

ORDINANCE NO. 02/2025

GRANT OF ADMISSION ELIGIBILITY & ENROLMENT
REGISTRATION OF STUDENTS FOR UNDER
GRADUATE (UG) COURSES.
(UNDER SECTION 76 OF THE MUHS ACT, 1998)

1. **Short title, extent and commencement of the Ordinance**

- (a) This Ordinance may be called as "GRANT OF ADMISSION ELIGIBILITY & ENROLMENT REGISTRATION OF STUDENTS FOR UNDER GRADUATE (UG) COURSES".
- (b) It shall be applicable to all the affiliated Colleges and recognised Institutes of the Maharashtra University of Health Sciences (hereinafter referred as 'the University').
- (c) It shall come into force from the date of its consent by the Chancellor.

2. **Definitions**

- (a) "Act" means the "Maharashtra University of Health Sciences Act, 1998".
- (b) "University" means the "Maharashtra University of Health Sciences", established under section 3 of the said Act.
- (c) The definitions prescribed vide section 2 of the "Maharashtra University of Health Sciences Act, 1998" shall be applicable to this Ordinance.

3. **Eligibility Criteria for First Year Under-Graduate Course: -**

(a) The students passing Higher Secondary Certificate Examination (10+2 pattern) with Physics, Chemistry, Biology and English subjects, conducted by the Board of Higher Secondary of Maharashtra State or Equivalent Examination of the Board or body from outside Maharashtra State, recognized by the appropriate Authority of the concerned State Government or Central Government and or the eligibility criteria laid down for first year admission to the various Health Sciences Under-Graduate (UG) courses by the respective Central Council or Commission or concern Competent Authority shall be eligible for admission to the first year of Under-Graduate courses or as per eligibility rules framed, from time to time, by the respective Central Council or Commission or Competent Authority and the University.

(b) The candidates who have passed the examination as given in aforesaid provision shall be required to appear the entrance test NEET-UG examination conducted by the Commissionerate, Common Entrance Test Cell, Mumbai or the authorised Competent Authority, to be eligible to seek the admission. The NON-NEET candidates shall also be eligible for admission if permitted as per the norms of respective Central Council or Commission or on the basis of Higher Secondary Certificate Examination i.e., 12th standard (Science stream), on permission, if any, granted by the concern Competent Authority designated by the Central Government.



4. Admission of Students: -

- (a) It shall be the responsibility of the Dean or Principal or Director of the affiliated College or recognized Institution to submit the list of admitted students by online mode on or before the cut-off date of admission or next day, as prescribed and notified by the University, from time to time, to the Registrar of the University.
- (b) It shall be the responsibility of the Dean or Principal or Director of the affiliated College or recognized Institute, to ensure that no student is admitted after the cut-off date of admission as declared by the concerned Competent Authority, the respective Central Council or Commission or the Court of Law, as the case may be.
- (c) No affiliated College or recognized Institute shall admit the student for Under-Graduate courses who does not fulfil the admission eligibility criteria as laid down by the respective Central Council or Commission or any other competent authority.

5. Up-dating of Students data in Software: -

Phase-I : -

- (a) In Phase I, it shall be the responsibility of the affiliated College or recognized Institute to update the details of admission of students (at least initial basic data) in the prescribed software of the University on or before the cut-off date. The Dean or Principal of the concerned College or Institute shall verify the students' initial basic data before online submission.
- (b) The list of admitted students updated by the College or Institute in online software module on or before the cut-off date shall be considered as final.
- (c) After the cut-off date, no affiliated College or recognized Institute shall be able to change or alter or amend the information of admitted students in the prescribed software of the University.

Phase-II: -

- (a) The affiliated College or recognized Institute shall have to upload the remaining details or required data of the admitted students as well as all the relevant original documents in the prescribed software of the University.
- (b) The students who have been admitted to the Under-Graduate course by the affiliated College or recognized Institute shall apply in the prescribed format to the University for grant of Admission Eligibility or Enrolment Registration through the Dean or Principal or Director of the respective College or recognized Institute, on or before the notified date, along with the proposal, relevant Original documents and a set of attested photocopies of the documents shall be submitted to the University.
- (c) After the cut-off date, no affiliated College or recognized Institute shall be able to register the information of admitted students in the prescribed software of the University.



