KERALA UNIVERISTY OF HEALTH SCIENCES
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FACULTY ENROLLMENT PROGRAMME WRAP-UP PHASE
Information Sheet and FAQ

Faculty Enrolment Programme (FEP) embarked upon by the KUHS is aimed at compiling a comprehensive database of all the teachers affiliated to the KUHS. The FEP will be beneficial to the faculty members since it will be the basis for selection /appointment of examiners, observers, scrutinisers, thesis evaluators, QP setters, inspectors and nominations into various academic bodies of KUHS. Various Quality Enhancement programmes and awards are also being based on the FEP data.

As you may be aware, this is being implemented as per the KUHS Act Chapter II, 5(iii), 6(xiv), Chapter VII (vi), (vii) and as per Chapter XXI 18 (b) and (f). This programme is approved and made mandatory by the KUHS Governing Council. It may be recalled that the Medical Council of India has stipulated the inclusion of a letter from the University that the UG/PG teacher is recognised by the affiliated University, which is to be issued by the Registrar. For this, FEP registration is essential.

STEPS of FEP

FEP is organised in 5 Steps. In the Step 1, the Faculty Members uploads his/her data in the KUHS Faculty Portal. This data reaches the Principals' Portal. In the Step 2 the Principal verifies this data and submits to the KUHS through online. In Step -3 the data verified and submitted by the Principal is subjected to one time physical verification at the KUHS Headquarters. Once the Step 3 is completed, the KUHS issues the Unique ID card with QR Code (Step 4) . There

will be a personal face to face verification of the faculty during the annual KUHS inspection at the institution itself (Step 5).

About 14,500 Faculty have registered in the Phase-1 of FEP, which is under process. Those who could not register in the Phase-1 can now register in Phase 2 [Wrap-up Phase], which is commencing form 1st April, 2019.

How to apply for Unique ID in FEP (Phase 2)

STEP-1

1. Click FEP link in the KUHS Web site
2. Enter your Mobile number and E-mail ID
3. You will get two pass words through mobile and E-mail
4. You can log in to FEP using these two passwords.
5. Please keep the passwords secure for future use.

DETAILS REQUIRED FOR REGISTRATION

1. Scanned copy of photograph (The scanned image size should be less than 50 KB & it should be in a .jpeg, .jpg or .png format)
2. Scanned copy of Signature (Image size should be less than 20KB and it should be in a .jpeg, .jpg or .png format.)
3. Face and signature should be clearly identifiable in the images
4. Age proof document [Documents accepted for verifying proof of Age - SSLC or Equivalent Certificate (where age is mentioned)/Indian Passport/ Certificate from Registrar of Births and Deaths.)]
5. PAN Number
6. AADHAR Number
7. Educational Qualifications (ALL)

8. Affiliated Council Registration number and details. (Wherever applicable, the Kerala Councils' Registration is preferred.)

9. Teaching experience details

10. Details of published Papers

11. Details of published Books

STEP -2

The data given by the faculty will reach the KUHS Principals' portal. The Principal can verify the authenticity of the data which has reached Principal's portal and if satisfactory, the same may be uploaded to the KUHS through the same portal. If not satisfactory, the Principal may request the faculty members to make the necessary corrections and re-submit it to him from the faculty portal which will be facilitated if requested by the Principal. STEP 2 is completed once the Principal submits the verified data to the KUHS.

STEP -3

The third step is the one-time verification which will be done in the 7th floor of KUHS Head Quarters. The high security intranet is utilised for this purpose, so that the security of the documents is not compromised. About 12 KUHS officials are designated exclusively for this programme.

The Principals will have the choice of selecting the day of verification. An electronic calendar ['**E-Scheduler'**] is being readied and will be made available in Principals' portal from 25th March 2019 onwards. You may select your convenient date in the E- Scheduler which is arranged in 15-day segments which will be renewed periodically.

Since Personal verification of individuals would require their absence form their institutions, thereby affecting classes and clinics, we have adopted

a system whereby the Principal can depute an Authorised Representative (A.R) for this purpose. The A.R. can be a senior faculty member or official as decided by the Principal. <u>Necessary identification and authorisation letters shall be provided to them</u>. The Principal himself can come in person if he wishes so.

Since the security of original documents within the KUHS is paramount, we will be accepting the original documents and returning them to the A.R only. Any number of faculty members may accompany the A.R to the KUHS HQ, but only the A.R will be permitted inside the verification room for security reasons and Individual faculty members are not permitted into the verification area.

