# KERALA UNIVERSITY OF HEALTH SCIENCES

## THRISSUR- 680596

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No.30997/2019/A2/Ex.Med/Medical PG Diploma (S) Oct.2019/KUHS          Date: 26.09.2019

### NOTIFICATION

The **Medical Post Graduate Diploma –Supplementary examinations** will be conducted by the University **from 31.10.2019 onwards**. **The detailed timetable will be announced later**. All Medical Colleges conducting PG Diploma programme, affiliated to this University, should submit their applications for Examination and Attendance Statement through online (University website-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 fee on or before the date stipulated.

**The list of all eligible examiners** (internal/ external/ evaluators) for this examination for each subject **in the prescribed format** should be uploaded in the KUHS website along with examination registration of students and the printout should be countersigned by the principal / Head of the Institution and forwarded to the University along with examination registration report. **Admit cards will not be issued to colleges which are not uploading the faculty details**.

The details of fees and other particulars are given below:

- **FEES-TABLE I**

| Sl. No. | Details | Fee (₹.) |
|---|---|---|
| 1 | Application fee **per candidate** | 105/- |
| 2 | Fee for **Mark list**. | 210/- |
| 3 | Fee for **each paper** (inclusive of Theory, Practical and Viva) | 1260/- |
| 4 | Fee for Provisional Certificate ( **to be paid only once**) | 525/- |
| 5 | Fee for Original Degree Certificate ( **to be paid only once**) | 1050/- |
| 6 | **Total fee per candidate** | **5670/-** |
| 7 | **Fine** per paper to be paid after the last date stipulated **(Sl No: 3 of table II)** | **105/-** |

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|---|---|---|
| 8 | **Super fine** to be paid per paper after the last date stipulated **(Sl No:4 of table II)** | **315/-** |
| 9 | **Fine for late submission of Attendance** | **5250/-** |

- **SCHEDULE FOR REGISTRATION AND APPLICATION FOR EXAMINATION - TABLE II**

| Sl No | Date | Details — Exam Registration & Attendance |
|---|---|---|
| 1 | **03.10.2019** | **Start of online Registration and Start of online submission of Attendance** |
| 2 | 15.10.2019 | **Last date for online Registration** of Examination, submission of Attendance and entry of fee details **without fine** |
| 3 | 17.10.2019 | **Last date for online Registration** of Examination, online submission of Attendance and entry of fee details with **fine of ₹. 105/-per paper**. |
| 4 | **19.10.2019** | **Last date for online Registration** of Examination, online submission of Attendance and entry of fee details with **super fine of ₹. 315/-per paper.** |
| 5 | 21.10.2019 | **Last date of receipt of printout** of Attendance report, Examination Registration report and DD applied **without fine** in the University |
| 6 | **23.10.2019** | **Last date of receipt of printout** of Attendance report, Examination Registration report and DD applied with **fine/superfine** in the University. |
| 7 | **29.10.2019** | **Issue of Admit cards** |
| 8 | **31.10.2019** | **Date of Examination** |

### Instructions to the Candidates

1. The fee once paid will not be refunded or adjusted under any circumstances.
2. Applications after the stipulated date will not be entertained on any grounds.
3. Model question papers are published in the website.

### Instructions to the Principal / Head of Institution

- **Remittance of Examination Fee**:

- The Principal / Head of the Institution should collect Examination fee from all the candidates and remit the consolidated amount to the University Fund through a

**single Demand Draft** drawn in favour of Finance Officer, 'SBI-*KUHS Examination Fee Account No. 31768842875*, payable at '*Thrissur'.*

- The Principal / Head of the Institution should send a **separate statement showing the details of those SC/ST/OEC candidates** who are not remitting the examination fee with an undertaking that their examination fee will be claimed by the College from the Department concerned and remit the same to the University.

- All applications for registration should be accompanied by the prescribed fee.

- Those candidates who have **shortage of attendance are not eligible** for appearing the examination. **Principals/Head of the Institutions are solely responsible for any lapses in this regard.**

- The **Institutions** which are not recognised as University Examination Centre for Theory Examinations **have to remit** to the University, an **additional amount of**₹. **105/- per candidate per paper** for using another Approved Centre.

- **No other fees should be collected from the candidates for this examination purpose**.

  - **Attendance**:

a) The Principal / Head of the Institution are required to furnish yearly attendance of all the candidates. **There is no provision for condonation of shortage of attendance for PG Courses. Yearly 80% attendance is mandatory**.

b) The summary printout of Application for Examination and Attendance Statement, duly countersigned by the Principal / Head of Institution should be forwarded **so as to reach the University before 5.00pm on the last date stipulated.**

c) **The printouts of Attendance Statement** (in the case of Regular candidates only) **should be signed by each candidate**. This statement signed by the Head of the Department, duly countersigned by the Principal / Head of the Institution should reach the University before 5.00 pm on the last date stipulated. **A photocopy of the same should be displayed on the College Notice Board.**

  - **Admit Card:**

Admit Cards will be issued to all colleges **through online**. The Principal / Head of Institution should download the Admit Cards and distribute the same among the candidates, after getting candidates' signature and counter signed by the Principal with College seal.

- **Applications after the stipulated date will not be entertained on any grounds**.
- **Request for Advance Amount**
- Request for advance in respect of theory examination may be forwarded to the Finance Officer or email to fo@kuhs.ac.in or to exam.finance@kuhs.ac.in along with registration report.

**Sd/-**

**Controller of Examinations**

To

1. Principals / Head of Institutions of all Medical Colleges affiliated to KUHS, conducting PG Programme.
2. PA to VC/PVC/Registrar/CE/FO
3. System Manager/University website/PRO
4. All Examination Sections / Stock file / File copy