



KERALA UNIVERSITY OF HEALTH SCIENCES

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No : 2025/14525/1/Ex-AHS/A2/KUHS

Date : 08-05-2025

EXAM NOTIFICATION

M Phil Psychiatric Social Work Part II Supplementary Examinations, June 2025 (2018 Scheme) will be conducted from **16.06.2025** onwards. All affiliated colleges conducting **M Phil Psychiatric Social Work** shall submit their applications for examination by online (University website: www.kuhs.ac.in) and forward the summary printouts, duly countersigned by the Principal / Head of the Institution to the Controller of Examinations, along with the details of fee remitted by online, on or before the dates stipulated in the schedule given below.

The list of eligible Examiners (internal/external/evaluators) for each subject of this examination, shall be uploaded in the prescribed format available in the University website with FEP Number. This shall be done at the time of registration of the candidates. The registration report duly countersigned by the Principal/Head of the institution shall be submitted to the University within the date stipulated in the schedule. Time table of the examination will be published later.

TABLE -I

Fees and other particulars

No	Particulars	Fee (Rs)
1	Application fee per candidate	120/-
2	Fee for Mark list per candidate	240/-





3	Fee for each QP Code (inclusive of Theory, Practical and Viva)	1150/-
4	Fee for Dissertation Submission	1740/-
5	Fee for Provisional Certificate (to be paid once)	585/-
6	Fee for Degree Certificate (to be paid once)	1165/-
7	Fine to be paid per QP Code after the last date stipulated	120/-
8	Super fine to be paid per QP Code after the last date stipulated	355/-
9	Fee for Mercy Chance	2160/-
10	Fine for delay in receipt of the application (online) for Mercy Chance	2000/-
11	Fine for late submission of Dissertation	5795/-
12	Fine for late submission of Internal Assessment marks	5795/-

Note:- The students shall submit a request through Principal for availing the Mercy chance. The principals concerned shall submit online mercy chance applications on or before 15.05.2025. The hard copies of the consolidated mercy chance report along with the request of candidates shall reach the University via post on or before 18.05.2025

TABLE - II

Application and Registration Schedule

Sl. No	Particulars		
	Date	Exam Registration	Attendance & Internal Assessment
1	15.05.2025	Starting date for the updation of FEP details of Examiners/Evaluators*	
2	19.05.2025	Starting of online registration	Starting of online submission of Attendance & Internal Assessment



3	29.05.2025	Last date for online registration for examination	Last date for online submission of Attendance & Internal Assessment and entry of online fee remittance details
4	31.05.2025	Last date for online registration of examination with a fine of Rs. 120/-per QP Code	----
5	03.06.2025	Last date for online registration for examination with a super fine of Rs. 355/- per QP Code	Last date for online submission of Attendance Report & Internal Assessment with a fine of Rs. 5,795/-.
6	05.06.2025	Last date for the receipt of printout of Attendance report, Internal Assessment and examination registration report without fine in the University. (Submission of Attendance and Internal Assessment marks is compulsory)	
7	09.06.2025	Last date for the receipt of printout of Attendance report, Internal Assessment and Examination Registration report in the University with fine .	
8	12.06.2025	Issue of Admit cards	
9	16.06.2025	Date of commencement of Examination	

*Note : Students Exam registration link will be available only after the updation of FEP details of Examiners/Evaluators. New link for faculty entry will be available in the Exam registration login from **15.05.2025**.

Instructions to the Candidates

1. Exam fee once paid will not be refunded or adjusted for other purposes under any circumstances.
2. Applications submitted after the stipulated last date will not be considered on any grounds.
3. Model question papers are available in the University website: www.kuhs.ac.in.
4. Indulging in malpractices/misconduct of any kind in the exam hall is a punishable offence.

Instructions to the Principal / Head of the Institution

A. Registration and Remittance of Exam Fee



1. The Principal / Head of the Institution shall collect Examination fee from all the candidates and remit the consolidated amount to the University Fund by online in a single transaction.
2. The Principal / Head of the Institution shall send a separate statement showing the details of those SC/ST/OEC candidates, who are exempted from remitting the examination fee, with an undertaking that their examination fee will be claimed by the College from the Department concerned and remitted to the University before the distribution of the Mark list concerned. Such fees shall be remitted separately and thereafter the Principal/HoI shall submit a revised statement of remittance of the entire Registration fees for that particular exam to CE for audit purpose.
3. Applications for registration shall be strictly accompanied by the prescribed fee as per the conditions laid down at Sl.No.2 above.
4. Those candidates who have shortage of Attendance and have not obtained minimum marks for Internal Assessment are not eligible for appearing for the examination. However, partial appearance is permitted provided the candidate has attained the minimum prescribed percentage of attendance (80%) in all the subjects. Such candidates are eligible to register for examination in those subjects in which the candidate has secured the minimum percentage of internal assessment marks. **Care shall be taken while registering such candidates. Principal / the Head of Institution will be held responsible for any lapses in this regard.**
5. Those Institutions which are not recognised as Theory Examination Centres of the University shall remit an additional amount of Rs. 120/- per candidate per paper for using another approved Exam Centre.
6. No fees other than the above shall be collected from the students for this examination purpose.
7. The summary printout of Application for Examination, Internal Assessment Mark Statement and Attendance Statement, duly countersigned by the Principal / Head of Institution shall be submitted to the University before 5 PM on the last date stipulated. *Statement of Internal Assessment marks shall be signed by the Head of the Department and countersigned by the Principal*

