

KERALA UNIVERSITY OF HEALTH SCIENCES

NOTIFICATION

NO.21306/AC1/GEN A2/2020/KUHS

17th June 2021

In exercise of the powers conferred under Chapter V section 42 of the Kerala University of Health Sciences Act 2010, the Governing Council in its meeting held on 28.04.2021, has made an Ordinance for the conduct of inspection in institutions for Granting Affiliation with the recommendations of the Academic Council.

As per section 43(iii) of the Kerala University of Health Sciences Act,2010, permission has been accorded by the Hon'ble Chancellor to publish these regulations.

In the circumstance, **Ordinance for the conduct of Inspection in Institutions for Granting affiliation** is published herewith for general information.

Thrissur

(Sd.)
Registrar

Kerala University of Health Sciences

Ordinance for the conduct of inspection in institutions, for granting affiliation

Preamble :- Section 42(vii) of The Kerala University of health Science Act 2010 , stipulates that Governing Council may make ordinance on the inspection of affiliated colleges.

In exercise of powers conferred under Section 42 of Kerala University Health Science Act 2010 the 62nd Governing Council meeting held on 26.12.2020 has approved the Ordinance for the conduct of inspection in institutions for granting affiliation. It is hereby published the same for general information.

Short title and Commencement: This ordinance may called “Ordinance for the conduct of inspection in institutions, for granting affiliation.

It shall come in to force at once.

1) Procedure for conducting inspection in connection with the granting of affiliation to new colleges/additional courses/enhancement of seats

1. The University shall appoint an inspection committee to inspect the proposed site of a new college to make a physical verification of the facilities and other requirements that may exist for starting the new college/course, if the application form submitted is in order by all means and considered valid by the University. The inspection committee will inspect the adequacy and suitability of the proposed site, infrastructural facilities, clinical materials, faculty position, academic facilities and other requirements. The inspection committee for UG courses shall consist of one member of the Academic Council of another stream and two teachers from the same stream who are qualified to be Examiners under the University and unrelated to the institution or management concerned. For PG level the inspection team shall consist of one Academic Council member of another stream and two post graduate teachers under the University from the same specialty. In case of non-availability of teachers from the same specialty, teachers from related specialties may be nominated. In case of difficulty to meet this requirement, the Vice Chancellor may nominate appropriate hands.

The Inspection committee will submit the inspection report to the University on or before the specified date. Further action on the application shall be taken on receipt of the report of the committee.

(2) All documents including the report of the Inspection Committee shall be placed before a Scrutiny Committee constituted by the Vice Chancellor. Scrutiny Committee shall consist of three members including Dean of the faculty and two Principals of the same stream, of whom one preferably belongs to the Government sector. When the Dean is not available under unavoidable circumstances the Vice Chancellor may nominate one Chairman of the Board of

Studies to act as Dean in the scrutiny committee meeting in the place of the Dean. When Principals in the same stream are not available, a Professor Who Heads a Department belonging to the same stream/course of whom one preferably belongs to the Government sector may be included. It shall be ensured that the members of the Scrutiny Committee do not belong to the same college/institution which submitted the application or is working under the same management.

(3) The grant of affiliation shall depend upon the fulfillment by the Institution of all the conditions that are specified in the KUHS Act and Affiliation Statutes and that may be specified by the University from time to time, for the satisfactory establishment and maintenance of the proposed institution/courses of studies and on the reports of inspection by the committee which the university shall appoint for the purpose. As regards the proprietary right of management over the land and buildings and verification of title, the University may rely on title verification certificate issued by a lawyer from the panel of lawyers of the University and as regards financial capacity, appropriate certification given by a Chartered Accountant holding a valid certificate of practice.

