



# महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK**

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**डॉ. अजित गजानन पाठक**

एम.बी.बी.एस, एम.डी.(न्यायवैद्यकशास्त्र),

**परीक्षा नियंत्रक**

**Dr. Ajit Gajanan Pathak**

M.B.B.S., M.D.(Forensic Medicine)

**Controller of Examinations**

**Ref. No. MUHS/X-1/ 4821/2020**

**Date: 03/09/2020**

## **IMPORTANT**

### **EXAMINATION CIRCULAR NO. 64 /2020**

**(UNDER GRADUATE SECTION)**

**(COURSE: I (Old) & III(II) M.B.B.S.)**

**To**

**The Dean/ Principals**

of all Medical Colleges Affiliated with MUHS,  
Nashik.

**Sub:- Issuance of Online Practical Examination Appointments and Guidelines for Submission of Practical Marks of Summer-2020 University Practical Examinations through Software System.**

**Sir/ Madam,**

I am extremely pleased to inform you that the University had introduced online system for submission of Practical Marks of University Practical Examinations w.e.f. Summer- 2020 Examinations. With effective and kind cooperation of all Colleges, the University was able to successfully carry out Practical Examination marks entries without any difficulty. However, on taking review of the existing system and in view of the valuable feedback/ suggestions received from the Examiners, the University has incorporated certain changes in the software system so as to make it user-friendly as well as to address issues effectively in an efficient manner.

The University has issued online appointments of all Practical Examiners through University Software System. Subject-wise Practical Examination appointments are accessible to respective College (**Dean/Principal**) in their College Login and for respective examiner in their login-id. Please visit on [www.practical.muhs.edu.in](http://www.practical.muhs.edu.in) for details of Appointment of Practical Examiners. **The College/Examiners are required to maintain strict confidentiality about appointments of Practical Examiners.**

All Colleges are, therefore, requested to go through University Software System and shall ensure that University Practical Examination marks entries are carried out by the Examiners in the prescribed manner on [www.practical.muhs.edu.in](http://www.practical.muhs.edu.in) Practical Examination Centers are required to submit Subject-wise Practical Examination marks through the software system developed by the University. For smooth conduct of Practical Examination and entry of Practical marks in the University Software System, following SOP's / Guidelines / Formats are issued by the University, which shall be strictly adhered by the respective Colleges:

- Format for Confidential Examination related activities. (ANNEXURE- A)
- SOP for Online Practical Examination Appointments (ANNEXURE- B)
- SOP for Substitute Appointments of Practical Examiners (ANNEXURE- C)
- Format For Appointment Of Substitute Practical Examiners (ANNEXURE- D)
- SOP for Change in Date of Practical Examinations (ANNEXURE- E)
- SOP for Change in Batch of candidate (ANNEXURE- F)
- SOP for Online Practical Marks Entry & Submission of Mark sheet (ANNEXURE- G)

Copies of above SOP's are attached herewith with a request to go through prescribed guidelines thoroughly and it shall be ensured that it is scrupulously followed by the Dean/Principal and Conveners/Examiners. **It is responsibility of the Dean/Principal of the College to provide necessary infrastructure (Computer, Internet etc.) for smooth functioning of examination process.**

In case, if any College do not have Username & Password for online related activities, then such Colleges are requested to forward the College Email ID and Mobile in "**Annexure-A**" attached herewith, which will enable the University to authenticate Email ID address & Mobile Number of the College for confidential examination related activities; such as for sending College Username, Password & OTP that facilitates for download of hall tickets, online Internal/ Practical marks entries, list of teachers appointed for various examination related work, view teacher database, etc.

In case of any query related to online submission of University Practical Examination marks, the Colleges are requested to raise their specific query by email on following email:

Faculty	UG Faculty	
	E-mail ID	Contact No.
COE Office	coe@muhs.ac.in	0253-2539219
FOR ONLINE Query	online@muhs.ac.in	0253-2539289
Medical	ugexammedical@muhs.ac.in	0253-2539216/138

The Dean/ Principal of the Colleges are requested to conduct a special meeting with all concerned staff for smooth conduct of Practical Examinations. University solicits kind cooperation of all Colleges on the subject.

