

Kerala University of Health Sciences
Thrissur



**Inspection Proforma for Starting /Enhancement of seats of MD
Community Medicine/Diploma in Community Medicine courses**

(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 _____

- | | |
|--|--|
| <p>1. Name -</p> <p>..... Speciality -</p> <p>..... Designation -</p> <p>.....</p> | <p>2. Name -</p> <p>..... Speciality -</p> <p>..... Designation -</p> <p>.....</p> |
| <p>3. Name -</p> <p>.....</p> <p>Speciality -</p> <p>.....</p> <p>Designation -</p> <p>.....</p> | |

Part-I (Institutional Information)

A). General Information

1. Name of Institution:
- 2.. Particulars of Head
of the Institution
(Director/Dean/Principal
whosoever 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(In Batch)	1 st Renewal (2 nd Batch)	II nd Renewal (3 rd Batch)	III rd Renewal (4 th Batch)	Iv th Renewal (5 th 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	Capacity					

	Hall	Number		
3	Central Library(Air Conditioned)	a)Area(sq.m)		
		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/Qtr)	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
7	Medicine & Allied	a) General Medicine	Bed	
			unit	
		b)Paediatrics	Bed	
			unit	
		c) TB & Chest	Bed	
			unit	
d) Skin V D	Bed			
	unit			
e) Psychiatry	Bed			
	unit			
		Total		
8	Surgery & Allied	a) General surgery	Bed	
			unit	
		b) Orthopaedics	Bed	
		c)Ophthalmology	unit	
			Bed	
		d) ENT	unit	
			Bed	
		Total		
		a)Obstetrics &ANC	Bed	
			unit	

9	OBG	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) Causality Beds			
14	Radiology	a) Static unit-i)300mA ii)600mA iii)800mA IITV Fluoroscopy			
		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				
		a)Nursing Supdt.			
		b)Dy. Nursing Supdt.			

20	Nursing Staff	c)Asstt. Dy.Nursing Supdt.	
		d)Nursing Sister	
		e)Staff Nurse	
		Total	
21	Practical Laboratories(College Building)		
22	Central Laboratory Work (Hospital)	Controlling Department.	
		Working Hours.	
		Investigative workload	
23	Blood Bank Licence No. & Date Average daily consumption of blood	No. of blood units available:	
		Average blood units consumed daily:	
		Facilities of blood components available: Yes/No	
		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/Paramedical)	
		No.,of cases (Average daily attendance of patients)	
		Investigative facilities available (round the clock)	

PART – II (Departmental Information)

1 Department inspected: Community Medicine

2 Particulars of HOD

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

PG Degree	Year	Institution	University
<i>Recognised/ Not Recognized</i>			

Teaching Experience

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

a) **Purpose of Present inspection:** Grant of Permission

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

4 If course already started, year-wise number of PG students admitted and available PG teachers during the last 3 years:

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

5. Stipend paid to the PG students, year-wise:

Year	Stipend paid in Govt. colleges by State Govt.	Stipend paid by the Institution
Ist Year		
IInd Year		
IIIrd Year		

6 Departmental General facilities:

- Total number of Laboratories in the department of Comm. Medicine

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

7. Total Teaching and Resident Staff:

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> Date wise teaching experience with designation & Institution						Signature of Faculty Member
					Subject with Year of passing	Institution	University	Designation	Institution	From	To	Total Period	* Benefit of publications given in promotion Yes/No, if yes List publications	

Note: *Publications : Give only full articles in indexed Journals published during the period of promotion

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.

Signature of Inspector

Signature of Dean/Principal

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

S.No.	Name	Designation

9 Departmental Library:

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

10 Departmental Research Lab.

- Space
- Equipment
- Research projects utilizing Deptt research lab.

11 Departmental Museum (Wherever applicable).

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

12 Departmental Space for Teaching Faculty

- Adequate/not Adequate

13 Office space:

Departmental Office	Teaching Faculty
• Space	HOD
• Staff (Steno /Clerk).	Professors
• Computer/ Typewriter:	Assoc. Prof
	Asstt Prof.
	Tutor
	Residents

14 Paramedical Sections

Provide brief information on staff and activities of the following sections of Community Medicine Department:-

- Medico-Social Work Section
- Family Case Study Section
- Health Education Section
- Epidemiological unit
- Bio-statistics Section
- Others

15. Availability of Transport – Type & no.

16. Placement of PGs in other departments etc. with durations-

- a) Departments
- b) Other institutions
- c) District/State/Health Organization.

17. Equipments:

List of important equipments available and their functional status.
Equipment available in different Laboratories

.....

18. Field Practice Area.

Urban/Slum: (UHTC) whether Owned and controlled by Institution : *(Attach proof of ownership)*

Name :

Population covered :

Since when started :

Schedule of P.G. posting :

Field Staff posted there : M.O. L.M.O. Para-Medics

Distance from Medical College :

Residential/Non-residential :

Any special activity undertaken. :

- OPD
- Immunisation
- Ante-Natal Clinic
- Family visits
- Deliveries

Rural: (RHTC) whether under Administrative control of Dean or not : *(Attach proof of ownership or full administrative control of Dean)*

Name :

Population covered :

Since when started :

Schedule of P.G. posting :

Field Staff posted there : M.O. L.M.O. Para-Medics
(Give Names)

Distance from Medical College :

Residential/Non-residential :

Any special activity undertaken. :

- OPD
- Immunisation
- Ante-Natal Clinic
- Family visits
- No. of indoor beds & patients
- Deliveries

19. Details of staff of field Training Units supporting the educational activities of the Department of Community Medicine.

Urban Slum Training Centre

Staff: M.O.
L.M.O
Para-Medics
Class IV

Population Covered:

Rural Health Training Centres

Staff: M.O.
L.M.O
Para-Medics
Class IV

Population Covered:

- 20.** List of publications from the department during the last 3 years in indexed journals.
- No. of publications from Indexed .
the department during the
last three years.
(Give only full articles published in indexed journals. No case reports or abstracts be given).

21. Submission of data to national authorities, if applicable

22. 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 |

23. Any other information.

Dean / Principal/ Director

Head of Department