



No:17542/2021/A2/Ex-AHS/KUHS

Date: 17-12-2021

**NOTIFICATION**

It is notified for the information of all concerned that **MPhil Clinical Psychology Part I (R/S) Examinations January 2022 (2017 Scheme)** will be conducted by the University from **10/01/2022** onwards. All affiliated colleges conducting **MPhil Clinical Psychology Course** shall submit their applications for examination 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 online, on or before the dates mentioned 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 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 shall 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**

<b>Sl. No</b>	<b>Details</b>	<b>Fee (Rs)</b>
<b>1</b>	<b>Application fee per candidate</b>	<b>110/-</b>
<b>2</b>	<b>Fee for mark list per candidate</b>	<b>225/-</b>
<b>3</b>	<b>Fee for each paper (inclusive of Theory, Practical and Viva)</b>	<b>1095/-</b>
<b>4</b>	<b>Total fee per candidate(number of papers x fee per paper)</b>	<b>4715/-</b>
<b>5</b>	<b>Fine to be paid per paper after the last date stipulated</b>	<b>110/-</b>
<b>6</b>	<b>Super fine to be paid per paper after the last date stipulated</b>	<b>335/-</b>
<b>7</b>	<b>Fine for last submission of internal assessment marks</b>	<b>5515/-</b>

## Application and Registration Schedule for Examination

TABLE II

Sl. No	Date	Details	
		Exam Registration	Attendance & Internal Assessment
1	17/12/2021	Starting of online Registration	Starting of online submission of Attendance & Internal Assessment
2	23/12/2021	Last date for online Registration of Examination	Last date for online submission of Attendance & Internal Assessment and entry of fee details.
3	26/12/2021	Last date for online Registration of Examination with fine of ₹. 110/-per paper.	
4	27/12/2021	Last date for online Registration of Examination with super fine of ₹. 335/- per paper.	Last date of online submission of Attendance Report & Internal Assessment (with fine of ₹.5515/-).
5	31/12/2021	Last date of receipt of printout of Attendance report, Internal Assessment and Examination Registration report without fine in the University (Submission of Attendance and Internal Assessment marks is compulsory).	
6	01/01/2022	<u>Last date of receipt of printout</u> of Attendance report, Internal Assessment and Examination Registration report in the University. (with fine)	
7	06/01/2022	Issue of Admit cards	
8	10/01/2022	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 shall 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 shall 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 to the University before the issue of the mark - list concerned.
3. All 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. However, **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 percentage of attendance (80%) in all the subjects. Principal / Head of Institution shall be careful while registering such candidates and they will be solely responsible for any lapses in this regard.**
5. The Institutions which are not recognised as Theory Examination Centres of the University shall 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. If any of the candidates are debarred from appearing in the University Examination, Principal/HOD should not register such candidates. Violation of this direction will be viewed very seriously.

### **Attendance:**

1. The Principals / Heads of Institutions shall furnish the attendance details of all the candidates. There is no provision for condonation of shortage of attendance from the University. **However, the Principal, on recommendations by the HoD/ Dept. in charge can condone the shortage of attendance of a candidate to a maximum of 10% for a subject (s) once in a course period (under intimation to the Controller of Examinations with fee of 555/- per subject).**
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 details of the candidates should be displayed on the College Notice Board for the information of the students

### **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 5.00 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 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. The distribution register of admit cards shall countersigned by the Principal with College seal.

## **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](mailto:fo@kuhs.ac.in) or to [exam.finance@kuhs.ac.in](mailto:exam.finance@kuhs.ac.in) along with registration report.

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

1. Payment shall be made through internet banking and credit card only.
2. Colleges should not wait till the last minute of the date/time fixed for remittance of fees since there may arise connectivity issues leading to failure of online remittance in time. Belated remittance of fees for whatever reason will attract prescribed fine or superfine, as the case may be.
3. Fee for a particular Examination shall not be clubbed with the fee for any other purpose.

Sd/-

**Controller of Examinations**

To

The Principals / Head of Institutions of all affiliated MPhil Clinical Psychology Colleges

Copy to:

System Manager/University website/P.R.O