

KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR - 680 596

www.kuhs.ac.in

No.2955/Ac-B2/KUHS/2016

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CIRCULAR

Sub: General Instruction to Principals of all affiliated colleges-reg.

The Principals of all affiliated Colleges are hereby directed to implement the following decisions/directions forthwith.

- a) Registration of Faculty and Lack of Inspectors-
All College/ Institutions should have their own website and should monthly update/upload the faculty details in their website as well as in the University Website.
- b) Condonation of Attendance-
Principals are empowered to grant condonation of attendance up to a maximum of 10% for Under Graduate courses based on recommendation of the Head Of Department and under intimation to University. **All colleges/ Institutions should keep a register for recording the details of condonation granted and submit it for verification as and when the University intends to do so.**
- c) Uploading of Internal Marks-
Principals should check the internal marks of the students before uploading it, in order to minimize complaints. The norms regarding conduct of internal assessment exams should be strictly adhered to.
- d) Annual Report-
As per section 69 of KUHS Act 2010, the annual reports for every year shall be approved by the Governing Council and forwarded to the Government. Hence all the Colleges/ Institutions are hereby directed to forward the annual reports pertaining to their institutions in the format published in the University website for the year 2014-15 immediately. It is also suggested that the colleges can submit additional details if any, separately.
- e) University Duty Register-
All Colleges/Institutions should keep a separate attendance book for marking university duties performed by the faculty. Principal's office/

office of the HODs should keep the duty register to record the details of duty performed by the faculty in relation to University activities which is liable to be verified at the time of inspection for granting continuation of affiliation, and a photocopy of the same should be attached to the Inspection report. Moreover the college should keep all the registers as per the Circular No. 2955/Ac.B2/KUHS/2016 (1) dated 28/03/2016 and shall present it for verification at the time of inspection.

f) Transfer and Posting during academic year-

The transfer and posting of faculty shall be made before the commencement of academic year and every transfer and posting should be intimated to the University immediately.

All Heads of Institutions/ Colleges should see that the above guidelines are implemented in their Institutions strictly.

**Sd/-
PRO VICE CHANCELLOR
IN CHARGE OF REGISTRAR**

To

The Principals of all affiliated colleges.

Copy to

System Manager/SF/FC /Dean Academic

Forwarded/By order



Deputy Registrar