



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/XC/ 21/2020

Date : 01/01/2020

NOTIFICATION No. 01 / 2020

Sub.: Issue of Official Transcript to the Under Graduate students regarding..

Ref. : University Notification No. 04/2016 dated 29/01/2016

As per the decision of Board of Examinations, the University has decided to simplify the process of issuing transcripts to the students who have successfully completed their Under Graduate Degree course and desirous to undertake their further studies in abroad. Accordingly, w.e.f. 01st January 2020, the Colleges will not accept any proposal to issue Transcript to the above said students. The Transcripts shall be directly issued to the students by the University.

The above said students desirous to get certified copies of the of Transcripts may submit an application as per the procedure prescribed in Annexure-A of this Notification w.e.f. 01st January 2020.

Previous Notification No.04/2016 dated 29/01/2016 in this regards stands repealed w.e.f. the date of this Notification. However, the proposals already submitted before this dateshall be processed as per the Notification No.04/2016.

The Colleges shall bring this Notification to the notice of all students and do the needful.

Sd/-

(Dr. Ajit Gajanan Pathak)

Controller of Examinations

Encl: Annexure-A & B

NOTE : This Notification is also available on University website www.muhs.ac.in.



Annexure – B
Application for Official Transcript

To,
The Controller of Examinations,
Maharashtra University of Health Science,
Nashik

Affix a
photograph of
size 35mm
x45mm attested
across by self

Sir,

I hereby submit that, I have successfully completed my course(s)
from this University and desirous to get Transcript of this Course. For this purpose I am submitting
following information and documents :

- 1) Applicant's Full Name :
(same as name registered in the University)
- 2) Course : Date of Admission :
- 3) Internship Completion Period : From date :to date :
- 4) P. R. No. (M.U.H.S.) : Council Registration Number :
- 5) Name of the College :
- 6) Address for Correspondence :
..... PIN Code
- 7) Phone No.: MobileNo.:.....
- 8) E-mail :
- 9) In case copies of Transcript to be send to the Foreign University/Agency, then its detailed Address :
.....
.....
- 10) Mode of payment of fees : D.D. / Electronics. D.D./Challan No. Dated.
- 11) Number of additional sets of certified copies of Transcript required :
- 12) Documents submitted (hard & soft copy) as per the instructions in para - 1of Annexure-A : Yes / No

DECLARATION BY THE CANDIDATE

I have carefully read & noted the Instructions to the applicant, before filling up this form. I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Place:

Date :

Name & Signature of applicant



Annexure-A

Maharashtra University of Health Sciences, Nashik

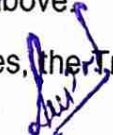
MUHS

Instructions to the applicants to get Transcript

The students who have successfully completed their **Under Graduate Degree course(s)** and desirous to get Transcripts from the University, shall strictly observe following procedure :

1. The student shall submit an application to the University in the prescribed proforma (**Annexure – B**) in neat handwriting along with following documents:
 - a) Self-attested photo copies of First year to Final year mark-sheets including the mark-sheet(s) of the examinations wherein the result is FAIL, if any. (One set)
 - b) Self-attested photo copies of Internship Completion Certificate (if applicable), Passing Certificate and Degree Certificate. (One set)
 - c) Self-attested photo copy of Registration Certificate and Identity document issued by Govt. authority having photo. (e.g. Adhar card / Passport etc.)
 - d) Demand Draft/Receipt (Electronics mode) of fees prescribed by the University from time to time (Refer University Notification in this regard which shall be available on University Website www.muhs.ac.in). The Demand Draft shall be drawn from any nationalized bank in favour of "The Registrar, M.U.H.S., Nashik", payable at Nashik.
 - e) Soft copies (clear black & white images) of original documents mentioned in Point-1 (a) & (b) (with resolution of maximum 1MB in JPEG/PDF format) shall be submitted along with the application.
2. The students shall be issued **FIVE** original sets of the Transcripts. However, in case the applicant requires additional set of Transcript(s), then on his / her demand alongwith initial proposal; additional copies can be provided. In such case he/she is required to pay additional fees prescribed for the same by the University. The additional fees may be paid with a consolidated Demand Draft as mentioned in Point-1(c) above.
3. The approved/certified copies of Transcripts of the students shall be posted on the correspondence address provided by the students.
4. In case the applicant desires that the certified copies of Transcript to be posted by M.U.H.S. to the Foreign University/Agency, the Postal / Airmail charges for this purpose shall be remitted as prescribed by the University from time to time. A consolidated Demand Draft may be submitted as mentioned in Point-1(c) above.
5. Generally the Transcript shall **NOT** be issued to any applicant before completion of Internship training. **However, in exceptional cases, the students who are applying for Transcript prior to completion of their Internship Training shall submit a certificate of the Dean/Principal of his/her parent College, wherein the commencement and likely date of completion of Internship Training has been mentioned. In such cases the details related to internship training shall not be reflected in the transcript. Nevertheless, candidate will only become entitled to degree certificate on successful completion of statutory internship training programme.**
6. It is brought to the notice of the applicants that Transcript will not be issued to those students who do not complete /fulfil the statutory academic requirements as mentioned above.
7. Only after confirmation of the application in accordance with University guidelines, the Transcript proposal could be processed.




Principal
Sitabai Nargundkar
College of Nursing For Women, Nagpur