

# Guidelines

## **Fellowship / Certificate Course(s) Conducted by MUHS Affiliated Training Center.**

### **1. Introduction: -**

The University has prescribed the University Ordinance No 01/2022 (Amended): regarding, "THE PROCEDURE AND RULES GOVERNING CONDUCT AND AWARD OF CERTIFICATE AND FELLOWSHIP COURSE (Copy of the said University said Ordinance is available on University Website [www.muhs.ac.in](http://www.muhs.ac.in) for perusal & information of the all concerns.)

### **2. Duties and Responsibilities of the Candidate(s):**

The Duties and Responsibilities of the Candidate(s) are as prescribed by the University as under: -

i) To acquire academic excellence as well as clinical and non-clinical skill competencies, as contemplated by the Course, the student shall actively participate in teaching-learning activities and research activities as prescribed or as may be prescribed or notified by the University.

ii) It shall be mandatory for the student to acquire Academic Bank Credits as may be prescribed by the University from time to time, to be eligible for the certifying examination of the Fellowship or Certificate Course conducted. If the student is unable to acquire credits within the stipulated period of the Course due to unforeseen reasons, he may be allowed to complete these credits within next academic year, by submitting renewal application with the necessary fees as notified or as may be notified, through the Training Centre. The Vice-Chancellor shall grant the said extension, after verifying the genuineness of the case.

iii) If any person indulging in the practice, consulting or hands on work in the particular specialty of Health Sciences, he shall possess the essential qualification(s) mandatorily, prescribed by the concerned competent Authority such as the concerned Central Council, the State Government, the Central Government or the Local self-Government etc. for such practice, consulting or hands on work.

iv) Mere holding the University Fellowship and/or Certificate Course shall itself not allow or permit anyone to practice, consultation or hands on work in the particular speciality of the Health Science, he shall mandatorily possess the essential qualification(s).

v) Leave of absence with the permission of the Director or Head of the Department up to a maximum period of 12 days for Fellowship and 6 days for Certificate Course(s) in a course tenure may be permitted. Apart from these leaves, any other absence/leave due to any valid reason(s), shall amount to extension of the course for the number of days of absence or leave enjoyed by the student. Such case(s) shall be decided by the Director or Head of the Department on the basis of merit, considering the geniuses of the case. However, such period shall not exceed more than 90 Days in the course duration. The case other than this, shall be referred by the Training center to the University and the University shall decide or take

appropriate decision. The policy of the MUHS regarding term extension for examination shall be applied in such case(s).

### 3.Nomenclature of the Course(s): -

i) After fulfilling all the requirements, the MUHS shall award the certificate of Fellowship Course and/or Certificate Course, for the concerned competency or Skill. The Certificate and Fellowship Course shall include the title of Certificate or Fellowship Course and the name of the concerned Faculty.

ii) The MUHS shall not conduct the Certificate and/or Fellowship Course for specialties or sub specialties in which the MUHS is already conducting postgraduate degree or diploma Course(s).

### 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 read the same carefully.
3. Online Application Form must be filled in 06 steps (i.e. from Step 01, Step 02, Step 03, Step 04, Step 05 and Step 06).
4. The Applicants must possess the required criteria and educational qualification as mentioned in the guidelines prescribed by University for Centralized online admission Process 2025-26.
5. Fill the Online Application Form carefully. Candidate(s) has to choose concern Fellowship / Certificate Course(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 Training Centre(s) for respective Course.
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. Applicants needs to send copy of Printed Application Form along with self-attested necessary mark list(s) / documents as prescribed by the University to this office.
8. 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.

9. For any modification in the online application, applicants have to submit OTP password after entering mobile number. Applicant can modify his application before online submission,
10. Once the applicant has submitted his or her application form online by pressing **“SUBMIT”** button, then there will not be any scope to change the online data.
11. System will not print application form unless entering basic information, Educational Qualification, Course Preferences and online application fee of Rs.3000/-(**non-refundable**).
12. For any query related online submission / transaction you may contact to Computer Department on telephone no. **(0253) 2539197/181**.