Since the verification is done directly under the supervision of the Registrar, and since KUHS electronic data is stored using high security intranet, conducting the verification outside the KUHS HQ is not feasible.

The verified original documents shall be returned immediately and will not be kept in the KUHS under any circumstances. The whole process shall be under camera surveillance. About 200 verifications will be completed in one day. You may plan your day accordingly. If the number of faculty members is more, proportionately more number of verification days can be requested for.

(Detailed Guidelines for STEP -3 Verification are given as Annexure 1 & 2)

STEP-4

If all the information and documents are satisfactory the faculty member shall be issued Unique Identity number.

STEP-5

There will also be a face to face verification of the faculty with Unique ID number during subsequent inspections from the KUHS team.

This initiative is expected to make the activities of the University more effective and transparent. Hence the KUHS is indebted to all the stake holders including the Principals, Management, Faculty Members, and the staff members involved in the process for their unstinted support and cooperation and solicit their continued support for the various programmes of the University.

(Sd/-)

Registrar

Any difficulty in enrolment shall be communicated by sending a mail to <fep@kuhs.ac.in> and <facultysupport@kuhs.ac.in>

FAQ

- **Will this ID change if I change the institution?**
  No. Necessary changes will be made in the database.
- **Will incomplete forms be accepted?**
  No, only forms complete in all respects will be accepted, however a facility will be provided to make the enrolment process at your own pace. (Using save and continue option button)
- **Will this require verification of original document?**
  Yes, there will be a one-time verification, details of which will be informed through the college and via the given personal Email/SMS.
- **Can I add additional qualifications acquired at a later date?**
  Yes, but there will be verification of the updated data

Annexure 1

Guideline for FEP Step -3 Verification

The following arrangements are required for the FEP Step 3 verification.

1. Faculty Members should file the **Original Documents** [details of which were submitted and verified by Principal in Steps 1 & 2 of FEP] in the order given below
   i. Facing Page [Sample appended as Annexure 2]
   ii. Proof of Age
   [Documents accepted for verifying proof of Age -SSLC or
   Equivalent Certificate (where age is mentioned)/Indian Passport/
   Certificate from Registrar of Births and Deaths.)]
   iii. AADHAR Card
   iv. PAN Card
   v. Degree Certificates
   vi. Post Graduate Degree Certificates
   vii. Any other qualifications
   viii. Council Registration Certificates [wherever applicable]
   ix. Experience Certificates
   x. Posting Order in the present institution
   xi. Relieving Order from the previous institution
2. Photostat Copies of these documents [in A4 size paper], Self attested [with Name & Designation Seal/handwritten] and tied [not stapled].
3. All self- attested copies of the documents should have the institutions' seal affixed on them.
4. Facing Sheet in front [format given below] should be attached in front of Copies.
5. There should be two separate transparent folders for each faculty , one for keeping original document and other for copies. Name of Faculty should be written outside the folders clearly. The photocopies will be retained in the KUHS and originals returned immediately after verification to the AR
6. These shall be sent to the KUHS Headquarters through an authorized representative (AR) with an **Authorization Letter** with Photo ID from

the Principal/ Head of Institution. The safe transit of the Original Documents shall be his/her responsibility.

7. The verification process will be conducted in the 7th floor Hall on the designated dates.

8. KUHS reserves its right to decline verification of incomplete/ erratic/ fraudulent or otherwise prima-facie mala-fide documents or applications. The decision of the Registrar shall be final in this regard.

9. Once the original certificates/documents are returned to them, the authorized representative shall sign a receipt.

10. We expect to verify around 200 applications daily.

11. The tentative distribution of KUHS Faculty ID Cards [Step 4] will begin after the verification process is over.

Annexure 2

Name of Faculty

....

AADHAR No:

....

Name of Institution

....

Documents Submitted for Verification

Document	Page No.	Submitted [Tick mark]	Verified by KUHS [for Office use only]
1. Proof of Age			
2. AADHAR Card			
3. PAN Card			
4. Degree Certificates			
5. Post Graduate Degree Certificates			
6. Any other qualifications			
7. Council Registration Certificates [where applicable]			
8. Experience Certificates			
9. Posting Order in the present institution			
10. Relieving Order from the previous institution			

Received all Original Documents after verification

Name & Signature of the Authorized Representative of the institution