

Revised Time Schedule for Centralized Online Admission Process
For SIP -2024

<u>Sr. No.</u>	<u>Particular</u>	<u>Date</u>
01	University Admission Notification published on MUHS website	26/04/2024
02	Enrolled SIP Centers(s) to verify the Name, area of Learning goal and other details given.	27/04/2024 Upto 12.00pm
03	Publication of List of enrolled SIP Centers(s) with learning goal, Intake Capacity for A.Y. 2024.	28/04/2024
04	Date of Availability of Online Application Forms Link on MUHS website. Online Application Form Fees Rs. 500/- (non-refundable expect the clause mentioned)	29/04/2024
05	Last date of filling and submission of Online Application Form	07/05/2024 upto 23.59 Hrs.
06	Scrutiny of the Applications Form	Up to 15/05/2024
07	Publications of Provisional General List of candidates	15/05/2024
08	Date for submission of discrepancy online by log in desk	16/05/2024
09	Publications of Provisional General Merit List	18/05/2024
10	To call for Objection/ Suggestion, If any;	19/05/2024
11	Publications of General Merit List	22/05/2024
12	Admission 1st Round with allotment of SIP Centre to the selected candidate (Allotment Letter will be generated online and selected candidates shall login to their account with OTP on registered mobile number and shall take print out of allotment letter in case of allotment)	22/05/2024
13	Admission 2 nd Round and MOP UP round (If any required)	Will be notified

University reserves the right to amend or prescribed or notified or updated the above time schedule.

Guidelines

- 1) University reserves right to amend the above Time Schedule.
- 2) While confirming the application for admission to Summer Internship Program (SIP) for the A.Y. 24 to be conducted at various SIP Centers enrolled by MUHS, all the concerned should note the provisions of University Notification No. 10/2022 and act accordingly.
- 3) If any seats remain vacant, it shall be filled as per the general merit list in second round, or subsequent rounds if any; Further, University may carry out the Spot Admission Round / MOP UP Round as per the policy decision of the University.
- 4) The desirous applicant / Candidate(s) shall have to apply online and need to pay the prescribed application form fees online Rs.500/- (non refundable expect the clause mentioned) as decided by the University from time to time. Applicant who is financially incapable of paying processing fee or those who belongs to below poverty line (BPL) family, such Candidates shall have to submit the certificate in that respect and undertaking duly certified by concerned Dean / Principal to the University. The Vice-Chancellor shall have right to grant the processing fee waiver in such case of applicant.
- 5) Those students will not get allotment from the University under the scheme, such students will get the refund of 50% from the application fees submitted by him/her.
- 6) The MUHS Avishkar Research Festival Winners for the academic year 2023 (held in Dec 2023), if the winner (up to third year) apply under the said scheme and they got allotment for Summer Internship program then their 100% application fees will be refunded in such event. Also, they will get the opportunity to interact with team BETIC, IIT Bombay, Mumbai.
- 7) The period of this summer Internship spent at respective enrolled SIP Centers, (incase apart from summer vacation) this period shall be considered as study period for the allotted students and shall be treated same as the regular attendance. The Dean/Principal of the affiliated college may also adjust the said period for elective posting of CBME, if applicable;
- 8) In view of the feedback and responses from previous year, it has decided by the MUHS that, allotment of the student(s) will be done on pro-rata basis, considering the number of applications received from each faculty so that sufficient representation to each faculty students can be done.
- 9) It shall be mandatory for the Candidate to submit Statement of Purpose for any one of the learning goal opted by the candidate, while submitting online application form. It will carry 03 Marks weightage. Which shall be evaluated by the University and candidate shall awarded a proportionate mark(s)(either :1 or 2 or 3) on the basis of statement of purpose submitted by candidate.
- 10) 12th /HSC percentage OR Cumulative Grade Point Average (CGPA) Candidate to shall have fill the prospective percentage after conversion equivalent percentage of marks as per concerned examination body guidelines. Marks 10 will be converted in to (as applicable).
- 11) The merit list shall be prepared on the basis of marks or score secured by the candidate as per above marking criteria of 13 Marks (Marks obtained out of 03 Marks Statement of purpose + Marks obtained out of 10 marks assigned to 12th / HSC percentage \leq 13 Marks). The seats will be allotted to Candidates as per Inter-Se-Merit.
- 12) Wherever, there is a tie in the Marks obtained by the applicant in above both cases, (the total marks obtained by the applicants in the 12th standard examination shall be considered and shall be given preference in the merit list. Further, if still the tie persists, then the Candidate(s) with higher age shall be given preference in the merit list.
- 13) Scrutiny of application(s) and evaluation of statement of purpose shall be carried out by MUHS.
- 14) Merit list will be publish and Letter of allotment will be made available online.
- 15) Candidate has to report at the concerned SIP Centre at their own cost and submit the joining letter through concerned Nodal Officer nominated by MUHS at respective SIP Centre.
- 16) Accommodation and mess facilities will subject to availability and subject to payment of necessary charges at par with that paid by Candidates living in hostels.
- 17) If required, all interns will be issued a temporary institute ID online by MUHS.
- 18) On successful completion of the internship, Certificate, Badge and weekly stipend (Rs. 2500/- max. up to 04 weeks) will be awarded to SIP interns by MUHS (as prescribed by the MUHS authorities from time to time).

