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राजस्थान स्वास्थ्य विज्ञान विश्वविद्यालय Rajasthan University of Health Sciences

Sector-18, Kumbha Marg, Pratap Nagar, Tonk Road, Jaipur-302033 (Raj.)

F-8-Academic/Faculty Management System-03724-7869253/ 13668

Date : 15/07/2025

The Principal / Dean,
All RUHS-Affiliated Colleges

Subject: Implementation of Faculty Management System (FMS) – Guidelines for Dynamic Data Verification, Updating, and Maintenance for Affiliation, Inspection, Examination, and Other Academic Purposes.

Sir/Madam,

Rajasthan University of Health Sciences (RUHS), Jaipur is committed to maintaining high academic standards across all its affiliated institutions. A crucial factor in achieving this goal is the **consistent availability of qualified, full-time teaching faculty** throughout the academic session in every college. In this regard, RUHS has developed and launched a centralized **Faculty Management System (FMS)** — a dynamic digital platform designed to maintain real-time data of faculty members working in affiliated colleges.

The FMS will serve as a single source of verified data for all academic, examination, and affiliation-related activities. This initiative aims to ensure transparency and accountability in faculty appointments and to support informed decision-making for examination duties, inspections, and academic planning. The system is now live and accessible through the RUHS website using your existing college login credentials.

The faculty data previously submitted through RUHS affiliation and examination portals has already been preloaded into the FMS. Colleges are hereby directed to **verify, update/edit, and finalize** their faculty data within **15 days from the date of this letter**, i.e. by 31.07.2025. Faculty data submitted by the college will be examined by RUHS and eligible faculty will be considered as 'RUHS approved faculty'. Further, the only approved faculty will be considered by RUHS for appointing examiners, inspectors, and other academic duties.

Signature valid

Digitally signed by Harshool Pankaj
Designation: Registrar
Date: 2025.07.15 12:49:05 IST
Reason: Approved

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During the updating process, colleges must ensure that each faculty member's record includes comprehensive details such as qualifications, designation, teaching and research experience, council/commission registration (where applicable), PAN/Aadhaar details, and research publications. Each approved faculty will be issued a **Unique Faculty ID**, which will be valid across all RUHS-affiliated institutions. This ID must be used whenever a faculty member joins another affiliated college. Any faculty leaving or joining the institution must be immediately updated on the portal.

Further, RUHS reminds all affiliated colleges that after 31.07.2025 appointment of teaching faculty must be conducted through a duly constituted selection committee, which includes a RUHS nominee, as per the norms already communicated. The FMS will reflect whether appointments have followed the approved process. Any instance of a faculty member being shown as employed in more than one RUHS-affiliated college simultaneously will be viewed with utmost seriousness. Such duplication is strictly prohibited and will attract disciplinary action. Both the concerned colleges and the faculty member involved will be held accountable and may face serious consequences, including disqualification from academic duties, inspections, and adverse remarks affecting the college's affiliation and compliance status.

It must be noted that the Faculty Management System (FMS) is a live and dynamic platform, requiring real-time updates by the colleges. In the initial phase, colleges are required to update faculty data as per the instructions mentioned above. Additional features—such as modules for relieving and joining of faculty members duly selected through the approved selection process, individual faculty login interface, and vacancy status tracking—will be introduced in subsequent phases. A detailed user manual will be shared once these functionalities are enabled. Failure to maintain accurate and up-to-date faculty records may lead to exclusion of such faculty members from examiner panels, inspection assignments, and may adversely affect the affiliation status of the college.

The link for the Faculty Management System is available on the affiliation portal of RUHS which can be through : <https://affiliation.ruhsraj.org/>

Your cooperation is vital to the success of this initiative and to maintaining academic discipline across RUHS-affiliated institutions.

Yours sincerely,

(Harphool Pankaj)
Registrar

Signature valid

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F-8-Academic/Faculty Management System-03724-7869253/ 13669-74 Date : 15./07/2025

Copy to the following for information and necessary action :

1. P.S. to Hon'ble Vice Chancellor, RUHS, Jaipur
2. Pro Vice Chancellor, RUHS
3. Controller of Examinations, RUHS, Jaipur
4. Dy. Registrar / OIC of Academic Section 1 / 2, RUHS, Jaipur
5. Office Guard file.

Signature valid

Digitally signed by Harshool Pankaj
Designation: Registrar
Date: 2025.07.15 17:49:05 IST
Reason: Approved

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