(4) In the case of courses having apex statutory councils and where consent of affiliation is insisted, the University, considering the scrutiny committee's report of satisfactory compliance of requirements, may issue consent of affiliation for starting a new college or starting additional courses or enhancement of seats in existing courses, provided the institution satisfy all other requirements as per University Act and Statutes and that may be specified by the University from time to time. In the case of deficiencies pointed out by the scrutiny committee, the applicant shall be provided a reasonable time to rectify the deficiency. In case the deficiencies are rectified within the allowed time, to the satisfaction of the University proved by a re-verification/re-inspection (if needed), the University may proceed further and consent of affiliation may be given. In case there is failure to rectify deficiencies, the processing of the application will be closed for the particular academic year. The validity of the application will be for the period as specified by the Governing Council and notified by the University from time to time. Further processing of the application for the subsequent academic years but within the validity period of the original application will be done after receiving the request from the institution and also the details of rectification of deficiencies already identified by the University and required additional re - inspection fee as decided by the University from time to time.

The scrutiny committee will critically verify whether the College complies with the

requirements for consent of affiliation and shall make one of the following recommendations

- i. Recommends eligibility for consent of affiliation if satisfied, specifying the number of seats.
- ii. Recommends eligibility for consent of affiliation specifying the number of seats on the condition that there will be satisfactory rectification of minor deficiencies pointed out within the allotted time and verified by the University.
- iii. Recommends lack of eligibility for consent of affiliation as there are major deficiencies.

Based on consent of affiliation given by the University as above, the applicant may move the apex statutory council for approval/Letter of Permission as the case may be.

On production of the necessary permission from the respective statutory councils, the University shall cause another inspection to be made by an inspection committee as specified in para (1). The Inspection Committee will verify and report upon the adequacy and suitability of the proposed site, infrastructural facilities, clinical materials, academic facilities, adequacy of required faculty and other matters in line with the MSR pertaining to the course. All documents including the report of the Inspection Committee shall be placed before a Scrutiny Committee constituted by the Vice Chancellor, same as specified in para 2 above.

(5) The scrutiny committee will critically verify whether the College complies with the requirements for provisional affiliation and shall make one of the following recommendations.

- i. Recommend for provisional affiliation if satisfied, specifying the number of seats.
- ii. Recommend for provisional affiliation specifying the number of seats on the condition that there will be satisfactory rectification of minor deficiencies pointed out within the allotted time and verified by the University.
- iii. Recommend Rejection of the application as there are major deficiencies.

(6)(a) The Colleges/Institutions with deficiencies will be informed from the University with details of deficiencies demanding rectification of deficiencies within the time prescribed by the University along with the required reconsideration/re-inspection fee and the compliance report will be considered by the University.

(b) An application rejected by the University will not be considered for the particular Academic

year.

(7) A re-inspection/re-consideration fee as fixed by the University from time to time shall be collected for considering any such compliance report. On receipt of compliance report along with prescribed fee from the principals concerned, re inspection if needed, will be entrusted to the same inspection team as far as possible to verify the veracity of the compliance report given by the college.

Consideration of the compliance report may include a physical visit to the institution but shall not be mandatory. Action taken on such compliance report shall be final and there shall be no further inspection for the particular academic year.

(8) Recommendations of the scrutiny committee shall be placed before the Sub- committee of the Governing Council for affiliation. The recommendation of the Sub-committee of Governing Council shall be submitted to the Vice Chancellor for appropriate action.

(9). For courses where the consent of affiliation from the University is not necessary as in the case of courses without apex councils or in situations where the apex councils not insisting on it, inspection for consent of affiliation will not be conducted.

v

II. Procedure for conducting inspection in connection with the granting of Continuation of provisional affiliation: -

(1) For the purpose of granting continuation of Provisional affiliation, the University shall appoint a committee to inspect the college to make a physical verification of the facilities in line with the MSR of the course. The committee will inspect the college infrastructural facilities, clinical materials, academic facilities, faculty positions and others as per MSR. The inspection committee for UG courses shall consist of two teachers from the same stream who are qualified to be Examiners under the University and unrelated to the institution or management concerned. For PG level the inspection team shall consist of two post graduate teachers under the University from the same specialty or on their unavailability, from a related specialty. In case of difficulty to meet this requirement, the Vice Chancellor may nominate appropriate hands.

The Inspection committee will submit the inspection report to the University on or before the specified date. Further action on the application shall be taken on receipt of the report of the committee.