6. Payment of Admission Eligibility Registration Fees: -

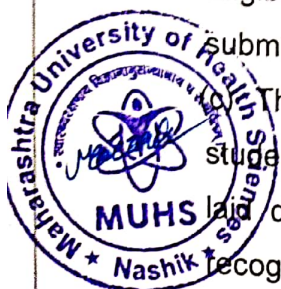
- (a) The students shall pay the admission eligibility and enrolment Registration fees as notified by the University from time to time, through the affiliated College or recognized Institute. The College or Institute shall pay the consolidated Registration fees to the University by RTGS/NEFT/Online Payment Getaway on University website.
- (b) The registration fees once paid shall not be transferable or refundable.
- (c) As per section 27 (v) of the said Act, the University shall prescribe the admission Eligibility and Enrolment Registration fees from time to time.
- (d) It shall be the responsibility of the Dean or Principal or Director of the affiliated College or recognized Institute, to report to the University, the cases of students whose eligibility registration proposals have been submitted but their admission enrolment and eligibility registration has not been received from the University, before the end of the academic term of the admission academic year.
- (e) The affiliated College or recognized Institute or the University department shall have to pay late fees for the delayed submission of the admission eligibility and enrolment registration proposals, essential computerised data through email or the Pen Drive containing data of the admitted students (applicable only to those Colleges or Institutes who faced certain genuine technical problem beyond their control while online submission of essential data) and for other serious discrepancies, as notified by the University from time to time.

7. Submission of Admission Eligibility & Enrolment Registration Proposals: -

- (a) The Dean or Principal or Director of the affiliated College or recognized Institute shall have to submit the admission eligibility and enrolment registration proposals of the admitted students along with all relevant original and attested photostat copies of the required documents, receipt of the fees paid to the University within stipulated time period as notified by the University from time to time.
- (b) It shall be the responsibility of the Dean or Principal or Director of the affiliated College or recognized Institute and obligatory for the students, to obtain the Admission Eligibility and Enrolment Registration within a period of Four months from the date of submission of the registration proposals by fulfilling the required documents, if any.

The admission eligibility and enrolment registration proposals of the admitted students received, violating the prescribed rules and not within the specified time limit as laid down by the University, shall be summarily rejected. The affiliated College or recognized Institute shall not forward the examination forms of such students to the University, unless prior permission of the University is obtained.

- (d) The admission eligibility and enrolment registration proposals of the current academic year only shall be accepted.



8. **Grant of Admission Eligibility and Enrolment Registration: -**

- (a) Admission Eligibility Registration and Enrolment shall be processed and granted as per the University rules, respective Competent Court or Central or State Government decisions, orders or instructions of the respective Central Council or Commission, etc. issued from time to time.
- (b) The students to whom the admission eligibility registration is granted by the University shall be considered as enrolled students of the University.
- (c) As per the concern interim orders of the Competent Court in the disputed cases, a Provisional Eligibility Registration and Enrolment shall be granted to such students subject to final outcome of the Court matters. In such cases, the concerned College or Institute shall not forward the examination forms of the concern students to the University, without obtaining Provisional Admission Eligibility and Enrolment Registration of the University. In case of violation of the prescribed rules, appropriate action shall be taken against concerned Colleges or Institutes.
- (d) Any student, whose result is withheld by the University on the ground of non-obtaining of the Admission Eligibility and Enrolment Registration, shall have no right to claim admission to the higher class or Internship training before declaration of pending result. In case of violation of the rule, the student or the affiliated College or recognized Institute shall be responsible for the same and the University may initiate any penal action against such affiliated College or recognized Institute.
- (e) After receipt of the admission eligibility and enrolment registration proposals of the admitted students from the Government or aided affiliated Colleges, the University shall grant the admission eligibility and Enrolment registration to the students, as per the name printed on the Higher Secondary Certificate, after receipt of necessary approval from the Directorate of Medical Education and Research / Directorate of Ayush and subject to the fulfilment of the other eligibility criteria.
- (f) In case of receipt of the admission eligibility and enrolment registration proposals of the admitted students from the Private or Unaided affiliated Colleges, the University shall grant the eligibility registration to the students as per the name printed on the Higher Secondary Certificate, after necessary approval is received from the Admission Regulating Authority, subject to the fulfilment of the other essential eligibility criteria.
- (g) For Post Basic B.Sc. Nursing course, the University shall grant the eligibility to the students, as per the name printed on the General Nursing Midwifery Certificate.



