

Faculty Enrolment Program-[Wrap-up Phase] Instructions for Registration

Instructions

1. The Governing Council of KUHS has decided (vide Decision No: 38.34) to make the Faculty Enrolment Program mandatory for all affiliated institutions. This is a unified databank of Faculty Members of University Affiliated Institutions, intended to compile the relevant data necessary for KUHS activities like evaluation, posting of Inspectors and s, Observers, selection to various Quality Improvement Programs, and for Awarding of recognitions and honours. Accordingly, a unique ID will be issued to all faculty members satisfactorily completing the registration procedures through this portal.
2. This Unique ID is to be made **mandatory** for all the services provided by the university in the near future.
3. The Registrant should be a **Regular Employee** of a KUHS affiliated institution
4. All data will be kept confidential by KUHS.
6. Submission of false information will result in the withdrawal of unique ID
7. The registrant shall produce the original documents mentioned in the application, as and when required by the KUHS

Step-1 - How to Register

- i. Use Mozilla Firefox browser and Windows 8 or Windows 10 operating system for best experience
- ii. New Registrants should use the 'Register' button to get username and password for login.
- iii. Registrant should be a Regular employee of a KUHS affiliated college.
- iv. The applicant should provide a valid mobile number and regularly used Email ID
- v. PAN Card number and Aadhaar Card number are required for registration
- vi. A one-time password will be sent to the mobile number and email id for verification
- vii. On successful registration, an SMS and Email consisting of Username and password will be sent to the registered mobile number and email id.
- viii. The scanned image size should be less than 50 KB for photo and 20KB for signature and it should be a jpeg, jpg or png format.

Pre-requisites for Registration

- i. The applicant should provide a valid and regularly used Email ID & mobile number
- ii. PAN Card number and AADHAAR Card number
- iii. Separate OTP will be sent to the mobile number and email id for verification.

- iv. On successful registration, an SMS and Email consisting of Username and Password will be sent to the registered mobile number and email id.
- v. Maintaining the confidentiality of the Username and Password is the responsibility of the Registrant

Details required for Faculty Profile

- i. The scanned copy of photograph [image size should be less than 50 KB, should be in .jpeg, .jpg or .png format]. Face should be clearly identifiable in the images
- ii. Scanned copy of Signature [in black ink; less than 20KB; should be in .jpeg, .jpg or .png format.]
- iii. Proof of Date of Birth
- iv. Educational Qualifications.
- v. Affiliated Council Registration number and details
- vi. Teaching experience details
- vii. Details of published Papers, Books
- viii. Research Details

Step 2: Verification of Documents by Principal

- i. Data filed by the Faculty Member in Step 1 will be verified thoroughly by the Principal and submitted to the University Online through the Principal's Portal.
- ii. All Copies of Originals should be self attested, and countersigned by the Principal with institution seal affixed.

Step 3: Verification of Documents

- i. The Verification is conducted in the 7th Floor of KUHS under Camera Surveillance.
- ii. Get a priority number from the Security Counter in the Reception area in ground floor.
- iii. Arrange the documents in the order given in the facing sheet, copies of originals in a single transparent cover, with name of Faculty on the outside written using permanent [CD] marker.
- iv. Originals should be shown for verification separately, and will be returned immediately.
- v. Copies of Originals should be self attested, and countersigned by the principal with institution seal affixed.
- vi. Only Tags should be used. Please avoid Stapling.
- vii. The documents for verification may be sent through an Authorized Representative of the Principal in the specified date and time. This is to avoid inconvenience to the faculty and teaching schedule. Only the Authorized Representative of the Principal will be permitted to enter the Verification Room.
- viii. All Originals will be returned immediately after verification.
- ix. The KUHS will not be responsible for any loss/damage of documents during the transit.

- x. Every effort is taken to make the physical verification completed fast. However, some delay due to overcrowding may be expected.

Step IV & V : Please read the Information Sheet