- (2). The colleges shall be inspected by the inspection committee after providing 24 hours of notice, if the previous year's inspection in that institution was satisfactory without any deficiencies. However, the inspection can be of a surprise nature without notice, in the following situations. (a) If any deficiencies were reported in the previous year's inspection; (b) if any complaints were received against the functioning of the institution which the University considers serious and warranting a surprise inspection.

If major deficiencies such as,

- Faculty deficiencies,
- deficiencies in clinical materials of the Parent Hospital and
- other deficiencies including infrastructure deficiencies, identified as major deficiency,

are reported by the Inspection Committee, the same will be informed to the institution. On receipt of rectification report and required additional re - inspection fee as decided by the University from time to time from the college, a surprise re- inspection shall be conducted without prior notice, and the report of the same shall be evaluated by Scrutiny Committee. In case any of the deficiencies are not seen rectified on re-inspection, the matter will be reported to the Governing Council for appropriate action. Normally there will be only one re-inspection to verify the claim of the college with regard to rectification of major deficiencies as pointed out by the original inspection for continuation of Provisional Affiliation. For minor deficiencies such as shortage of a few library books, minor equipments etc- re-inspection is not mandatory after receiving the compliance report. Continuation of Affiliation shall be granted conditionally based on the compliance report submitted by the colleges concerned. This shall be verified in the succeeding year through a surprise inspection without prior notice.

- (3) The structure and function of the scrutiny committee shall be the same as specified for provisional affiliation procedures. The scrutiny committee will critically verify whether the College complies with the requirements for continuation of provisional affiliation and shall make one of the following recommendations.

- Recommend for continuation of provisional affiliation if satisfied, specifying the number of seats.
- Recommend for continuation of provisional affiliation specifying the number of seats on the condition that there will be satisfactory rectification of minor deficiencies pointed out within the allotted time and verified by the University.

- Recommend Rejection of the application of continuation of provisional affiliation as there are major deficiencies.

- (3). Continuation of provisional affiliation may be granted by the Governing Council based on the inspection report, recommendations of the Scrutiny Committee and other requirements as per KUHS Act and Affiliation Statutes and that may be specified by the University from time to time for Continuation of provisional affiliation.
- (4). Inspection for granting continuation of provisional affiliation will be conducted every year till the first batch of the courses/enhanced seats in that institution is passed out. After that, inspection will generally be conducted once in two years provided the previous year's inspection report is satisfactory without any deficiencies. However, the University may, upon receipt of a serious complaint or on its own volition, decide that there shall be an inspection on any college during any year.

III. Maintenance of Registers and Records –

Every college shall maintain the following registers and records. It will be open to the Governing Council to prescribe the formats for such registers and records. If however, the Governing Council finds that what is maintained by any College is inadequate or improper, it will be open to the Governing Council to insist that the Registers and Records must be put in proper form as prescribed and the institution concerned shall be bound to comply with such direction

- (a) A register of admissions in the prescribed format;
- (b) A register of attendance;
- (c) A register or other record of addresses of students;
- (d) A register of the members of the staff, including register number with the statutory councils wherever registration is mandatory, and other identification details as prescribed by the University showing their qualifications, previous experience, salary details including details of deduction/payment of income tax, PF contribution, etc., number of hours of work and classes and the subjects taught;
- (e) A register of fees paid, showing dates of payment;
- (f) A counterfoil of fee-receipt book;
- (g) A register of scholarship, prizes and concession of all kinds, whether of tuition, 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 parties

concerned;

- (h) A counterfoil book of transfer certificate;
- (i) A counterfoil book of certificates of medical inspectional students;
- (j) A register of marks obtained by each student at the college and University examinations;
- (k) Account books showing the financial transactions of the college as separate from those of the Management.
- (l) A register of condonation of attendance of students
- (m) Acquaintance roll of the members of the staff of the college; and
- (n). Statutory registers to be maintained in the library, hospital, hostel etc.
- (O) Register of SSGP
- (p) Minutes book of PTA, College Students Union and College Council.
- (q) such other Registers as may be prescribed by the Governing Council.

2. ***Inspection of Registers*** – The Registers and records shall be subject to inspection by any officer/inspector authorized in this behalf by the University.

