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परीक्षा नियंत्रक

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Controller of Examinations

Ref. No.: MUHS/X-C/47/1792/2025

Date: 05/03/2025

CIRCULAR NO. 20 / 2025

**SUBMISSION OF INTERNAL ASSESSMENT MARKS
FOR Winter 2024 (PHASE - IV) EXAMINATIONS
[PHASE - IV [SECOND YEAR MBBS (OLD/2019-SUPPLEMENTARY),
FIRST YEAR BAMS/BUMS (2021) AND FIRST YEAR BHMS (CBDC -2022)]
COURSES**

It is notified to all concerned that as per Section 47 prescribed in the University Ordinance No.01/2014, affiliated Colleges have to conduct Internal Assessment Examinations.

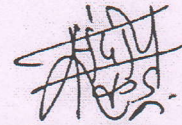
1. Online for submission of Internal Assessment marks will be made available on University website w.e.f. 07th March 2025.
2. For Online Internal Assessment (IA) Marks submission:
 - 1) Visit "www.muhs.edu.in"
 - 2) Click on Online Internal Assessment Marks submission link
 - 3) For login enter registered **Mobile** number of college, select User Type 'College', enter Captcha answer & Click on **Login** Button.
 - 4) OTP received on registered **Mobile** number Verify OTP button.
 - 5) **Follow below steps for IA marks submission**
 - a. Click "Menu" -> "Ex|Int. Access ->" IA|Marks Submit"
 - b. Click "Show IA Marklists"
 - c. Click "Subject" Name
 - d. Thereafter Student Names will appear, Click on "Student Name".
 - e. After Click on Student name, Marklist will appear.
 - f. Enter Marks and click "Save Marks" button.
 - g. Follow above **Step-c to Step-f** for all Students in a Subject.
 - h. To preview marklist, click "PreView" button.
 - i. After saving all Student marks in a subject, a "Submit above batch Marks" button will appear and click it to finally Submit Marks.
3. Internal Assessment mark list (Hard Copy & Soft copy) is to be submitted to the University on or before 12th March 2025. No further extension will be granted by the University.
4. Internal Assessment Examination of **Repeater Student** shall be conducted in respective subject only. The Colleges are required to maintain Internal Assessment record of Repeater students as per attached format and compulsory submitted to the University with online marksheet format.
5. While preparing Final Marks of Internal Assessment, the rounding-off marks shall done as illustrated in following table as per BOE Resolution No.07/2007 dated 08.01.2007.

Example:

Internal Assessment Marks	Final Rounded Marks
15.01 To 15.49	15
15.50 To 15.99	16

6. It is repeatedly observed that certain colleges have approached to the University for change in Internal Assessment marks after initial submission OR even after declaration of Final result on various frivolous grounds. **No request for 'change of marks' shall be considered, once marks are submitted by the College to the University. It is therefore decided that Internal Assessment marks lists will only be accepted in case it is signed by the student with counter signature of the HOD/Dean of the college as provided in Ordinance 1/2014.** Liability of any clerical error at college-level will rest with the Dean and the concerned HOD. The Colleges are therefore requested to go into all details and thereafter Final Internal Assessment marks lists shall be submitted to the University.
7. The Colleges, who fails to submit Internal Assessment marks (Hard copy and Soft copy) upto stipulated time-period, will be imposed fine / penalty as prescribed by the University under Notification No.09/2011 dated 11.03.2011.
8. Non-submission of Internal Assessment marks shall constrain the University to withheld hall-ticket or result of the students. Hall tickets or result of the students, whose marks are submitted without signature, will also be withheld by the University and any loss to the students shall rest with the concerned College.
9. **In case of not eligible candidate/s, it shall be entire responsibility of college (Dean/Principal) to restrict such candidate/s to appear for Theory and Practical examination of the concerned subject/s.**

The Dean/Principal of the Colleges are required to bring this circular to the notice of all concerned & ensure that Internal Assessment marks as prescribed and is submitted to the University within stipulated time-period.



(Dr. Sandeep Sitaram Kadu)
Controller of Examinations

- Copy to:
1. HOD - Result Section
 2. In-charge Medical Faculty (Undergraduate Course)

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

FINAL RESULT OF INTERNAL ASSESSMENT (FOR REPEATER STUDENTS ONLY)

WINTER Examination

Name of the College :

Name of Examination :

Name of the Subject : _____ Year : _____ Total Marks : _____

Sr. No.	Name of Student	Exam Seat No.	Previous Marks		Latest Marks		Final Marks		Signature of Student
			Theory	Practical	Theory	Practical	Theory	Practical	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

HOD

Sign & Seal of the Dean / Principal