



महाराष्ट्र आरोग्य विज्ञानविद्यापीठ, नाशिक  
MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

दिंडोरीरोड, म्हसळ, नाशिक-४२२००४  
Dindori Road, Mhasrul, Nashik-422004

EPABX: 0253- 2539100/300, Fax: 0253 - 2531836, Ph.: 6659249/6659243  
Email: [coe@muhs.ac.in](mailto:coe@muhs.ac.in), [result@muhs.ac.in](mailto:result@muhs.ac.in) Website: [www.muhs.ac.in](http://www.muhs.ac.in)



डॉ.संदीप सिताराम कदु

एम.बी.बी.एस.,एम.डी.(न्यायवैद्यकशास्त्र), डी.एम.आर.ई., एम.बी.ए.,  
पी.जी.डी.एच.एच.एम., पी.जी.डी.एम.एल.एस.,सी.एफ.एम.जे.

परीक्षा नियंत्रक

Dr.Sandeep Sitaram Kadu

M.B.B.S.,M.D.(Forensic Medicine), D.M.R.E., M.B.A.,  
P.G.D.H.H.M.,P.G.D.M.L.S.,C.F.M.J.

Controller of Examinations

Ref.No.MUHS/XR-3888/2023

Date:23/06/2023

**Circular No.31/2023**

**Sub: Submission of Students Photograph, Marathi Name and Other details  
For upcoming Additional (Mini) Convocation ceremony dated 13<sup>th</sup> July 2023.**

Sir/Madam,

- 1) It is hereby notified to all Dean/Principal that, the online system to submit Student's details (Passport-size Photograph, Marathi Name and other details) is made available on University website [www.muhs.edu.in](http://www.muhs.edu.in). All are, therefore, requested to **submit the above details on or before 29/06/2023** positively for smooth functioning of Convocation related activities.
- 2) In case of unavailability of Photograph of any student at college, colleges are requested to get it from concerned student by email or any other electronic mode for uploading.
- 3) Please follow the below mentioned steps/guidelines for submission of student detail online:-
  - a. Visit website [www.muhs.edu.in](http://www.muhs.edu.in)
  - b. Click "**Student profile Management**" → "**Update Student Profile**"
  - c. Enter Dean/Principal/College's registered **Mobile** number
  - d. Enter Captcha answer in the text box, and click "**Login**" button
  - e. Enter OTP received and click "**Verify OTP**" button
- 4) **For UG & PG Courses (Except PG Allied course) follow below Steps:-**
  - (i) After successful login click "**Menu**" → "**Convocation**" → "**StudentName/Photo**".
  - (ii) Select Course/Degree name and click on "**Go**" button, then, students details will appear one by one by clicking the page/number:-
  - (iii) **Check Course/Degree Name and Student English Name**. If any discrepancy observed in the name of the student, inform the same to the respective Exam Faculty Incharge on contact details given at the end of this circular.
  - (iv) **For Student's Marathi Name in Devanagari Unicode script;**
    - a. To convert the English into Unicode Marathi, a link of Marathi Script Input Tool is provided in the system, click the link
    - b. Type name of student in English, the Input Tool will convert automatically into Devanagari Marathi Script. A list of names will appear. Double-click on correct option.
    - c. Copy and paste the Devanagari Marathi name in the "**Student Name(Marathi)**" box.


- (v) If Internship is applicable to the course of student, then specify the internship completion dates. Please note that the student who have completed the internship before the date of convocation are eligible to get the degree in proposed convocation.
- (vi) Specify **Student Mobile** and **Aadhar Number**, if available.
- (vii) Select **Student Photo** for uploading, then click "**Save**" button to submit/upload details.
- (viii) Click next student number to view and update next student details.
- (ix) Follow above Step-4(i) to Step-4(ix) for every student.
- 5) **For PG Allied course (MSc. Nursing, MPT, MOTH, MASLP, MPO) follow below steps:-**
- (i) After Successful login, Click "**Menu**" → "**Stud Profile**" → "**Manage Profile**"
- (ii) Select Exam as "**Winter-2022**"
- (iii) Select **Course/Degree name** and click on "**Go**" button, then, students details will appear one by one by clicking the page/number:-
- (iv) **Check Course/Degree Name and Student English Name.** If any discrepancy observed in the name of the student, inform the same to the respective Exam Faculty In charge on contact details given at the end of this circular.
- (v) **For Student's Marathi Name in Devanagari Unicode script;**
- a. To convert the English into Unicode Marathi, a link of Marathi Script Input Tool is provided in the system, click the link
- b. Type name of student in English, the Input Tool will convert automatically into Devanagari Marathi Script. A list of names will appear. Double-click on correct option.
- c. Copy and paste the Devanagari Marathi name in the "**Student Name(Marathi)**" box.
- (vi) If Internship is applicable to the course of student, then specify the internship completion dates. Please note that the student who have completed the internship before the date of convocation are eligible to get the degree in proposed convocation.
- (vii) Specify **Student Mobile**, **Aadhar Number**, ABC ID, Gender, Aadhar link mobile Number, Date of Birth, Name as per Aadhar card etc details.
- (viii) Select **Student Photo** for uploading, then click "**Save**" button to submit/upload details.
- (ix) Click next student number to view and update next student details.
- (x) Follow above Step-5(i) to Step-5(ix) for every student.
- 6) **For any query in this regards, please contact on details given below:-**

Faculty wise Contact Details	
<b>UG Medical</b> (0253)6659216, 6659138, ugexammedical@muhs.ac.in	<b>PG Medical (MD, MS, DM, MCH, MBA, MPH, PGDip.)</b> (0253) 6659251, 6659252, 6659258 pgexammedical@muhs.ac.in
<b>UG Dental</b> (0253) 6659217, 6659261, ugexamdental@muhs.ac.in	<b>PG Medical (BPMT, Dip. Para Medical, Optometry) &amp; PG Dental</b> (0253) 6659254, 6659259 pgexamdental@muhs.ac.in
<b>UG Ayurved/Unani</b> (0253) 6659218, 6659210 ugexamayurved@muhs.ac.in	<b>PG Ayurved/Unani</b> (0253) 6659255, 6659256, 6659265 pgexamayurved@muhs.ac.in

<b>UG Homoeopathy</b> (0253) 6659225, 6659229 ugexamhom@muhs.ac.in	<b>PG Homoeopathy</b> (0253) 6659255, 6659256, 6659265 pgexamayurved@muhs.ac.in
<b>UG Nursing</b> (0253) 6659227, 6659224 ugexamnursing@muhs.ac.in	<b>PG Nursing</b> (0253)6659253, 6659267 pgexamallied@muhs.ac.in
<b>UG Allied (PT, OT, Audiology and Prosthetics and Orthotics)</b> (0253) 6659221, 6659204 ugexamptot@muhs.ac.in	<b>PG Allied (PT, OT, Audiology and Prosthetics and Orthotics)</b> (0253)6659253, 6659267 pgexamallied@muhs.ac.in

Thanking you.

Yours,



**(Dr. Sandeep S. Kadu)**

**Controller of Examinations**