept under safe custody for further verification, if required.

### **E. Request for Exam Advance**

Request for advance fund for meeting the expenditure of theory examination shall be submitted to the Finance Officer or e-mail to [fo@kuhs.ac.in](mailto:fo@kuhs.ac.in) or to [exam.finance@kuhs.ac.in](mailto:exam.finance@kuhs.ac.in) along with the registration report.

*Note:- If any candidate has been debarred by the University from writing any Examination or Examinations of any particular chance, the name/s of such candidates shall not be registered for the examination. Principal/HoD shall take extra vigil in this regard. Violation of this direction will be viewed very seriously by the University.*

### **Important points to be observed in online payment**

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1. Payment shall be made by internet banking/credit card/UPI.

2. Colleges shall avoid waiting till the last day/hour for the remittance of fees as there are chances for occurring connectivity issues leading to failure of remittance in time. Belated remittance of fees for any reason will attract the mandatory fine/super fine, as the case may be, for which the remitter alone will be responsible.

3. Avoid clubbing the fee for an Examination with the fee for any other purpose.

**Sd/-**

**Controller of Examinations**

Copy to:

1. The Principals / Heads of affiliated Institutions conducting PG Diploma Ayurveda courses.
2. System Manager/University website/P.R.O
3. SF/FC

