



ORDINANCE NO: 01./2024

**RULES AND PROCEDURE TO ISSUE THE UNIVERSITY
MIGRATION CERTIFICATE TO THE STUDENTS**

(Under section 50 (xii) of the MUHS. Act, 1998)

1. **Short title, extent and commencement.**

(a) This Ordinance may be called as “**Rules and Procedure to issue the University Migration Certificate to the students**”

(b) It shall be applicable to all the affiliated Colleges and recognised Institutes of the Maharashtra University of Health Sciences.

(c) It shall come into force from the date of its issuance.

2. **Definitions.**

(a) “Act” means the “Maharashtra University of Health Sciences Act, 1998”.

(b) “University” means the “Maharashtra University of Health Sciences”, established under section 3 of the said Act.

(c) The definitions prescribed vide section 2 of the “Maharashtra University of Health Sciences Act, 1998” shall be applicable to this Ordinance.

3. **Rules and Procedure.** The students are required to follow the under mentioned rules and procedure for obtaining the Migration Certificate: -

(a) The students prosecuting study in any of the University departments, affiliated Colleges, conducted or autonomous Colleges or the recognized Institutions, who desire to seek admission in any other Institution or College affiliated to any other statutory University in India or abroad, after completing the course, or in between, shall apply in the prescribed format attached as **Appendix ‘A’** to the University for obtaining the Migration Certificate.

(b) The student is required to submit the application with all the required documents duly certified by the Dean or Principal or Director of the affiliated College or recognized Institute where the applicant has last studied. The College shall forward the application to the University along with the supporting documents under a covering letter as per format attached as **Appendix ‘B’**.

4. **Mandatory Documents.** The Migration Certificate shall be issued on the basis of the following documents: -

- (a) The First College Leaving or Transfer Certificate in original;
- (b) In case of any unavoidable circumstances, if the student is unable to submit the First College Leaving or Transfer Certificate in original, then the College Leaving or Transfer Certificate, specifically marked with 'ISSUED ONLY FOR MIGRATION CERTIFICATE PURPOSE', in original, shall be accepted. However, it shall be mandatory for the concerned student to submit the undertaking as per the format attached as '**Appendix 'C'**', along with the letter from the College or the Institution which is affiliated to the other University, wherein he/she proposes to seek the admission or has been admitted;
- (c) in case the original, the First Transfer or Leaving Certificate is lost, theft, burnt/damaged accidentally or due to the natural calamities, the student may submit duplicate Transfer or Leaving Certificate, along with a copy of the complaint/FIR filed by the student with the concern Police station or the certificate from the concern Fire Brigade, as the case may be, and an affidavit to that effect on the non-judicial stamp paper;
- (d) Self-attested photostat copy of the Original Degree Certificate or Self-attested statement of Marks of final year or Self-attested Provisional Degree Certificate (for the particular year) if issued by the University.
- (e) Self-attested photostat copy of the University Internship Completion Certificate,
- (f) in case of the student who has completed his or her Under-Graduate (UG) / Post-Graduate (PG) course from the Government College or the College run by the Local Self-Government and has signed necessary bond for compulsory service with such College, the UG student shall submit an undertaking as per specimen attached as '**Appendix 'D'**' and the PG student shall submit an undertaking as per specimen attached as '**Appendix 'E'**' regarding completion of the bond service;
- (g) The applicant students seeking Migration Certificate shall render a self-declared certificate regarding furnishing of correct information as per specimen attached as '**Appendix 'F'**'.
- (h) in case the Transfer or Leaving Certificate issued by the College or the Institution is of the previous academic year and not the current academic year, then the student shall submit a self-declared Gap Certificate for such gap period as per format attached as '**Appendix 'G'**'

5. **Fees Structure: -**

- (a) The student shall pay the Migration Certificate fees as notified by the University from time to time by RTGS/NEFT/Online Payment Getaway on University website.
- (b) To issue the Migration Certificate on urgent basis or by hand on same day, the student shall have to pay such additional fees as notified by the University from time to time.
- (c) The Migration Certificate fees once paid shall not be transferable or refundable under any circumstances.

