



KERALA UNIVERSITY OF HEALTH SCIENCES

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No : 21311/2023/Ex Med A1/KUHS

Date : 15-12-2023

NOTIFICATION

It is notified for the information of all concerned that **Medical Post Graduate Diploma Supplementary Examinations, January 2024(2010 scheme)** will be conducted by the University from **18.01.2024**. All affiliated colleges conducting Medical Post Graduate Diploma programme should submit their applications for examination 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 the details of fee remitted online, on or before the dates mentioned in the schedule given below.

The list of all 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 detailed time-table will be announced later.

The details of fees and other particulars are given below:

TABLE I

Sl.No	Details	Fee (Rs)
1	Application fee per candidate	Rs 110/-
2	Fee for mark list per candidate	Rs 225/-
3	Fee for each paper (inclusive of Theory, Practical and Viva)	Rs 1325/-
4	Total fee per candidate (number of papers x fee per paper)(3*1325)	Rs 3975/-
5	Fee for Provisional Certificate (to be paid once)	Rs 555/-
6	Fee for Degree Certificate (to be paid once)	Rs 1105/-
7	Fine to be paid per paper after the last date stipulated (Sl No 3 of table II)	Rs 110/- per paper
8	Super fine to be paid per paper after the last date stipulated (Sl No 4 of table II)	Rs 335/- per





		paper
9	Fine for late submission of Attendance	Rs 5515/-

Application and Registration Schedule for Examination:

TABLE II

Sl.No	Date	Details of Examination Registration
1	16/12/2023	Starting Date for the updation of FEP Details Examiners/Evaluators
2	18/12/2023	Starting of online registration& online submission of Attendance.
3	28/12/2023	Last date for online registration of examination, online submission of Attendance and entry of online fee remittance details without fine.
4	02/01/2024	Last date for online registration of examination with fine of Rs 110/-per paper
5	06/01/2024	Last date for online registration of examination with super fine of Rs 335/- per paper and online submission of Attendance Report .(with fine of Rs 5515/-)
6	08/01/2024	Last date of receipt of printout of Attendance report and examination registration report of the candidates without fine in the University
7	11/01/2024	Last date of receipt of printout of Attendance report and examination Registration report of the candidates applied with fine/Super fine in the University
8	15/01/2024	Issue of Admit cards
9	18/01/2024	Date of Commencement 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. (University website: www.kuhs.ac.in)

Digitally approved document; signature not required.

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http://www.kuhs.ac.in
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KUHS, Thrissur

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 are not eligible for appearing for the examination.
5. The Institutions which are not recognised as Theory Examination Centres of the University, have to remit an additional amount of 110/- per candidate per paper for using another Approved Centre.
6. No other fees should be collected from the candidates for this examination purpose.
7. **Very Important:-If any candidate has been debarred by the University from writing any Examination or Examinations of any particular chance, the Principal/HoD should not register such candidates. If this direction is violated, it will be viewed very seriously by the University.**

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 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.

Admit Card:

Admit Cards will be issued online to all colleges. The Principal / Head of Institution should download the Admit Cards and distribute the same to the candidates, after getting candidates' signature and Countersigned by the Principal with College seal. Admit Cards will not be issued to colleges which are not uploading the faculty details.

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.

Important points to be noted in online payment

1. Payment can be made using **Internet Banking/Credit card/UPI 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 super 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 retotalling of score Sheets or any other fee.

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Controller of Examination

To,

The Principals/Head of Institutions affiliated to KUHS conducting Medical Post Graduate Diploma programme.

Copy to: System Manager/University website/P.R.O

