

Kerala University of Health Sciences
Thrissur



**Inspection Proforma for Starting /Enhancement of seats of
MD General Medicine 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
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)	IInd Renewal (3rd Batch)	IIIRD Renewal (4 th Batch)	Ivth 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 Hall	Capacity						
		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	

			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			
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		
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 Working Hours (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)	
		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

PART II

Departmental Information

1 Department inspected: General 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				
Any Other		Grand Total		

a) **Purpose of Present inspection:** Grant of Permission/ Increase of seats
/Affiliation

Renewal of recognition/Compliance Verification

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

(Write Not Applicable for first inspection)

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

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

(Copy of letter be attached)

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 5 years:**

Year	No. of PG students admitted		No. of PG Teachers available in the dept. (give names)
	Degree	Diploma	
2014			
2013			
2012			
2011			
2010			

5 **General Departmental facilities:**

- Total number of beds in the department :.....
- Number of Units in the department :.....
- Unit wise Teaching/Resident Staff (Annexed) :.....

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

Note: Unit wise teaching / Resident staff should be shown separately for each Unit in the proforma.
 Use only the Format provided. DO NOT devise your own format otherwise the information will not be considered. Fill up all columns
 *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 Assessor

Signature of Dean

The data be verified by checking the death registration forms sent by the college/hospital to the Registrar, Deaths & Births (*Photocopy of all such forms be provided.*)

12Year-wise available clinical materials (during previous 3 years) for department of General Medicine

Parameters	Year 1	Year 2	Year 3 (Last Year)
Total number of patients in OPD			
Total number of patients admitted (IPD)			
Weekly clinical work load for OPD			
Weekly clinical work load for IPD (Total number of patients admitted)			
Average daily investigative workload of the Department and its distribution <ul style="list-style-type: none"> • Radiology • Biochemistry • Pathology • Microbiology 			
Average daily consumption of blood units in the department of Medicine			

13 Intensive Care facilities

I. ICU

- No. of beds:
- Beds occupied on inspection day:
- Average bed occupancy
- Available equipments

Central supply of Oxygen / Suction: Available / Not available

II. ICCU

- No. of beds:
- Beds occupied on inspection day:
- Average bed occupancy
- Available equipment

Central supply of Oxygen / Suction: Available / Not available

III. Dialysis Section

- No. of Beds
- No. of Dialysis machines
- Beds occupied on inspection day
- Occupancy

IV. Any other intensive care service provided:

14 Specialty clinics being run by the department and number of patients in each

S.No.	Name of the Clinic	Days on which held	Timings	Average No. of cases attended	Name of Clinic In-charge
1	Cardiovascular				
2	Nephrology				
3	Endocrine				
4	Haematology				
5	Gastroenterology				
6	Neurology				
7	Any other				

15. Services provided by the Department.

- (a) Cardiology services (ICCU) – ECG, TMT, Echo including color Doppler, Holter
- (b) Endoscopy
- (c) Dialysis
- (d) Bronchoscopy
- (e) Physiotherapy Section.
- (f) Investigative facilities like Nerve conduction, EMG etc.
- (g) Other special diagnostic facilities being provided by the department.

(These facilities are an integral part of Medicine Department and should be available in the department even if super specialty departments exist in the institution)

16 Library

- Total number of Books in central library library: _____
- Books pertaining to General Medicine: _____
- General Medicine books _____
- Journals:

Journals	Total	General Medicine
Indian		
Foreign		

- Year / Month up to which latest Indian Journals available: _____
- Year / Month up to which latest Foreign Journals available: _____

17 Departmental Library:

- Total No. of Books.
- Purchase of latest editions in last 3 years.
- No. of Journals
- Internet available / not available
- Photocopy facility:available / not available

(obtain list of books & journals duly signed by HOD)

18 Departmental Research Lab.

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

19 Departmental Museum (Wherever applicable).

- Space
- No. of specimens
- Charts / Diagrams

20 Space:

	OPD	IPD
Numbers of Rooms in		

- Patient Exam. arrangement:
- Equipments
- Teaching Space
- Waiting area for patients.

21 Office space:

Departmental Office

Office Space for Teaching Faculty

- | | | |
|--|----------------------------|---|
| <ul style="list-style-type: none"> • Space (Adequate) • Staff (Steno /Clerk). • Computer/ Typewriter: | Yes/No
Yes/No
Yes/No | HOD
Professors
Assoc. Prof
Asst. Prof. |
|--|----------------------------|---|

Residential accommodation for Staff / Paramedical staff/residents Adequate /
Inadequate

	Hostel Accommodation	Boys	Girls
	No. of Rooms		
	No. of Students		

22. Clinico- Pathological conference - number

23. Death Review Meetings - number

24. Submission of data to national authorities if any -

25. Publications from the department during the last 3 years in indexed journals.

- No. of publications from the department during the last three years. Indexed

(Give only full articles published in Indexed Journals. No case reports or abstracts be given)

26 Equipments: List of important equipments available and their functional status

(List here only – NO annexure to be attached)

Multipara Monitors		Pulse Oxymeters		Syringe pump	
Upper GI endoscope		Colonoscope		Bronchoscope	
Dialysis machines		ECG		TMT	
Echo - color Doppler		Holter		Defibrillator	
Resuscitation kit		Crash cart		Other routine use equipment	
Any other		Computerized PFT equipment			

27. 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

25. Any other information.

Signature of Director/Dean/Principal

Signature of HOD

Signature of Assessors

1.

2.

3.