9. **Return of Original Documents: -**

- (a) The physical verification of the original documents of the admitted students submitted by the concern College or Institute at the time of submission of admission eligibility and enrolment registration proposals shall be carried out by the Eligibility department of the University. Thereafter, the original documents shall be returned by hand to the authorised representative of the concern affiliated College or recognized Institute.
- (b) It shall be the responsibility of the Dean or Principal or Director of the affiliated College or recognized Institute to collect the original documents of the students submitted to the University within next three months of its deposit.
- (c) In case of failure to do the same, the responsibility shall lie on the Dean or Principal or Director of the affiliated College or recognized Institute or the University department and in such cases, the University shall not be held responsible for any damage or loss of documents of students.

10. **Correction or Change in name of students: -**

- (a) The Correction or Change in name of the student shall not be allowed once the admission eligibility and enrolment registration is granted by the University. However, if there is a mistake in the name due to technical or manual error and if a proposal is received from the concerned student through the affiliated College or recognized Institute regarding correction or change in the name, then it shall be corrected as per the prescribed rules of the University.
- (b) In case of change of name of female student on the ground of marriage, her name may be changed on all the post-marriage certificates issued by the University, provided she produces copy of her Marriage Registration Certificate and an Affidavit in the prescribed format in Original. However, correction or change in name of the student in the admission eligibility and enrolment registration shall not be allowed.
- (c) The change of name on the basis of Marriage Registration Certificate and Affidavit shall be recorded in the Eligibility department of the University.

10. **Cancellation of Admission Eligibility and Enrolment Registration.**

The admission eligibility and enrolment registration granted by the University to the students admitted to the Under-Graduate course shall be cancelled for the following reasons, namely: -

- (a) if it is found that, the student is undergoing two different degree courses in regular mode or he/she is admitted in two different Colleges, simultaneously;
- (b) in case the student wishes to cancel his/her admission for further studies;
- (c) if at any stage or at later stage, it is found that the documents submitted by the student for obtaining admission eligibility and enrolment registration are forged, false or fabricated;
- (d) in case, the concern Competent Authority or College cancels the admission of the student on disciplinary ground or any other reason.



12. **Miscellaneous: -**

- (a) In case of any contravention of the rules and regulations regarding admission eligibility and enrolment registration prescribed by the University or Commission or any other Competent authority by the affiliated College or recognized Institute, appropriate penalty shall be imposed by the University without giving any prior notice. In case of continuing or repeating of previous contravention, the matter shall be referred to the Vice-Chancellor for stringent action, and the decision of the Vice-Chancellor shall be final and binding on the concern College or Institute.
- (b) Matters which are not specifically covered in the provisions hereinabove and or if any query regarding the interpretation of any provision of this ordinance arises, then it shall be finally decided by the Vice-Chancellor and the decision of the Vice-Chancellor shall be final and binding.
- (c) Procedure as laid down in the said ordinance shall also be applicable for the new courses starting after the issuance of this ordinance.
- (d) The existing Ordinance No.03/2010 is hereby repealed. However, the actions taken under the provisions of the said Ordinance are hereby protected.

Place: Nashik

Date: 01/06/2025


Lt Gen Madhuri Kanitkar (Retd)
(PVSM, AVSM, VSM)
Vice-Chancellor

