

Kerala University of Health Sciences Thrissur



**Inspection Proforma for Starting/Enhancement of seats of MD Biochemistry Course
(All Points and parameters are to be verified and established in person by the designated
Inspectors. All necessary documents to be verified and attested by the
Principal for submission along with the report)**

Reference _____

Particulars of the Assessor:-

Assessment Date _____

- | | |
|---------------------|---------------------|
| 1. Name - | 2. Name - |
| Speciality - | Speciality - |
| Designation - | Designation - |
| 3. Name - | |
| Speciality - | |
| Designation - | |

Part-I (Institutional Information)

A). General Information

1. Name of Institution:
2. Particulars of Head of the Institution
(Director/Dean/Principal
whomsoever is head)
 - ◆ Name:
 - ◆ Age :

- ◆ PG Degree { University
Institution
Year
- ◆ Total teaching experience(give details)

3. Previous Assessment of the college by MCI and KUHS if any (Attach copy): -

- Date
- Purpose, (for starting/increase of seats/ for recognition)
- Deficiencies pointed out, if any.

4. Purpose of present Assessment:

5. Mode of selection of students:

B) DETAILS OF THE COURSES CONDUCTED BY THE COLLEGE

(UG/PG DEGREE/DIPLOMA/SUPER SPECIALITY)

Sl No	Name of the course	No of seats	Year of commencement of course

(Details of courses should be attached in separate sheet in the specified proforma if necessary)

C) Institutional facilities:

1. Annual Plan & Non-plan budget allotted and utilized in the last three years. (separate list should be attached)
2. Statement of Salary paid to the faculty staff during the last three years. (separate list should be attached)

1. Requirements for admission

Sl no	Infrastructure facilities	LOP(I n Batch)	1st Renewal (2nd Batch)	IInd Rene wal (3rd Batch)	IIIrd Renewa l (4th Batch)	Ivth Renewa l (5th Batch)	Recognition
1	Lecture Theatre (A) In College Building	a) Number					
		b) Capacity					
		c) Type					
	(b) In Hospital Building	a) Number					
		b) Capacity					
		c) Type					
2	Examination Hall	Capacity					
		Number					
		a) Area(sq.m)					

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3	Central Library(Air Conditioned)	b)Seating capacity		
		c)Books		
		d)Journals (Indian+Foreign)		
		e) Purchase of latest editions in last 3 years.		
		f)Year/month upto which Journals available		
		g)Internet /Medlar/ Photocopy facilities available/ not available		
		h) Library opening timings:		
		i)Reading facility out of route library hours		
		j)Library staff.		
4	Hostel	a) Boys/ Girls capacity		
		b) Residents capacity		
	(Hostel/Quater)	c) Nurses accommodation @ 20%		
		d) Interns Hostel @ 100%		
5	Residential Quarters	a) Teaching @20%		
		b) Non-Teaching @20%		
6	Bed distribution		Bed Occupancy on the day of Inspection	
	Medicine	a) General Medicine	Bed unit	
		b)Paediatrics	Bed unit	
		c) TB & Chest	Bed	

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7	e & Allied		unit		
		d) Skin V D	Bed		
			unit		
		e) Psychiatry	Bed		
			unit		
		Total			
8	Surgery & Allied	a) General surgery	Bed		
			unit		
		b) Orthopaedics	Bed		
			unit		
		c) Ophthalmology	Bed		
			unit		
		d) ENT	Bed		
	unit				
		Total			
9	OBG	a) Obstetrics & ANC	Bed		
			unit		
		b) Gynaecology	Bed		
			unit		
		Total			
		Grand Total			
10	OPD				
11	Bed Occupancy %				
12	OT	a) AC/Non AC			
		b) Numbers			
		c) Equipment(s)			
		d) Pre-Anaesthetic Clinic			
		e) Post-anaesthetic care area.			
		f) Resuscitation arrangement adequate/inadequate			
		g) Pain Clinic			
		h) Total Anaesthesia staff			
		i) Average No. of cases operated daily	Major		
	Minor				
13	ICU	a) ICCU ICU PICU/NICU SICU			
		b) Casualty Beds			
		a) Static unit- i) 300mA ii) 600mA iii) 800mA IITV Fluoroscopy			

