

# KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR - 680 596

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## CIRCULAR

Sub: Maintain registers by the colleges-Reg

As per the Kerala University of Health Sciences First statutes 2013, Chapter XXI clause 29, every college shall maintain the following registers and records.

- a) A register of admission and withdrawals;
- b) A register of attendance;
- c) A register or other record of address of students;
- d) A register of the members of the staff showing thier qualifications, previous experience, salaries, number of hours of work and classes and the subjects taught;
- e) A register of fees paid, showing the dates of payment;
- f) A counterfoil fee-receipt book;
- g) A register of scholarship, prizes and concession of all kinds, whether of tution, boarding or lodging showing the dates of receipt of the amounts of scholarships, prizes or grants and the dates of disbursement duly attested by the dates of disbursement duly attested by the parties concerned;
- h) A counterfoil book of transfer certificate;
- i) A counterfoil book of certificates of medical inspection of students;
- j) A register of marks obtained by each student at the college examinations;
- k) Account books showing the financial transactions of the college as separate from those of the Management;
- l) Acquaintance roll of the members of the staff of the college; and
- m) Such other Regiters as may be prescribed by the Governing Council.

Hence all the colleges are directed to maintain the registers and

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documents as per the guidelines mentioned above, and to make available for inspection as and when required by University.

Sd/-  
REGISTRAR

To

The Principals of all affiliated colleges with a request to furnish the copy of proforma of registers now in use in the college.

Copy to

System Manager/SF/FC

Forwarded/ By order



Deputy Registrar