*Sd/-*  
**Controller of Examinations**

Date: .... /.... /.....

To,  
The Controller of Examination,  
Maharashtra University of Health Sciences,  
Nashik.

**Sub. : College's Official Email ID & Mobile Number for Confidential Examination related activities.**

Sir,

With reference to above circulars, we are hereby requesting to send College's Username and Password by Email and by SMS on the following Email ID and Mobile Number, which will be used for confidential examination, related online activities of University examinations.

(a)	College Code	
(b)	Name of the College	
(c)	Name of the Dean/Principal	
(d)	<b>Official College Email ID</b>	
(e)	<b>Mobile Number</b>	
(f)	Office Tel. No.	

In case of change in above information in future, the same will be informed to the University immediately.

**Signature of the Dean/Principal**

**Seal of the College**

**SOP FOR ONLINE PRACTICAL APPOINTMENTS OF PRACTICAL EXAMINATIONS**

- A) University has issued online appointments of all Practical Examiners through University Software System. Subject-wise Practical Examination appointments are accessible to respective College (**Dean/Principal**) in their College Login and for respective examiner in teacher login-id. Please visit on [www.practical.muhs.edu.in](http://www.practical.muhs.edu.in) for details of Appointment of Practical Examiners. The Dean/ Principal of the College shall take print out of Subject-wise Practical Examination appointments for their official records and ready reference. **The College and respective Examiner are required to maintain strict confidentiality about appointments of Practical Examinations.**
- B) The University will not issue any hard copy of appointment of Practical Examination to any Practical Examiner. All Practical Examination appointments of Examiners are made available in Login id of the **concerned teachers**. The **Dean/Principal** shall instruct to respective teacher/ Examiner to take a print out of their appointment for their necessary action as well as instruct them to submit their Acceptance/Non-acceptance to the University through the Software System only.
- C) The Dean/ Principal of the College shall also instruct the respective Convener/(s) to immediately co-ordinate with the Internal/ External Examiner/(s) appointed by the University and request them to submit their Acceptance/ Non-acceptance through the Software System only by **clicking 'Accept Appt.' for accepting appointment and 'Non-Accept Appt.' for non-accepting appointment.** This activity of coordination must be completed by the respective Convener within 08 days' time-period.
- D) Submission of Acceptance/ Non-acceptance by the Internal/ External Examiner/(s) made visible for the Convener in his/ her Login-id as well as in the College Login-id. The Convener is required to act prominently on "Non-Acceptance" proposals in coordination with the Dean/ Principal of the College as per SOP for Substitute Appointments of Practical Examiners (**Annexure - C**). This will avoid last minute confusion without any delay and without any inconvenience to all concerned.