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14	Radiology	b) Mobile Unit- i)60mA ii)-100mA	
		c)USG (Color)	
		d)CTScan(Minimum -16 Slice-Spiral) Any other	
		Mammography	
		Ba Studies/IVP	
		Others	
15	Radiotherapy	Radiotherapy	
		Teletherapy	
		Brachy therapy	
16	Pathology	Haematology	
		Histopathology	
		FNAC	
		Cytology	
17	Microbiology	Bacteriology	
		Serology	
		Mycology	
		Parasitology	
		Virology	
		Immunology	
18	Biochemistry	Blood Chemistry	
		Endocrinology	
		Other fluids	
19	Paramedical & Non Teaching Staff		
20	Nursing Staff	a)Nursing Supdt.	
		b)Dy. Nursing Supdt.	
		c)Asstt. Dy.Nursing Supdt.	
		d)Nursing Sister	
		e)Staff Nurse	
		Total	
21	Practical Laboratories(College Building)		
22	Central Laboratory Work (Hospital)	Controlling Department.	
		King Hours.	
		Investigative workload	
23	Blood Bank Licence No. &	No. of blood units available:	
		Average blood units consumed daily:	
		Facilities of blood components available: Yes/No	

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	Date Average daily consumption of blood	Nature of Blood storage facilities (Whether as per specifications). Yes/No	
		All blood Units tested for Hepatitis C,B,HIV: Yes/No	
24	Central Research Lab	Whether there is any Central Research Lab. Administrative Control Staff Equipment Work load.	
25	Average daily patients attendance	OPD IPD Average of bed occupancy rate Year-wise average daily patient attendance (during previous period three years)	
26	College Council (Constitution)		
27	PG Committee (Constitution)		
28	Ethical Committee (Constitution)		
29	Medical Education Unit (Constitution). (Specify number of meetings of these bodies held annually & minutes thereof)		
30	Department of Illustration/Photography (Artist, Modeller, Photographer)		
31	Emergency/ Casualty Department	Available Space No. of beds Equipment(s) Available staff (Medical/Paramedic al) No.,of cases (Average daily attendance of patients) Investigative facilities available	

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		(round the clock)	
		Facilities available	
32	Central Supply of Oxygen/Suction: Available/ Not available		
33	Incinerator	Available/ Not available.	
		Functional/ not functional	
		Capacity	
34	Generator Facility Available/ Not available. Capacity:		
35	Medical Record Section: Computerized/ Not computerized.		
36	Animal House Available/ not available adequate / inadequate.		
37	Central Workshop: Available/not available adequate / inadequate.		
38	Recreational facilities :	Play grounds.	
		Gymnasium	
		Auditorium	

D. Cardinal Deficiencies (if any)

1. Infrastructure

2. Equipments

3. Clinical material

4. Faculty and Residents(Separately)

5. Academic training

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PART - II
(Departmental Information)

1. Department inspected: **BIOCHEMISTRY**

2 Particulars of HOD

Name: _____ Age: _____ (Date of Birth) _____

PG Degree	Year	Institution	University
Recognised/ Not Recognized			

Teaching Experience

Designation	Institution	From	TO	Total experience
Asstt Professor				
Assoc Professor/Reader				
Professor				
Grand Total				

a) **Purpose of Present inspection:** Grant of Permission/ Recognition/ Increase of seats /
Renewal of recognition/Compliance Verification

b) **Date of last MCI inspection of the department:** _____

(Write Not Applicable for first MCI inspection)

c) **Purpose of Last Inspection:** _____

d) **Result of last Inspection:** _____

(Copy of MCI letter be attached)

3 **Mode of selection** (actual/proposed) of PG students.

4 **If course already started, yearwise number of PG students admitted and available PG teachers during the last 5 years:**

Year	No. of PG students admitted	No. of PG Teachers available in the dept. (give names)
2016		
2015		
2014		
2013		
2012		

5 Departmental General facilities:

- Total number of Laboratories in the department of Biochemistry

LABORATORIES				
Nomenclature	Research Lab.	Demo.room	Seminar Room	Any other lab.
Size (Area)				
Capacity				
Water Supply				
Sinks				
Electric points				
Cupboards for storage & Microscopes				
List of equipments				

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Unit wise Teaching and Resident Staff:

Unit _____

Bed Strength _____:

S. No.	Designation	Name with Date of Birth	Nature of employment Full time/part time/Hon.	PAN Number TDS deducted	PG QUALIFICATION			<u>Experience</u>						Signature of Faculty Member	
					Subject with Year of passing	Institution	University	Date wise teaching experience with designation & Institution		From	To	Total Period	* Benefit of publications given in promotion Yes/No, if yes List publications here (no annexures)		