OVERVIEW :

- a) This Program is the outcome of the Vision Document and Road Map of the University, prepared by the Hon'ble Vice-Chancellor, MUHS.
- b) The SIP is consisting of multiple elements. The idea is that each intern will work with his/her mentor to create a summer plan that supplements the intern's applied progress with other career and scientific development activities.
- c) It is a sort of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.
- d) SIP is unique platform to provide significant exposure to students for observership with broad exposure to the organization / Orientation/Real life experience / help to establish the Professional relations in your esteemed organization and vice versa.

OBJECTIVE :

- a. To give an opportunity for undergraduate Candidates to utilize the summer vacation period for their value addition through extra-curricular activities.
- b. To provide a unique experience among the under graduate Candidates from a variety of backgrounds.
- c. To provide a platform for undergraduate up to 3rd year ongoing Candidates to learn and understand diverse culture and traditional practices.
- d. To provide the research exposure for those interested in potential careers in health sciences and public health.
- e. To comply with the provisions prescribed under National Education Policy like cultural awareness and societal well-being.

BENEFITS:

- a) Participants gain both theoretical knowledge and practical skills in research, scientific experimentation and other scholarly investigations under the close guidance of faculty or research mentors or experts or professionals.
- b) SIP Candidates take part in a range of professional and career development activities, networking events, and research discussions.
- c) Candidates also have the opportunity to present their work in oral or poster format at the conclusion of the program. In addition, SIP Candidates often go on to present their summer research at national conferences throughout the year.
- d) Candidate(s) shall be awarded with stipend as decided by the University from time to time.

STIPEND :

Each **Allotted candidate shall be awarded a weekly stipend of ₹2500/ week** (maximum up to Four weeks) or as may be decided by MUHS from time to time.

ELIGIBILITY CRITERIA:

Normally the eligibility criteria for SIP shall be as per the requirement of concerned learning goal of SIP and shall be as decided by the MUHS from time to time.

Candidates up to 3rd year ongoing who are currently admitted in undergraduate Health Science Curriculum (MBBS / BDS / BAMS / BHMS / BUMS / BPTH / BSC. Nursing / BOTH / BNYS / BPMT/B.A.S.L.P/BPO/BSC (HLS) in a college affiliated to MUHS, Nashik.

ROLES AND RESPONSIBILITIES:

a) Candidate:

- i. Fill necessary information and submit Application form & statement of purpose for any one of the learning goal opted by the candidate.
- ii. Need to upload necessary documents and pay non-refundable application form processing fees online.
- iii. Join at respective SIP Centre at his own cost.
- iv. Learn, observe experience and achieve the objectives by completing the SIP.
- v. share his ideas & explore career and scientific development activities.
- vi. Create a meaningful full-time experience.
- vii. Need to pay the food and accommodation charges, if any; availed as per availability and norms of SIP Center.
- viii. Grab opportunity to gain valuable applied experience.
- ix. Gain an insider and realistic view of SIP Center.
- x. Use the platform to develop network and make connections with professionals in his field of interest.
- xi. Submit Undertaking in the format prescribed by the University

b) SIP Centre :

- i. Get enrolled as SIP Centre.
- ii. Define learning goals.
- iii. Utilize the SIP assistance amount granted by MUHS for SIP activity only.
- iv. Schedule orientation.
- v. Nominate one Nodal officer and vertical head for each SIP.
- vi. Provide the accommodation and food arrangements as per availability. May charge the minimal amount as per concerned SIP Centre norms.
- vii. Opportunity to guide and evaluate talent.

c) Nodal Officer (One person assigned by each SIP Center) :

- i. Shall be actively involved in the process of formulation and implementation of SIP at each and every stage.
- ii. Nodal support for various activities performed and in smooth functioning of SIP.
- iii. Convey and update intake capacity for SIP at respective SIP Center.
- iv. Point of contact to decide on learning Goals and Vertical Heads.
- v. Enroll the Candidate and submit joining report.
- vi. Arrange orientation Session before start of SIP.
- vii. Submit list of successful candidate to MUHS through SIP Center.

d) Vertical Head (One expert person for each learning goal assigned by SIP Center):