**SOP FOR SUBSTITUTE APPOINTMENT OF PRACTICAL EXAMINER**

- A) The Convener must expeditiously act on "Non-Acceptance" proposals in coordination with the Dean/ Principal of the College and must ensure that this activity of Substitute Appointment is completed within 08 days to avoid any inconvenience to all concerned at a later date.
- B) "Panel of Examiners" tab for Substitute Appointment of Examiner is made available under "Practical Appointments" in the University Software system under **College Login only. The Dean/ Principal of the College** shall download Subject-wise Panel of Examiner List from the software system and maintain it for its records for necessary action.
- C) **In case of the refusal by the Internal/ External Examiner**, the Convener is required to approach the Dean/ Principal Office for "Panel of Examiner" (**available in College Login**) of their respective Subject. The Convener shall coordinate with examiners in enlisted "Panel of Examiners" and his/her consent shall be taken for conduct of practical examination on the scheduled date.
- D) **In case of refusal given by the Convener**, the Dean/ Principal of the College shall recommend / suggest name of eligible Examiner for Substitute Appointment of Convener from the Panel of Examiners (**available in College Login**) for consideration of the University.
- E) To forward Substitute Appointment proposal of Examiner, please forward the Substitute Practical Examiner proposals by Email in the prescribed "**Annexure-D**" format on the designated email address for consideration of the University.
- F) Substitute Appointment proposals that are approved by the University will be reflected in the College Login, the Convener as well as to the concerned Examiner in the software system. On approval granted by the University, the College shall permit the said examiner for conduct of Practical Examination.
- G) In case if any newly appointed teacher is proposed to be appointed as the Convener, the Dean/ Principal of the College shall forward the proposal of eligible teacher with all credentials (Name of Examiner, Name of his/her parent college, Subject Specialty, Qualification (UG & PG), Experience, Approval Status (Y/N), Email ID and Contact Number, Adhar Number, PAN Number) for consideration of the University. In case relevant information is not submitted to the University, then such proposal shall be rejected by the University on grounds of inadequate information. Onus of correctness of information furnished by the college towards such proposals shall entirely rest with the respective college. The College is required to coordinate with the University for status of approval of such proposals as well as for Login id details (Username and Password) well in advance to avoid any last minute confusion. In absence of Username and Password, the Convener cannot login into University Software System and as such online practical marks entry cannot be carried out. It is mandatory for the Convener to have valid Username and Password for submission of Online Practical Examination marks.

FORMAT FOR APPOINTMENT OF SUBSTITUTE PRACTICAL EXAMINERS

College Name.....

To,  
**The Controller of Examinations,**  
Maharashtra University of Health Sciences,  
Mhasrul, Dindori Road,  
Nashik – 422 004.

**Subject: - Appointment of Substitute Practical Examiners...**

Sir,  
The following examiners, appointed by the University have **expressed their inability/are not available** to conduct the examination as per details specified below. Their replacements from the **approved panel** have been contacted and they have agreed to conduct the examination on the dates specified below. You are requested to **accord your approval** and issue the appointment order **in case of External Examiners.** Internal Examiners appointment order will be issued at our end after receiving your approval: -

**EXAMINATION CENTRE:** \_\_\_\_\_

Date of Exam	Date Proposed (in case of change)	Subject	Course	Name & College of Examiner appointed by the University (Internal /External)	Name of Examiner Proposed & his college	Name within the Panel (Yes/No)

It is certified that, names proposed from **outside the panel** meet the Eligibility criteria of the examiner.

College Seal

Sign of Dean/Principal of the College

Date:-

**FOR UNIVERSITY USE ONLY**

Sir/Madam,

Your proposal for substitute appointment, as mentioned above, is hereby approved/\*not approved/\* held in abeyance, vide letter No. MUHS/ / /20 dated \_\_\_\_\_.

\* Reason for non-approval/held in abeyance \_\_\_\_\_

**Controller for Examinations**

**SOP FOR CHANGE IN DATE OF PRACTICAL EXAMINATIONS**

- A)** It is mandatory for the College to conduct Practical Examinations strictly as per schedule given by the University to avoid any inconvenience to any student or Examiner and as such the Colleges are required to strive hard to maintain the schedule. However, in case of exigency only, University will permit for "Change in Date" of Practical Examination.
- B)** In case of '**Change in Date of Practical Examination**', the Convener shall in consultation with all Examiners appointed by the University, shall approach to the Dean/ Principal of the College with details.
- C)** To forward **Change in Date of Practical Examination** proposal, forward email to the University for **Change in Date of Practical Examination**, as per ANNEXURE "D" attached herewith.
- D)** On approval granted by the University for **Change in Date of Practical Examination proposal, Revised schedule will be reflected in University Software system** for all concerned in their respective College & Examiner/(s) login. On approval granted by the University, the College shall permit the said examiner for conduct of Practical Examination.
- E)** It is the responsibility of the College of Practical Examinations Centre to inform to their students as well as to the clubbed College about change of date for their necessary action. The information of Change in Date of Practical Examination will also be available in College login of the Clubbed College and as such it is responsibility of the College to also inform their students about Change in Date of Practical Examination. In case, if any student is deprived from any Practical Examination, it shall be the entire responsibility of the concerned College.