- Note:**
1. Unit wise teaching / Resident staff should be shown separately for each Unit in the Proforma.
 2. Use only the Format provided. DO NOT devise your own format otherwise the information will not be considered. Fill up all columns
 3. *Publications: Give only full articles in indexed Journals published during the period of promotion and list them here only. No Annexure will be seen.
 4. Incase of DNB qualification name of the institution/hospital from where DNB training was done and year of passing must be provided. Simply saying National Board of Examinations, New Delhi is not enough. Without these details DNB qualification holder will be summarily rejected.
 5. Experience of Defence services must be supported by certificate from competent authority of the office of DGAFM without which it will not be considered.

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I have verified the eligibility of all faculty members for the post they are holding (**based on experience certificates issued by competent authority of the place of working**). Their experience details in different Designations and unitwise distribution is given the faculty table above.

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6. Has any of these faculty members been considered in PG/UG inspection at any other college or any other subject in this college during last 2 years. If yes, give details.

Date of Inspection	Subject	Institution

- 7 List of Non-teaching Staff in the department: -

S.No.	Name	Designation

8. Services provided by the Department

- Special Diagnostic facilities being provided by the department, if any.

9. Departmental Library:

- Total No. of Books.
- Purchase of latest editions in last 3 years.
- Number of Journals

10. Departmental Museum

- Space:
- No. of specimens
- Charts/ Diagrams.

11. Departmental Research Lab.

- Space
- Equipment

12. Office Accommodation:

- Departmental Office
- Space
- Staff (Steno /Clerk).
- Computer/ Typewriter:

Office Space for Teaching Faculty:

- HOD
- Professor
- Assoc. Prof./ Reader
- Lecturer/ Asstt. Professor
- Resident duty room

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13. Equipments:

List of important equipments available and their functional status.

S.No.	Particulars	Available	Not Available	Functional	Status
1	Centrifuge				
2	Calonimeter/Spectrophotometer				
3	Water bath				
4	Hot Air Oven				
5	Semi auto analyzer				
6	Electrophoresis with powerbank				
7	Chromatography apparatus				
8	pH meter				

14. Facilities for Practical's/Research.

- Facilities to carry out theory and practical classes for UG students as per the recommendations of Medical Council of India. YES/NO
- Facilities to carry out additional classes and practical at PG level. YES/NO
- Laboratories and other facilities to carry out research work. YES/NO

15. Academic outcome based parameters

- (a) Theory classes taken in the last 12 months – (Dates, Subjects, Name & Designation of teachers, Attendance sheet) Number _____ Available & Verified/ Not available
- (b) Clinical Seminars in last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet) Number _____ Available & Verified/ Not available
- (c) Journal Clubs held in last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet) Number _____ Available & Verified/ Not available
- (d) Case presentations held in last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet) Number _____ Available & Verified/ Not available
- (e) Group discussions held in last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet) Number _____ Available & Verified/ Not available
- (f) Guest lectures held in last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet) Number _____ Available & Verified/ Not available

16. Any other information.

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PART III

POSTGRADUATE EXAMINATION
(Only at the time of recognition inspection)

1. Minimum prescribed period of training.
(Date of admission of the Regular Batch appearing in examination)
2. Minimum prescribed essential attendance.
3. Periodic performance appraisal done or not?
4. Whether the candidates appearing in the examination have submitted their thesis six months before appearing in examination as per PG Regulations.2000?
5. Whether the thesis submitted by the candidates appearing in the examination been accepted or not?
6. Whether the candidates appearing in the examination have (i) presented one poster (ii) read one paper at National/State conference and presented one research paper which has been published/accepted for publication/sent for publication during period of their postgraduate study period.
7. Details of examiners appointed by Examining University (Give details here, No Annexures).
8. Whether appointment of examiners, their eligibility & conduct of examination is as per prescribed MCI norms or not ?
9. Standard of Theory papers and that of Clinical / Practical Examination:

10. Year of 1st batch pass out (mention name of previous/existing University)

Degree Course -----

- Note: (i) Please do not appoint retired faculty as External Examiner
(ii) There should be two internal and two external examiners. If there are no two internal examiners available in the department then only appoint three external examiners.

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