6. **Issue of Migration Certificate.**

- (a) After receipt of application for issuance of the Migration Certificate from the student, the University shall issue the Migration Certificate to the student by the name, as per the admission eligibility and enrolment registration granted to him or her.
- (b) In case, the admission is cancelled in first year of the course, before granting such enrolment registration, the Migration certificate shall not be issued. The applicant shall be communicated accordingly by the University.
- (c) As far as may be practicable the Migration Certificate shall be issued within seven working days on urgent basis and within 15 working days for regular basis after receipt of complete application from the student along with the prescribed fees notified by the University from time to time.
- (d) In case, where the Migration Certificate is demanded by post, then it shall be sent on the applicant student's correspondence address or concerned College by Speed or Registered post.
- (e) In case the Migration Certificate is required by hand, then the concern student or the authorised person on his/her behalf shall produce his/her identity proof or the authority letter, as the case may be.

7. **Issue of Duplicate Migration Certificate.**

- (a) Where the Original Migration Certificate is lost, theft, burnt or damaged accidentally in transit or due to the natural calamities, a duplicate Migration certificate may be issued on production of a copy of complaint or FIR filed by the student with the concern Police station or the certificate from the concerned Fire Brigade and an affidavit to that effect on the non-judicial stamp paper, along with written application and the fees as notified by the University from time to time.
- (b) The student shall pay the fees for the Duplicate copy of Migration Certificate as notified by the University from time to time by RTGS/NEFT/Online Payment Getaway on University website.

8. **Validity of Migration Certificate.**

- (a) The Migration Certificate has no any specific duration for its use from the date of its issuance. It can be produced whenever a student is taking further admission in any other educational Institute.
- (b) The Migration Certificate once issued can only be used for securing admission in only one University or Institute.

9. **Cancellation of Migration Certificate.**

- (a) The Migration Certificate, if returned by the student to the University within a period of six months from the date of issue, then the Migration Certificate shall be cancelled by the University and the Original documents of the student shall be returned. However, no fees shall be refunded.
- (b) The Migration Certificate once issued can only be used for securing admission in one University or Institute, as the case may be, failing which the Migration Certificate shall be cancelled by the University.

10. **Miscellaneous.**

- (a) Matters which are not specifically covered in the provisions hereinabove and if any query regarding the interpretation of any provision of this Ordinance arises, then it shall be finally decided by the Vice-Chancellor and the decision of the Vice-Chancellor shall be final and binding.
- (b) The previous Ordinance No.05/2010 stands repealed from the date of issuance of this Ordinance. However, the actions taken under the provisions of the said Ordinance are hereby protected.

Place: Nashik

Date: 13/06/2024


Lt Gen Madhuri Kanitkar (Retd)
(PVSM, AVSM, VSM)
Vice-Chancellor



MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK
(TO BE FILLED BY THE UNIVERSITY OFFICE)

Appendix 'A'

P.R.NO.....

Migration Certificate Case No.: MUHS/...../20....

Date:...../...../20.....

APPLICATION FOR MIGRATION CERTIFICATE
(To be filled in by the Applicant)

Photograph
attested
By Dean/
Principal of
The
College

- 1) Full Name in Block letters (As per MUHS Mark-Sheet)
A.Dr./Shri./Smt.:.....
B.Name before marriage:.....
- 2) Address for correspondence:.....
.....
.....
PINCODE:.....
- 3) E-Mail ID.:.....Mobile No.:.....
- 4) University to which the applicant desires to migrate:.....
- 5) Name of the College to which applicant desires to join:.....
- 6) Faculty to which applicant desires to join:.....
- 7) Mode of getting Migration Certificate(Tick out preferred option)
 - a. By-Registered/Speed-Post (Fees- Rs.1500/-)
 - b. Urgent/Speed-Post (Fees-Rs.1500/- + Add.Rs.500/- = Total Rs.2000)
(The prescribed fees pay through online portal or through RTGS available on University website www.muhs.ac.in, <https://ipgportal.in/wordline-solutions.com/MerchantPortal/login>)
 - c. MUHS Receipt No.:..... Date/.... /20.....
 - d. Name of the Bank and Branch.....
- 8) Name of the Last College with date of leaving:.....
(Please furnish original copy of Transfer/Leaving Certificate)
- 9) Applicant had appeared University Examination, if any, but failed:.....
(Please attach attested photo copy of mark-sheet)
- 10) Details of Degree Examination passed:

Name of the University	Course	Examination	Month & Year	Seat No.	P.R. No.
M.U.H.S.		Final			

