Concept Note

Project Title: **Course Affiliation and Renewal System**

1. Introduction

The Kerala University of Health Sciences (KUHS) was established in 2010 as the State Health University, responsible for conducting a diverse range of health-related courses. Currently, KUHS oversees approximately 330 affiliated institutions offering about 180 courses in various streams of health, including Modern Medicine, Ayurveda, Siddha, Unani, Dental Sciences, Homeopathy, Nursing, Paramedical, and Allied Health Sciences. Affiliation is a vital component of KUHS's responsibilities, as it grants institutions the authority to provide UG/PG health education programs and issue certificates to students.

This concept note outlines the proposal for the development of a software application to automate and streamline the affiliation inspection and the scrutiny process for KUHS.

2. Background

Affiliation with KUHS is required for institutions offering health-related courses. The affiliation process involves the assessment of various criteria specified in the Minimum Standard Requirements (MSR) for each course, including factors such as infrastructure, manpower, and clinical material. Affiliation is based on statutory provisions, and the process includes steps like inviting applications, processing applications, appointing inspectors, and scrutiny by a designated committee. Affiliation is provisional and requires annual renewal.

3. Need for Automation

The current affiliation process is predominantly paper-based, leading to significant delays in the system. Automation is essential to address these challenges and improve the efficiency and transparency of the process. The proposed software application aims to:

- Allow institutions to complete online proforma related to each course.
- Enable assessors to verify and provide feedback, including photographs.
- Facilitate online verification for the scrutiny team and report generation.
- Streamline and simplify the inspection process.
- Reduce turnaround time.

4. **Objective**

The objective of this project is to develop a mobile/web application that automates the affiliation process, thereby reducing the time taken for inspections and ensuring a more transparent and efficient workflow. The key points include:

- Simplifying the workflow from inspection to final scrutiny committee recommendation.
- Streamlining the affiliation process.
- Digitizing the inspection process.
- Enhancing transparency and security.
- Generate structured reports
- To create a dashboard / portal to view the affiliation status of the courses

5. **Project Scope**

The software application will encompass the following main functionalities:

- Data collection from institutions and KUHS using structured proforma with provision for attachments.
- Preparation of a digital inspection proforma with sections for common items, stream-specific items, and course-specific items.
- Generation of new instances for conducting inspections.
- Scheduling of inspections and posting of assessment teams.
- Inspection verification, attachment uploads, and assessment report generation.
- Scrutiny committee setup, posting, and assessment report verification.
- University actions on the report, including final approval, compliance communication, re-inspection, and rejection.

- Dashboard for tracking affiliation status.
- Configurable MIS reports.
- Advance notifications for yearly renewal of affiliation

6. Roles and Responsibilities

The software will have distinct access groups and functions:

- University: Posting inspectors, receiving inspection reports, transmitting reports to the scrutiny committee, managing deficiency letters and compliance reports.
- Institution (Principal): Pre-filling the inspection format.
- Assessors/Inspectors: Access to the inspection format for physical verification.
- Scrutiny Committee Members: Access to inspection and rectification reports.
- Scrutiny Committee Chairperson: Final verification and generation of validated scrutiny reports.

7. Expected Outcomes

Upon successful implementation, the software application is expected to yield the following outcomes:

- Significant streamlining and simplification of the inspection process.
- Reduction in turnaround time for affiliation.
- A transparent and secure workflow.
- Enhanced data management and reporting capabilities.

8. Conclusion

The automation of the affiliation inspection and scrutiny process for KUHS is a crucial step toward improving the efficiency and transparency of this critical educational process. This concept note outlines the key components and objectives of the proposed project, emphasizing the benefits it will bring to KUHS and its affiliated institutions.

Appendix

Rough workflow pattern

A. Preparatory work

- Collection of existing data from the institutions through a structured proforma with provision for attachments
- Collection of data from University
  - Current courses & affiliation status from the University
  - Faculty details
- Preparation of a digital form of the inspection proforma
  - The proforma has 3 major parts
    - Items common to all institutions
    - Items common to a specific stream
    - Items specific for each course

B. Affiliation process

- Generation of a new instance for conducting the inspection
  - A pre-filled proforma is generated using the basic data submitted by the Institution in the preparatory phase.
  - Institution is given the access to modify the data; but it is not finalised.
- Scheduling an inspection (a window of 1 to 2 weeks)
- Posting of assessment team
  - Generation of posting orders
  - Assessors are given login credentials (Instance specific access during the inspection window)
- On the inspection day, the assessors verify the details submitted by the institution and confirm it;
  - Provision to include attachments and item wise remarks and final remarks
  - Generation of Assessment report
    - Provision for the Principal to add his remarks
    - All assessors should verify the report.
  - Verified reports should be available to the University

- Posting of a Scrutiny Committee and chairperson
  - Generation of posting orders
  - Scrutiny committee members are given login credentials (Instance specific access)
- Assign a time frame to complete the scrutiny
- Assessment report should be available to the concerned Scrutiny Committee during this time frame
  - Provision to include attachments and item wise remarks and final remarks
  - Generation of Assessment report
  - All members should verify the report.
  - Final verification by the chairperson - with provision for final remarks
- Generation of a validated Scrutiny Report
- Actions on the Report by University
- **Courses cleared by the Scrutiny Committee**:
  - Report will be presented in Governing Council (GC) for final approval
  - If approved, the affiliation status of the courses needs to be updated in the database by the University.
- **Courses which require a compliance report / explanation from the institution**
  - Communication to be generated including the specific points
  - The reply to be made available to the Scrutiny Committee for further processing
- **Courses which require a re inspection**
  - Provision to start re- inspection process (as a subsidiary of the original inspection for the current year)
- Courses which are rejected
  - Communication to be generated including the specific points
- The final status of the inspection to be updated in the database and reflected in the Dashboard and MIS reports