**SOP FOR CHANGE IN BATCH OF CANDIDATE**

- A)** It is mandatory for the College to conduct Practical Examinations strictly as per **Batch-wise Time-Table** published by the University. Practical Centre-wise, Year-wise, Subject-wise, Date-wise Batch-wise Time-Table with timings of examinations is made available on University website **as well as** on their college E-mail id. The respective College is required to download Batch-wise Time table & it shall be notified on all College Notice Boards.
- B)** Wherever two or more Colleges are clubbed together with any particular Practical Centre, the clubbed College shall also download Batch-wise Time table & shall notify on all College Notice Boards. The Dean/ Principal of clubbed College/(s) shall coordinate with Practical Centre to avoid any inconvenience to their students.
- C)** However, in case of exigency only, University will consider for "Change in Batch" of any candidate alongwith justification **atleast 08 days in advance**. The Convener shall approach to the Dean/ Principal of the College with details of "Change in Batch".
- D)** To forward "Change in Batch" proposal, the College is required to forward letter or email to the University for "Change in Batch" **of Practical Examination with valid justifications** for consideration of the University.



**SOP FOR ONLINE PRACTICAL MARKS ENTRY & SUBMISSION OF MARK-SHEETS**

- A) University will accept University Practical Examinations marks through University Software System only. In case if any College fails to submit Practical Marks through Software System, the strict and penal action will be initiated by the University against such Colleges.
- B) For Online Submission of Practical Marks of University Practical Examinations, the respective Convener must visit on the University website [www.practical.muhs.edu.in](http://www.practical.muhs.edu.in). The Convener shall login into University Software System with the help of his/ her Username and Password. After successful login by the Convener, the system needs login of the Dean/Principal of the College to validate Convener. The Dean/ Principal of the College shall validate the Convener with help of Username and Password assigned to their College for online related activities. On successful validation process by the College, the system will enable the Convener for entry and submission of Practical Examination marks candidate-wise.
- C) Prior to start of the Practical Examination at 09.00 am, the Dean/Principal/ Convener/ Examiners shall login into the University Software System to verify whether all relevant information of the Student data i.e. Seat numbers in Batch, Batch Size, Subject, Marking Distribution in the software system and on confirmation of correctness of relevant information, all Examiners shall proceed for conduct of Practical Examination. In case of any query, the Convener shall immediately raise the specific query with the University on the designated University number for appropriate action on the subject.
- D) It is combined responsibility of the Convener, Internal Examiner (if appointed) & External Examiner to submit online Practical Examination marks to the University on the same day of examination. No further extension will be granted by the University for submission of marks after scheduled date of examination.
- E) It must be ensured by the Colleges that non-teaching staff of the concerned Practical Examination centers shall not be allowed for online marks entries. In case any matter is reported at a later date, the Dean/ Principal/ Convener shall be held responsible for such lapse and University shall withdraw Practical Centre of the College with penal action.
- F) If there are multiple batches (i.e. A, B, C etc.) for any particular subject, at that time, the Examiner have to **submit online marks of that batch on the same day of examination**. No further extension shall be granted to submit online Practical Examination marks for the previous batch.
- G) After submission of online marks, the concerned Convener/Examiners shall **take printout copy of final marksheet** & it shall be **duly cross-check for any errors & thereafter it shall be duly signed** by all examiners. Practical Mark-sheet shall be made in Duplicate i.e. Two copies shall be prepared, which shall be duly signed and sealed by the examiners. It is responsibility of the Convener to hand-over Two Sealed Envelopes to the College for their further necessary action of the University. The Dean/ Principal of the College shall submit **One Sealed Envelope to the University** along with Spotting papers within stipulated time-period as prescribed by the University (Please refer University Circular No. 18/2017). Second sealed Envelope marked as Dean's copy of the Printed Mark-list shall be retained by the Dean/ Principal of the College.

H) **All the Dean/Principal/Convener/Examiner are, therefore, requested to act as per guidelines mentioned below:-**

GUIDELINES/STEPS FOR ONLINE SUBMISSION OF PRACTICAL EXAMINATION MARKS	
01	Log on to website <a href="http://www.practical.muhs.edu.in">www.practical.muhs.edu.in</a> by using the Username and Password received on the Practical Examination Convener's mobile number. If any Convener has not yet received Username or Password or has forgotten Username/Password, then click on "Forgot Username and Password" and follow step specified and the system will send Username and Password by SMS and Email.
02	After login, <b>OTP</b> will be sent on your registered <b>Mobile number and email ID</b> . After receipt of OTP, Enter OTP and click "Verify OTP".
03	After successfully entry of OTP, go to Menu " <b>Practical Marks → Online Practical Marks Entry</b> ". At "Online Practical Marks Entry" page, before starting marks entry, an authentication message will appear in which <b>College Dean/Principal</b> is required to enter Username and Password provided by the University to verify the Convener. After successful entry of Dean/Principal Username and Password, the College Convener with Internal Examiner (if appoint), and External Examiner shall carry on process of submission of online marks.
04	On the online marks entry screen, I) Select Subject and Batch by Clicking " <b>Select</b> " II) Then specify <b>date of exam</b> III) Select <b>Seat Number</b> IV) Specify <b>Attendance</b> and click " <b>Continue</b> " V) Enter marks in " <b>Obtained</b> " column and press " <b>Enter Key</b> " or Click " <b>Save</b> " button VI) To amend marks in specific sub-head, click on respective sub-head's " <b>Edit</b> " button
05	During data entry of marks, the examiners can preview marklist by clicking " <b>Preview Mark list</b> " and after again clicking " <b>Click here to Open Marklist</b> ", it will open marklist in new tab/window for review. Verify the marklist as per instruction mentioned below in (A) to (H).
06	After cross checking of previewed marklist, the Convener/Examiners shall submit the marklist by clicking "Submit Marklist". The screen will prompt as " <b>We have verified marks entered from answerbook and we have certified that the marks entered against each Seat Number are found correct</b> ". Click " <b>Accept and Continue</b> " button for final submission of marklist. Please note that, once you have submitted the marks, it cannot be available for updating. If any correction required at this stage, click " <b>Cancel</b> " button for making corrections. If all marks entered found correct and you want to continue, then only click " <b>Accept and Continue</b> "
07	After "Accept and Continue", take <b>two printout of final marklist</b> by clicking " <b>Print Final Marklist</b> " and verify the marklist as per instructions mentioned below in (A) to (H). The Convener/Examiner are also required to check overall format, wording and spelling of printed marklist. A Part I Check Name of Examination (Summer/Winter-..., etc.) B Part II Check whether Subject Name, Course Name, Center name, Minimum and Maximum Marks, Batch Name etc. are correctly reflected or not as per data entry. C Part III Check Sub head names from approved format of Practical Examination marklist. D Part IV Check Sub head column Alphabetical name (A,B,C,D etc.) from approved format of Practical Examination mark list. E Part V Check maximum marks allotted for each sub-head from approved format of Practical Examination mark list. F Part VI Whether total marks correctly reflected in main head column (Practical, Oral's Max. Min. marks etc.) or not G Part VII Whether attendance details ("AB",etc.) are correctly reflected or Not H Part VIII Whether all marks are correctly reflected in mark list as entered by you.
08	Please follow above mentioned steps for all batches and for all subjects for online submission of Practical Examination exam marks.
09	The video file of Demo is available on the website <a href="http://www.practical.muhs.edu.in">http://www.practical.muhs.edu.in</a>