- i. Attachattested photocopy of mark-sheet
- ii. Attachattested photocopy of University Internship Completion Certificate (if applicable)

- 11) Applicable to Govt/Corp. College students only:** The candidate who has signed a bond with the College has to submit an undertaking in original in the attached format. (<https://www.muhs.ac.in>)
- 12) If Transfer/ Leaving Certificate issued by the College is prior to current academic year, then the candidate must submit Original "Affidavit" or " Gap Certificate", stating that no admission has been claimed in due course of time on the Transfer/Leaving Certificate issued by the College.
- 13) In case **Original Transfer/ Leaving Certificate is lost**, a candidate can submit **Duplicate Transfer/ Leaving Certificate**, however, it must be duly supported by **Original F. I. R. copy & Affidavit towards loss of Original Transfer/ Leaving Certificate** on Rs. 50/- stamp paper in original.
- 14) Other particulars, if any:.....

I have carefully gone through University rules on the subject and have completed all the Formalities mentioned therein. It is hereby declared that I shall be held responsible for any error, omission, deletion in the entry of this application form & nothing has been concealed.

Date:...../...../.....

(Name & Signature of the Applicant)

Note: Incomplete Application will be rejected and no correspondence will be made by the University in this behalf.

CHECK LIST FOR THE CANDIDATE (TO BE ATTACHED TO THE APPLICATION)

Put ✓ as applicable

- | | | | |
|----|--|---|--------|
| 01 | Application form duly complete & signed by the applicant | : | YES/NO |
| 02 | Photograph affixed on the application and is signed by the Dean/Principal | : | YES/NO |
| 03 | Online MUHS fees Receipt. | : | YES/NO |
| 04 | Original Transfer/ Leaving Certificate | : | YES/NO |
| 05 | Attested photocopy of Final year Mark-Sheet. | : | YES/NO |
| 06 | Attested photocopy of University Internship Completion Certificate, if any | : | YES/NO |
| 07 | Original Affidavit by a bonded candidate of Govt. / Corp. College, if any | : | YES/NO |
| 08 | Letter/Undertaking of Applicant's College Authorities in Original | : | YES/NO |
| 09 | Original "Affidavit Gap Certificate", if any | : | YES/NO |
| 10 | Incase Duplicate Transfer/Leaving Certificate is submitted, | | |
| | a) Original F.I.R copy | : | YES/NO |
| | b) Original Affidavit towards Duplicate Transfer/Leaving Certificate | : | YES/NO |

(Name & Signature of the Applicant)

Covering letter from the Applicant's College Authorities

To
The Registrar,
Maharashtra University of Health Sciences,
Vani Road, Mhasrul,
Nashik-422004

Sub.: Issuance of Migration Certificate....

Sir,

1. Application of Dr./Shri./Smt.....of Migration Certificate is received by the College for onward submission to the University after verification of the college record intimated as under:-

- a) The candidate is bonafide student of our College & is enrolled with MUHS.
- b) As per College Record, date of birth of the candidate is.....
- c) The candidate has been admitted to our College on.....& left on.....
- d) Transfer/ Leaving Certificate is issued to the applicant on.....& is enclosed herewith in Original. No Transfer / Leaving Certificate is issued to the applicant prior to this date.

2. It is certified that applicant has not submitted any application for Migration Certificate prior to this date.

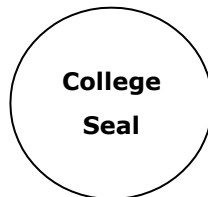
Yours faithfully,

Place:.....

Signature:.....

Date:.....

Principal..... College.



Undertaking

Applicable to students only who submit the Leaving / Transfer Certificate with Specifically Marked with "ISSUED ONLY FOR MIGRATION PURPOSE"/ "Duplicate"

I, daughter /son/wife of Shri
....., Indian inhabitant, resident of
do solemnly affirm and state as under: -

1. That, I was a bonafide student of
.....(College Name)
from.....to..... I have Passed / appeared / failed first / final year
Examination from Maharashtra University Health Sciences, Nashik held in
2. I had completed Internship Training from to(if applicable).
I had leftCollege on
3. That, I require Migration Certificate from Maharashtra University Health Sciences,
Nashik for my further admission at.....College/University
in..... Course.
4. That, I have submitted my original/ first Transfer/Leaving certificate
to.....
college/ Institution. I had requested to return my Original Leaving/Transfer Certificate
but thecollege has refused to
return it. Hence, I am unable to submit my original/ first Leaving / Transfer Certificate
to the University.
5. That, I am submitting Leaving / Transfer
certificate specifically marked with "ISSUED ONLY FOR MIGRATION PURPOSE."/ "
Duplicate". I assure you that I will not misuse of my original / first Leaving / Transfer
Certificate & Migration Certificate failing which Migration Certificate is liable to be
cancelled by the University and liable to be punished as per law.

