

Regulations for KUHS Online Educational Programs

These Regulations are formulated as per the KUHS Policy on Online Education, 2022.

Name of program:

Names of all programs which come under this regulation shall be suffixed with the term 'Online' within brackets; e.g., Certificate Program in Health Science Educational Technology (Online) which may also be abridged as CHSET (Online).

Authority

Academic Council or any body authorised by the Academic Council from time to time is the authority regarding the program.

Program pattern:

The program shall follow the following pattern

a. Part 1: e-Tutorial

This part shall consist of Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc, along with the transcript of the video.

b. Part 2: e-Content:

This part shall contain; self instructional material, e-Books, illustrations, case studies, presentations etc, and Web Resources such as further references, related Links to related Open source Content on Internet

c. Part 3: Discussion forum:

An online forum for raising of doubts and clarifying them on a near real time basis by the Course Coordinator or his team shall be established.

d. Part 4: Assessment:

This part shall contain; Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics etc.,

Creation of online programs:

- a. Academic Staff College / Schools & Centers of the University or affiliated institutions of KUHS can submit an **Expression of Interest (EOI)** to start an online program.
- b. A **Course Coordinator (CC)** shall be identified by the institution. CC shall be responsible for designing and running the program.
- c. The EOI shall be screened by a **First Level Committee (FLC)** consisting of the University Deans and Faculty Dean(s) of the stream as applicable.
- d. If the EOI is accepted, the CC shall be asked to submit a detailed proposal consisting of the syllabus, whole teaching plan, assessment plan and pass criteria of the program. Multimedia content of at least one module of the course should also be submitted
- e. The pilot proposal shall be evaluated by a **Second Level Committee (SLC)** consisting of the academic and technical experts nominated by the Vice Chancellor and the Dean of the concerned Faculty. The committee shall assess the academic content and technical aspects.

- f. On approval of the pilot proposal, the Course Coordinator shall submit the entire program contents of the program to the Second Level Committee for scrutiny. The committee shall evaluate the content and technical aspects of the entire program before giving the final approval to start the course.
- g. Programs cleared by the Second Level Committee (SLC) shall be placed in the concerned faculty and subsequently in the Academic Council for final approval.
- h. The Academic Council shall be the final sanctioning authority of the program.

1.1. Eligibility for Admission:

1.1 a. The candidate must be a Faculty / Student / Research Scholar of KUHS preferably having a KUHS Unique ID.

1.1 b. Candidates who are working as Research Assistant / Associates / Research Fellow / such other Academic posts as the case may be, of KUHS are also eligible.

1.1 c. Employees of KUHS may be considered for Certificate Programs in University Administration & Management.

1.1 d. Other candidates, who do not belong to any of the categories mentioned above, may be enrolled as per individual course objectives and requirements, with the approval of the Academic Council or any body authorised by the Academic Council.

1.2. Mode of selection to the program:

The selection of candidates for the program shall be made based on criteria as decided by the Academic Council or any body authorised by the Academic Council from time to time.

1.3. Enrolment:

Enrolments to each program may be decided by the Academic Council or any body authorised by the Academic Council from time to time.

1.4. Minimum Academic requirements for conduct of program:

1.4 a: Normally, only a KUHS Department / School / Centre shall be permitted to conduct an Online Program of KUHS.

1.4 b: However, affiliated institutions may be permitted to conduct an Online Program of KUHS if permitted by the Academic Council.

1.4 c: Minimum requirements for conducting an Online Program, shall be in accordance with the guidelines given by the Academic Council or any body authorised by the Academic Council from time to time.

1.4. d: KUHS will hold the Copyright of the entire content created for the program.

1.5. Registration of candidates for the program

A candidate requiring enrolment to the Online Program of KUHS shall apply to the University in the prescribed format and remitting the prescribed fee, is applicable.

1.6. Program Fees:

1.6 a: Various Fees shall be charged as decided by the KUHS from time to time.

1.6 b: Government Taxes [e.g., GST, Service Tax etc] as required by law, shall be levied over and above these fees wherever applicable.

1.6 c: The University can also offer a program free of cost, if it is, designed to improve the overall quality of the Teaching, Research, Administration and Clinical Quality of students, teachers, staff, affiliated institutions or specific target groups.

1.7. Medium of instruction

Medium of Instruction shall normally be English.

1.8 Attendance & Program Duration:

The program duration shall be decided by the Academic Council or any body authorised by the Academic Council from time to time. A minimum of 80% attendance is mandatory for live sessions and contact classes.

1.9. Condonation of shortage of attendance:

Not applicable

1.10. Leave, Holidays, etc.,

Not applicable

1.11. Monitoring the learning process:

1.11.a. There shall be a provision for continuous monitoring of the Online Programs.

1.11 b: Electronic monitoring using Learning Management Systems (LMS) may be utilized wherever possible.

1.12. Transfer during the program & internship:

Not applicable

1.13. Duration permitted for completion of the program:

The exact duration of each program shall be declared at the outset. As far as possible, the program should be completed in the stipulated period. Extension, merging or carry over to subsequent or different programs will not be normally permitted.

1.14 Assessment:

Assessments shall include Formative Assessments and Summative assessments.

The pattern of assessments shall be declared before the commencement of the program.

Assessments may consist of Written Examinations, Practical Examinations, Viva, Assignments, Dissertations, Project Work etc may be considered alone or in combination

Assessments shall be in a structured format. Apart from the core topics, the learning outcomes to be assessed, should include (wherever applicable): Personal Attitudes, Acquisition of Knowledge, Practical and laboratory skills and Teaching skills

1.15. Criteria for successful completion of the program:

The criteria shall be declared by the Course Coordinator before the start of the program.

1.16. Grace Marks:

There will be no grace marks for the program.

1.17. Criteria for promotion:

Not applicable

1.18. Carry Over Benefit:

Carry over benefits, if applicable shall be declared before the start of the program and final decision will be taken on a case to case basis.

1.19. Issuance of mark lists and certificates:

On successful completion of the program, certificates shall be issued by the Course Coordinator and Head of the School / Center / affiliated institution.

1.20. Declaration of Class (Regular / Supplementary):

Not applicable

1.21. Declaration of rank:

Not applicable

1.22. Attempt / Chance:

Additional attempts for the assessments are not permitted in normal circumstances.

CC can consider individual requests in exceptional circumstances

1.23. Partial appearance of examinations:

Not applicable

1.24. Condonation of Break of Study:

Not applicable

1.25. Internship:

Not applicable

1.26. Transcript:

Transcript in the prescribed format approved by the University shall be issued along with the successful certificate by the Course Coordinator

1.27. Stipend:

Not applicable

1.289. Eligibility for award of Certificate:

The Second Level Committee (SLC) mentioned above will function as the Pass Board. Upon successful completion of the program within the stipulated time and satisfying the conditions stipulated in the Regulations, the candidates shall be eligible for Certification.

1.29. Program Evaluation

On completion of the program, the Course Coordinator shall submit to the University, all the documents and material related to the program.

The program shall be evaluated by the Second Level Committee (SLC) mentioned above. SLC shall submit their report on the program to the First Level Committee (FLC). FLC shall whet the report and place it before the Academic Council.

1.30. Repeat Cycles of the program:.

The Academic Council shall be the authority to decide upon the repeat cycles of the program and its schedule.
