



**महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक**  
**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK**  
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**डॉ. संदीप सिताराम कडू**  
एम.बी.बी.एस., एम.डी. (न्यायवैद्यकशास्त्र), डी.एम.आर.ई., एम.बी.ए.,  
पी.जी.डी.एच.एम., पी.जी.डी.एम.एल.एस., सी.एफ.एम.जे.  
**परीक्षा नियंत्रक**

**Dr. Sandeep Sitaram Kadu**  
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**Controller of Examinations**

MUHS/XR-DC/4099/2025

Date: 19/05/2025

**Circular No. 47/2025**

**Sub : Submission of Students Photograph, Marathi Name and Other details for Additional (Mini) Convocation in absentia to be held in July, 2025.**

Sir/Madam

1. It is hereby notified to all Dean/Principal that, the online system to submit Students'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 07/06/2025** 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 below mentioned steps/guidelines for submission of student detail online:-
  - a. Visit website [www.muhs.edu.in](http://www.muhs.edu.in)
  - b. Click "**Degree/Convocation**" → "**Student Marathi Names and Photo Uploading**"
  - 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
  - f. After successful login click "**Menu**" → "**Convocation**" → "**Student Name/Photo**"
  - g. Select Course/Degree name and click on "**Go**" button, then, students details will appear one by one by clicking the page/number: -
    - (i) **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.
    - (ii) Enter Student's Marathi Name in Devnagari 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 the name of the student in English with the same sequence as displayed on screen. The Input Tool will convert automatically into Devnagari Marathi Script. A list of names will appear. Double-click on correct option.
      - c. Copy and paste the Devnagari Marathi name in the "**Student Name (Marathi)**" box.

- (iii) 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.
- (iv) Enter Aadhar attached **Student Mobile Number** and **Aadhar Number**, (Mandatory).
- (v) Select **Student Photo** for uploading, then click "**Save**" button to submit/upload details.
- (vi) Click next student number to view and update next student details.
- (vii) **Follow above Step-g(i) to Step-g(vi) for every student.**

4. For any query in this regards, please contact on details given below:-

Faculty wise Contact Details	
<b>UG Medical</b> (0253) 2539216, 2539138, ugexammedical@muhs.ac.in	<b>PG Medical (MD, MS, DM, MCH, MBA, MPH, PG Dip.)</b> (0253) 2539251, 2539252, 2539258 pgexammedical@muhs.ac.in
<b>UG Dental</b> (0253) 2539217, 2539261, ugexamdental@muhs.ac.in	<b>PG Medical (BPMT, Dip. Para Medical, Optometry) &amp; PG Dental</b> (0253) 2539254, 2539259 pgexamdental@muhs.ac.in
<b>UG Ayurved/Unani</b> (0253) 2539218, 2539210 ugexamayurved@muhs.ac.in	<b>PG Ayurved/Unani</b> (0253) 2539255, 2539256, 2539265 pgexamayurved@muhs.ac.in
<b>UG Homoeopathy</b> (0253) 2539225, 2539229 ugexamhom@muhs.ac.in	<b>PG Homoeopathy</b> (0253) 2539255, 2539256, 2539265 pgexamayurved@muhs.ac.in
<b>UG Nursing</b> (0253) 2539227, 2539224 ugexamnursing@muhs.ac.in	<b>PG Nursing</b> (0253) 6659253, 2539267 pgexamallied@muhs.ac.in
<b>UG Allied (PT, OT, Audiology and Prosthetics and Orthotics)</b> (0253) 2539221, 2539204 ugexamptot@muhs.ac.in	<b>PG Allied (PT, OT, Audiology and Prosthetics and Orthotics)</b> (0253) 6659253, 2539267 pgexamallied@muhs.ac.in

Thanking you.

Yours,  


(Dr. Sandeep S. Kadu)  
Controller of Examinations