



KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR – 680 596

Examination Branch

19840/2019/B3/EX.AHS/KUHS

Date: 06-12-2019

NOTIFICATION

It is notified for the information of all concerned that the '**First Year MHA Degree Supplementary Examinations, January 2020**' is scheduled from **14.01.2020**. The detailed timetable will be announced later. All colleges conducting MHA course affiliated to this University should submit their applications for Examination 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 separately on or before the date stipulated.

The list of eligible Examiners (internal/external/evaluators) for each subject of this examination, should be uploaded in the prescribed format in the KUHS website. This should be done at the time of registration of the candidates. The registration report duly countersigned by the Principal/Head of the institution should be submitted to the University within the date mentioned in the schedule.

The details of fees and other particulars are given below:

TABLE I

Sl. No	Details	Fee (Rs)
1	Application fee per candidate	105/-
2	Fee for mark list per candidate	210/-
3	Fee for each paper (inclusive of Theory, Practical and Viva and dissertation presentation)	1040/-
5	Fine to be paid per paper after the last date stipulated	105/-
6	Super fine to be paid per paper after the last date stipulated	315/-
7	Fine for late submission of internal assessment marks	5250/-

Registration and Application for Examination

TABLE II

Sl. No	Date	Details	
		Exam Registration	Attendance & Internal Assessment
1	07.12.2019	Start of online Registration	Start of online submission of Attendance & Internal Assessment
2	19.12.2019	Last date for online Registration of Examination	Last date for online submission of Attendance & Internal Assessment and entry of fee details.
3	24.12.2019	Last date for online Registration of Examination with fine of ₹ 105/- Per paper.	
4	28.12.2019	Last date for online Registration of Examination with super fine of ₹ 315/- per paper.	Last date of online submission of Attendance Report & Internal Assessment (with fine of ₹ 5250/-).
5	01.01.2020	Last date of receipt of printout of Attendance report, Internal Assessment and Examination Registration report in the University and DD in the University. (Submission of Attendance and Internal Assessment marks is compulsory)	
6	04.01.2020	<u>Last date of receipt of printout</u> of Attendance report, Internal Assessment and Examination Registration report in the University and DD in the University <u>with fine</u> . (Submission of Attendance and Internal Assessment marks is compulsory)	
7	10.01.2020	Issuance of Admit cards	
8	14.01.2020	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:

1. The Principal / Head of the Institution should collect Examination fee from all the candidates and remit the consolidated amount to the University Fund online in a single transaction.
2. 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 remitted the same to the University before the issue of the mark - list concerned.
3. Applications for registration should be accompanied by the prescribed fee.
4. Those candidates who have shortage of Attendance and have not obtained minimum marks for Internal Assessment are not eligible for appearing for the examination. Partial appearance for eligible subjects will be permitted to those candidates who have shortage of internal assessment marks in one or more subjects, but secured prescribed attendance percentage (80%) in all the subjects. Principal / Head of Institution are solely responsible for any lapses in this regard.
5. The Institutions which are not recognised as Theory Examination Centres of the University, have to remit an additional amount of 105/- per candidate per paper for using another Approved Centre.
6. No other fees should be collected from the candidates for this examination purpose.

Attendance:

1. The Principals / Heads of Institutions are required to furnish attendance of all the candidates. There is no provision for condonation of shortage of attendance from the University.
2. The summary printout of Application for Examination, Internal Assessment Mark Statement and Attendance Statement, duly countersigned by the Principal / Head of Institution should be forwarded so as to reach the University before 5.00 pm on the last date stipulated.
3. The attendance of the candidates should be displayed on the College Notice Board for information to the candidates

Internal Assessment:

The printouts of Internal Assessment Marks should be signed by each candidate against their marks. This statement signed by the Head of the Department, duly countersigned by the Principal / Head of the Institution should reach the University before 5.00pm 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 the registration report.

Important points to be noted in online payment

1. Payment can be made using internet banking and credit card only.
2. Colleges should not wait for the last minute of the date/time fixed for remittance because there may have problem of connectivity and consequent failure of online remittance and delay in making payments which may lead to imposition of fine or fine, as the case may be, for which the remitter alone will be responsible.
3. Fee for a particular Examination shall not be clubbed with fee for retotaling of score Sheets or any other fee.

Sd/-

Controller of Examinations

To

The Principals / Head of Institutions of all affiliated MHA Colleges

Copy to: System Manager/University website/P.A. to C.E/PRO/SF.