Whatever stated herein above is true and correct.

Place:

Date:

Signature of Candidate

Name

Undertaking
Applicable to Govt. / Corp. Colleges for Under-Graduate
Bonded students only Undertaking

I, daughter/son/wife of Shri..... ,
Indian inhabitant, resident of do solemnly
affirm and state as under: -

1. That, I was a bonafide student of
from.....to.....I have passed Final Examination from Maharashtra
University Health Sciences, Nashik held in
2. That, I had left College on....., after completion of
Internship Training.
3. That, I require Migration Certificate from Maharashtra University Health Sciences, Nashik for
my further admission at.....College/University inCourse.
4. That, I am a bonded student at the time of admission. I will not leave India within period of
.....years from the date of obtaining MBBS/BDS/BAMS/BUMS/BHMS/Allied Degree or I will pay the
amount as per the bond rules prescribed by the State/Central Govt.

Whatever stated herein above is true and correct.

Place:

Date:

Name & Signature of Candidate

Verification

That, I further declare that contents of the above affidavit/undertaking are true and correct
and in trueness of it, I have signed below this verification.

Please
Photo
attested by
Executive
Magistrate

Signature of Candidate

Identified By -

I know the Candidate before me and he/she is the same person whose photo is affixed above.

signed & stamped with
seal before Executive
Magistrate

Undertaking
Applicable to Govt. / Corp. Colleges for Post-Graduate Bonded students only Undertaking

I, daughter/son/wife of Shri..... ,
Indian inhabitant, resident of do solemnly
affirm and state as under: -

1. That, I was a bonafide student of
from.....to.....I have passed Final Examination from Maharashtra
University Health Sciences, Nashik held in
2. That, I had left College on....., after completion of
Internship Training.
3. That, I require Migration Certificate from Maharashtra University Health Sciences, Nashik for
my further admission at.....College/University
in.....Course.
4. That, I am a bonded student at the time of admission. Therefore, I will serve the Government
of Maharashtra or Local Self Government or Defense services for a period of One year after
obtaining the MD / MS Degree or I will pay bond money as per rules.

Whatever stated herein above is true and correct.

Place:

Date:

Name & Signature of Candidate

Verification

That, I further declare that contents of the above affidavit/undertaking are true and correct
and in trueness of it, I have signed below this verification.

Please Photo attested by Executive Magistrate

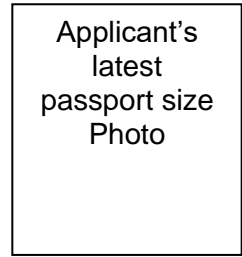
Signature of Candidate

Identified By-

I know the Candidate & he/she is the same person whose photo is affixed above.

signed & stamped with seal before Executive Magistrate
--

Self-Declaration Certificate



I Son / Daughter of
.....aged.....,
Occupation.....resident of.....
.....
with UID No. hereby declare that, the information provided
above is true and correct to the best of my personal knowledge, information and belief. I
fully understand the consequences of giving false information. If the information is found
to be false, I shall be liable for prosecution and punishment under Indian Penal Code and
/ or any other law applicable thereto.

Place:

Applicant's Signature:

Date:

Applicant's Name:

Self-Declaration : Gap Certificate



I Son / Daughter of
..... aged
.....,Occupation.....resident of
.....
with UID No. hereby declare that, there is a gap after my
last academic qualification from to and I have
not taken admission to any course during the said gap period.

The information provided above is true and correct to the best of my personal
knowledge, information and belief. I fully understand the consequences of giving false
information. If the information is found to be false, I shall be liable for prosecution and
punishment under Indian Penal Code and / or any other law applicable thereto.

Place:

Applicant's Signature:

Date:

Applicant's Name: