



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

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Controller of Examinations

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Ref. No. MUHS/XP-EMAIL/002/...../2010

Date: 17/06/2010

URGENT / CONFIDENTIAL

BY SPEED POST/FAX

To,
The Dean / Principal / Director
of Colleges Affiliated to MUHS, Nashik.

Sub. :- Regarding Email-SMS Communication Media.

Sir / Madam,

In context to the subject mentioned-above, you are hereby requested to send your **College's Official "Email-ID" (as per Appendix "A" enclosed herewith) on or before 25th June 2010** positively. If your College's Email-ID not yet created, you are requested to create it immediately and send its details in the Appendix "A". The Email-ID will be **used for confidential communications between Exam Department (Preexam Section) and the college**, for the **activities** as per **Appendix "B"** enclosed herewith. A **SMS** will be sent on the Dean/Principal/Director's Mobile-number **as and when the Email will be sent** to the College by the University (Preexam Section).

The College's **Email-ID** must be **operated by you** or **person nominated** by you. The nominated person must **maintain utmost confidentiality** of the email sent/received.

The College's Email-ID Details (**Appendix "A"**) may be sent **by fax** (0253-2539222, 2539223, 2539260 and 2531836) and/or **by speed-post**. It may be sent **by way of email** at the University Email-ID **preexam@muhsnashik.com**.

Copy of this letter and Appendix "A" & "B" is also **available at the University website** (<http://www.muhsnashik.com/examsection.htm>).

Thanking you.

Yours,

Controller of Examinations

Encl.:- 1. Appendix "A" (Format for Email Details).
2. Appendix "B" (Email Activity Details).

Preexam Section Activities

Sr.No.	Activity
1	Notification regarding Details of Examination to be Conducted.
2	Theory Examination Time-Table (Circular).
3	Programme of Examination (Circular).
4	Theory Centre List (Circular).
5	Centre Incharge Appointment cum Seminar Invitation.
6	Internal Vigilance Squad Appointment.
7	Senior Supervisor Appointment.
8	Non-teacher Staff for Jr. Supervisor Appointment Permission.
9	Seating Arrangement Changes Permission.
10	Centre Observer Appointment cum Seminar Invitation.
11	Custodian Appointment cum Seminar Invitation.
12	Paper-Setter Appointment.
13	Paperset-Moderators Appointment.