Dissertation Details

SCHEDULE FOR THE SUBMISSION OF DISSERTATION

Sl.No.	Details	Date
1	Last Date of Submission of Dissertation without fine	20.05.2025
2	Last Date of Submission of Dissertation with a fine of Rs.5795/-	21.05.2025, 5.00 PM

1. All candidates appearing for the examination have to submit only Soft Copy (both CD and also through email) of the Thesis to the University & the Hard Copies (4 Nos) of Thesis duly signed by the Principal/ Professor in charge of the Institution shall be submitted to IMHANS within the date stipulated in the above table. **Hard copy of the thesis need not be sent to the University.**



2. The candidates failing to submit the Thesis on the prescribed date will not be permitted to appear the Examination.
3. The Soft Copies of the Thesis shall submitted to the University, the content of each Thesis should be a single PDF file, the name of the file should be the student's KUHS Permanent Registration Number (ID).
4. The Professor in Charge shall collect the Soft Copies of the Thesis of the students and shall be sent to University to the Email ID "paramedicalexams@kuhs.ac.in" through Email ID of the Institution.
5. The Soft Copy (both CD and in e-mail) should have all the signatures scanned in it (The soft copy of the Thesis should be verified by the HOD & Guide concerned and the HOD should sign on the outer space of the CD using CD Marker) and submitted to the University within the date stipulated in the above table.
6. Soft Copy of the Thesis shall be prepared after all the authorities concerned have signed the document. The soft copies without the signatures of concerned authorities will be rejected.
7. Certificate including the details of the Name & Register Number of the students, Plagiarism percentage and the software used for detecting the plagiarism with the signature of the Principal shall be submitted to the University after completing the registration process with fine and without fine.
8. The fee should be paid by online. The fee once paid will not be refunded or adjusted under any circumstances.
9. Thesis will not be accepted after the stipulated date (given in the above table) on any grounds and if received after the last date, it will not be considered for evaluation

Plagiarism Certificate shall be attached as part of the Dissertation.

- i. The submission shall include mandatorily, an undertaking indicating that the document has been prepared by the candidate and that the document is the original work of the person and is free from plagiarism.
- ii. The submission shall include a certificate from the Guide / supervisor that the work is free from plagiarism. In case of quoting one's own work a declaration regarding self-plagiarism shall be submitted.
- iii. If the researcher is quoting a work which has more than one author including the researcher, the declaration regarding self-plagiarism from the co-authors shall be submitted.
- iv. The submission shall include a certificate of approval from an approved plagiarism detection software, stating the percentage of similarities detected. Plagiarism tools approved by University Grants Commission shall be used to detect plagiarism.

v. Admissible level of similarities: 10%



(Certificate models and details are given in the Kerala University of Health Sciences Academic Integrity and Plagiarism Policy which is available in the University website)

B. Attendance

1. The Principals / Heads of Institutions shall furnish attendance details of all candidates. There is no provision for condonation of shortage of attendance from the University.
2. The attendance details of the candidates shall be displayed on the College Notice Board for their information.

C. Internal Assessment

The printouts of Internal Assessment Marks should be signed by each candidate against their marks. This statement signed by the Head of the Department and countersigned by the Principal / Head of the Institution shall be submitted to the University before 5PM on the last date stipulated. A photocopy of the same shall be strictly displayed on the College Notice Board for the information of the students.

D. Admit Card

Admit Cards will be issued by online to all colleges. The Principal / Head of Institution shall download the Admit Cards and distribute the same to the candidates after obtaining their signature for acknowledgement. Admit cards shall be distributed to the students well before the date of commencement of examination so that the defects, if any, can be promptly rectified. The distribution register of Admit Cards shall be counter signed by the Principal with college seal and kept under safe custody for further verification, if required.

E. Request for Exam Advance

Request for advance fund for meeting the expenditure of theory examination shall be submitted to the Finance Officer or e-mail to fo@kuhs.ac.in or to exam.finance@kuhs.ac.in along with the registration report.

Note:- If any candidate has been debarred by the University from writing any Examination or Examinations of any particular chance, the name/s of such candidates shall not be registered for the examination. Principal/HoI shall take extra vigil in this regard. Violation of this direction will be viewed very seriously.

Important points to be observed in online payment

1. Payment shall be made by internet banking/credit card/UPI.
2. Colleges shall avoid waiting till the last day/hour for the remittance of fees as there are chances for occurring connectivity issues leading to failure of remittance in time. Belated remittance of fees for any reason will attract the mandatory fine/super fine.



3. Avoid clubbing the fee for an Examination with the fee for any other purpose.

Sd/-
Controller of Examinations

Copy to:

1. The Principals / Heads of affiliated Institutions concerned.
2. System Manager/University website/P.R.O
3. SF/FC

