



KERALA UNIVERISTY OF HEALTH SCIENCES

THRISSUR- 680 596

www.kuhs.ac.in

FACULTY ENROLLMENT PROGRAMME-2 (FEP-2)

15th March 2020 to 30th April 2020

The Faculty Enrolment Programme (FEP) of the KUHS aims at creating a comprehensive database of all the teachers affiliated to the KUHS. The FEP will be the basis for selection/appointment of examiners, observers, scrutinizers, thesis evaluators, QP setters, inspectors and nominees into various academic bodies of KUHS, various Quality Enhancement Training Programmes and Best Teacher Awards.

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.

Faculty Enrollment Programme-2 (FEP-2)

Having completed the first series of enrolments and steps taken to issue cards after assigning Unique ID number (UID) to the registered faculty, the KUHS is moving on to the next series of faculty enrolment titled Faculty Enrollment Programme-2 (FEP-2). This will commence from 15th March 2020 onwards and extend up to 30th April 2020.

STAGES of FEP

FEP is organised in 5 Steps. In the step 1, the Faculty Members upload 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, online. In Step 3, the University subjects the data, verified and submitted by the Principal, to a one-time physical verification. 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).

How to apply for Unique ID in FEP-2

STEP-1

1. Click FEP link in the KUHS Web site (kuhs.ac.in)
http://14.139.185.150/faculty/faculty/home_forms.php#
2. Enter your Mobile number, AADHAR, PAN card number and E-mail ID
3. The above 4 documents are the official recognised documents and cannot normally be changed.
4. You will get two passwords through Registered mobile and E-mail
5. You can log in to FEP using these two passwords.
6. Please keep the passwords secure for future use.
7. Further communication from KUHS will be to the E-mail Id given by you.

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. 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.). No other documents are accepted.]

4. PAN
5. AADHAR Number
6. Educational Qualifications (ALL)
7. Affiliated Council Registration number and details. (Wherever applicable, give the Kerala State Councils' Registration Number)
8. Teaching experience details (Joining and relieving dates to be specified for each period/institution/designation)
9. Details of published Papers
10. Details of published Books

STEP -2

The data given by the faculty will reach the KUHS Principals' portal. The Principal shall 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 shall direct the faculty members to make the necessary corrections and re-submit the request. 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 first floor of KUHS Head Quarters (Simulation Lab). The high security intranet of the university and CCTV surveillance are utilised for this purpose. The Principals will have the choice of selecting the day of verification. An electronic calendar [**E-Scheduler**] is available in Principals' portal. You may select your convenient date in the E- Scheduler.

Only those persons having an authorisation letter from the principal will be permitted in to the verification area. Individuals coming for verification should also carry an authorisation letter from the Principal.

Since Personal verification of individuals would require their absence from their institutions, thereby affecting classes and clinics, the Principal may also depute an Authorised Representative (A.R) for bringing the documents for physical verification. The A.R. can be a senior faculty member or official as decided by the Principal. Necessary identification and authorisation letters shall be provided to them. The Principal himself can come if he wishes so.

After verification, the original documents will be returned immediately and will not be kept in the KUHS under any circumstances. The whole process shall be under camera surveillance. About 100 verifications will be completed in one day. You may plan your day accordingly while applying through E-scheduler.

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

Any difficulty in enrolment shall be communicated by sending a mail to fep@kuhs.ac.in with a cc to dean.academic@kuhs.ac.in

Registrar

Annexure 1

Guideline for FEP -2 Verification

The following arrangements are required for the FEP -2 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.]. No other documents are accepted.]
 - iii. AADHAR Card
 - iv. PAN Card
 - v. Degree Certificate
 - 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 and posting Orders from the previous institutions
 - xii. Bank Account details with Account number and IFSC code
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 in annexure 2] 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 Faculty/AR.

6. These shall be brought to the KUHS Headquarters in person or through an authorized representative (AR) with a **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 first floor (Simulation Lab) on the designated dates.
8. KUHS reserves its right to decline verification of incomplete/ erratic/ 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 100 applications daily.
11. The tentative distribution of KUHS Faculty ID Cards [Step 4] will begin after the verification process is over.

Annexure 2

Facing sheet [use this sheet or Type in Font Calibri, in [CAPITAL LETTERS] Font size 36]

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. Joining Order in the present institution			
10. Relieving and joining Orders from the previous institutions			
11. Bank Account details(Front page of Bank Pass Book)			

Received all Original Documents after verification

Name & Signature of the Faculty/Authorized Representative of the institution.