- i. Shall play the key role in process of finalizing the detailed program for Learning goal assigned to him.
- ii. Responsible for overall planning and execution of weeks' activities as per concerned Learning Goal agreed by at SIP Center
- iii. Admit the candidate and submit joining report to concerned Nodal officer.
- iv. Conduct orientation Session before start of SIP
- v. Convey the progress report and data to MUHS through SIP Center, under intimation to nodal officer.
- vi. Share list of successful candidate of concerned Learning goal under him/her to Nodal Officer for further needful action

e) MUHS:

- i. Make enrolment of SIP Centre(s).
- ii. Confirm the Nomination of Nodal Officer.
- iii. Finalize Learning goal and confirm the Vertical head for each SIP.
- iv. Publish SIP online admission Notification.
- v. Carry out online admission process.
- vi. Issue temporary I-Card online to selected candidates.
- vii. Pay Stipend to the allotted candidate as decided by MUHS for time to time.
- viii. May grant honorarium / financial assistance to SIP Centre / Nodal Officer/ Vertical head as may be decided by the University for time to time.
- ix. To issue Certificate to successful candidates online.

Sr. No.	List of Documents to be uploaded / filled in while Submitting the Online application form
1.	<p>Mark list (s) of qualifying examination HSC 12th Standard is mandatory (reflecting percentage of marks obtained out of total marks calculation)</p> <p>12th /HSC Percentage OR Cumulative Grade Point Average (CGPA) (Candidate shall have to fill the prospective percentage after conversion equivalent percentage of marks as per concerned examination body guidelines (as applicable) will be converted in to 10 Marks.</p>
2.	<p>It shall be mandatory for the Candidate to submit Statement of Purpose for any one of the leaning goal opted by the candidate, while submitting online application form. It will carry 03 Marks weightage. Which shall be evaluated by the University and candidate shall awarded a proportionate mark(s) (either :1 or 2 or 3) on the basis of statement of purpose submitted by candidate.</p>
3.	<p>No Objection Certificate (NOC) from the college / institute, where the applicant candidate currently studying, in the format prescribed by the University as (ANNEXURE - A)</p> <p><i>If many students are applying for SIP from one college, then such college may issue single NOC letter containing LIST of such applicant students.</i></p>
4	<p>Need to print the copy of Undertaking in the format prescribed by the University (ANNEXURE - C) and fill the information and mandatory to upload the same.</p>
5	<p>Need to submit Certificate if the candidate is from below poverty line (BPL) family, such Candidates willing to get exemptions of Rs. 500/- processing fees shall have to submit the certificate in that respect from the concerned authority.</p>

Instructions for filling Online Application Form

1. Applicants should have a valid Email Id and correct mobile number.
2. Before filling Online Application Form download Admission Notification and University Notification 10/ 2022 and read the same carefully.
3. Online Application Form must be filled in following steps (i) to (xiii).

i)	Go to https://automation.muhs.ac.in
ii)	Click on ' Login for Teacher / Student ' link given at right side of the window.
iii)	Enter your Mobile Number or Email Id to receive OTP .
iv)	Click on ' Generate OTP ' Button.
v)	Enter the OTP received at your Mobile No. or Email Id.
vi)	Click on ' Verify ' Button.
vii)	Click on ' IEH Dept. ' >> ' Services ' >> ' IEH Notification ' menu from left pane.
viii)	Click on ' Apply now ' button given under SIP Notification.
ix)	Please fill the Student Details form. Make sure to fill all the information in ' Basic Details ', ' SIP Details ' and ' Upload Documents ' tab.
x)	Click on ' Submit ' button to final save.
xi)	Now click on ' SIP Application List ' menu from Left pane.
xii)	Select on Application and click on ' Pay Now ' button to make online payment.
xiii)	Kindly note that without online payment, the application will not be considered.
ix)	To seek help in online application kindly contact on Mobile No.: 8087995883, 9960697883. EmailID:muhs.application.helpdesk@gmail.com

4. The Applicants must possess the required criteria and educational qualification as mentioned in the guidelines prescribed by University for online admission Process 24.

5. Fill the Online Application Form carefully. Candidate(s) has to choose concern SIP Center and Learning Goal(s) as per suitability of his / her qualification. Accordingly, he / she have to mention the corrected eligibility criteria and shall give the Online Preferences or need to fill the Choices of Summer Internship Programs (SIP) for the A.Y. 24 to be conducted at various SIP Centers enrolled by MUHS.
6. Applicant shall submit only one application form, in the event if applicant he / she submit more than one application then, the previous application will be rejected and latest application submitted by the Candidate(s) shall be treated as valid application.
7. Please note that, if you commit any mistake in filling the online Application Form, it cannot be corrected by this office. The Office will take no responsibility of any kind for such forms.
8. System will not print application form unless entering basic information, Educational Qualification, SIP Preferences and online application fee of Rs.500/-(non-refundable).
9. For any other query related administrative work you may contact to **SIP Cell, MUHS International Education Hub on telephone no. (0253) 2539156**