

KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR – 680596

No. 24811/2018/B1/Ex. Med/KUHS

Date: 15.12.2018

NOTIFICATION

The **First Professional MBBS Degree Supplementary Examinations will be conducted by the University from 31.01.2019 onwards**. The **detailed timetable will be announced later**. All Medical Colleges affiliated to this University should submit their applications for Examination, Attendance Statement and Internal Assessment marks **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 / evaluator) for this examination, for Anatomy, Physiology and Biochemistry 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.

The details of fees and other particulars are given below:

• **FEES – TABLE I**

Sl. No.	Details	Fee(₹)
1	Application fee	105/-
2	Fee for mark list	210/-
3	Fee for each paper (inclusive of Theory, Practical and Viva)	465/-
4	Total fee per candidate	3105/-

5	Fine to be paid per paper after the last date stipulated (Sl. No. 3 of table II)	105/-
6	Super Fine to be paid per paper after the last date stipulated (Sl. No. 4 of table II)	315/-
7	Fine for late submission of Internal Assessment marks / Attendance	5250/-

• SCHEDULE FOR REGISTRATION AND APPLICATION FOR EXAMINATION-TABLE II

Sl No	Date	Details	
		Exam Registration	Attendance & Internal Assessment
1	01.01.2019	Start of online Registration	Start of online submission of Attendance & Internal Assessment
2	11.01.2019	Last date for online Registration of Examination and entry of fee details.	Last date for online submission of Attendance & Internal Assessment
3	16.01.2019	Last date for online Registration of Examination with fine of ₹ 105/-per paper.	Period of online submission of Attendance Report & Internal Assessment with fine of ₹ 5250/- (from 12.01.2018 to 19.01.2018.)
4	18.01.2019	Last date for online Registration of Examination with super fine of ₹. 315/-per paper.	
5	23.01.2019	Last date of receipt of printout of Attendance report, Internal Assessment and Examination Registration report of candidates applied without fine, in the University.	
6	25.01.2019	Last date of receipt of printout of Attendance report, Internal Assessment and Examination Registration report of candidates applied with fine/superfine, in the University.	

7	29.01.2019	Issuance of Admit cards
8	31.01.2019	Date of Examination

Instructions to the Candidates

- i. The fee once paid will not be refunded or adjusted under any circumstances.
- ii. Applications after the stipulated date will not be entertained on any grounds.

Instructions to the Principal / Head of Institution

- **Remittance of Examination Fee:**
 - a) 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'.**
 - b) **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.**
 - c) All applications for registration should be accompanied by the prescribed fee.
 - d) **Those candidates who have shortage of Attendance and have not obtained minimum marks for Internal Assessment are not eligible for appearing 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 in all the subjects. Principal / Head of Institution are solely responsible for any lapses in this regard.**

e) 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.

f) **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 attendance 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 (under intimation to the Controller of Examinations) can condone the shortage of attendance of a candidate to a maximum of 5% (2016 Admission onwards) & 10% (2015& earlier admission) for a subject (s) with fee of Rs 525/- per subject, once in a course period.**

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 attendance of the candidates should be displayed on the College Notice Board for the benefit of the candidates.

- **Internal Assessment:**

A student who has secured 35% marks of the total marks fixed for internal assessment in a particular subject is qualified to appear for the University examination provided he / she satisfies the required attendance percentage. **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.

Pass Criteria: As per University Regulations

• **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 exam.finance@kuhs.ac.in along with registration report.

Sd/-

Controller of Examinations

Encl: Format for uploading examiners details

To

1. Principals / Head of Institutions of all Medical Colleges affiliated to KUHS.
2. PA to VC/PVC/Registrar/CE/FO
3. System Manager/University website
4. Stock file / File copy