

**INSPECTION PROFORMA FOR MHA COURSE NEW /CONTINUATION
OF PROVISIONAL AFFILIATION 201.....-20...**

I DETAILS OF INSPECTORS

1	Inspection Date	
2	Name of Inspector (1) Designation : Address Contact No. E mail Id	
3.	Name of the Inspector (2) Designation : Address Contact No. E mail Id	
4.	Inspection order number and date in which inspection committee was approved	

II. DETAILS OF THE COLLEGE

5.	Name of the college with full postal address with telephone number & email id	
6.	Name of the principal with mobile number	
7.	Name of the Educational agency	
7.	Ownership of land (owned / not owned)	
8	Ownership of building (Owned /Not Owned)	
9	Number of seats approved by Govt. of Kerala	
10	Number of seats Applied to University	

III.DETAILS OF THE COURSE CONDUCTED IN THE COLLEGE (existing)

Name of the course	Year of starting	Approved intake	Total admission	Number of admission		Remarks
				Govt quota	Management quota	
UG						
PG						

(Attach separate list)

IV. DETAILS OF PREVIOUS YEAR RESULT

Name of the course	Students appeared for the examination	Name of the Examination	Year of examination				Remarks
			I	II	III	IV	
UG							
PG			I	II			

(Attach in separate sheet)

V. DETAILS OF INFRASTRUCTURE

1.	Building area	Available /Not available
2.	Administrative area (in case of standalone college)	
	1 Principal's Room 200Sq ft with toilet 2 Principal's Office 400Sq ft	
	3 Conference Room 300 Sq ft 4 Reception area 200 Sq ft	
	5 HOD & Faculty room 450 Sq ft	
	6 Exam hall 600 Sq ft	
	7. Administrative area in Sq.m:- (When the centre is attached to college)	
	1 HOD's office of 150 sq. ft	
	2. Staff room of 300 sq.ft	
3	Teaching and training facilities	
	1 Class room Building area for class rooms – 200/400/600 Sq ft (2 Numbers)	
	2. Class room board	
	3. Class room chairs with writing board / table	
	4. Liquid crystal display : two number with	
	5. supportive facilities	
	6. Basic medical science cum laboratory	
	7. Computer laboratory	
4.	Other facilities	
	1. Hostel	
	2. Canteen	
	3. Auditorium	
	4. Toilets	
	5. Common room	
5.	Library	
	1. Library with space of 20 Sq m.	
	2. Minimum of 300 TITLES in second year (minimum 200 titles in first year)	

	to start MHACourse) and minimum 1000 no of books including copies from third year on wards. (Book list to be attached)	
	3. Minimum 3 specific topic related magazines/journals/periodicals	
	4. Newspaper (Any two daily)	
	5. Internet facility	
	6. Seating capacity of students	
	7. Register <ul style="list-style-type: none"> • Library accession register (Master & subject wise) • Journal or periodical register • Students issue register • Faculty issue register • Students movement register • Faculty movement register 	
	8. Library timings (specify)	

VI. DETAILS OF TEACHING FACULTY

	Faculty	Available/ Not available
	Principal	
1.	<p>Professor and HOD (1) with MD (HHM) /DNB(HHA) /M. Phil (HHSM) / MHA/M.Sc.(HM)/(HA) MBA (HA) and 10 years teaching experience at post graduate level in Hospital Administration with affiliation to a university established under law</p> <p>OR</p> <p>15 years managerial experience in hospital after MD (HHM) /DNB(HHA) /M. Phil (HHSM) / MHA/M.Sc. (HM)/(HA), MBA (HA) of which at least 7 years at senior level, comparable to that of an Administrator of 500 bedded multispecialty</p>	

	<p>hospital and 8 years teaching experience at post graduate level in Hospital Administration with affiliation to a university established under law.</p> <p>OR</p> <p>a candidate with full time post graduate degree in management (MBA, MHRM, MA (PM&IR), etc) with 18 years full time managerial experience in Hospital after post graduation, of which at least 7 years at senior level of Administrator of 500 bedded hospital and 8 years full time teaching experience after a post graduate degree in management for full time Masters Course in Hospital Management/ Hospital Administration or equivalent with affiliation to a university established under law</p>	
2.	<p>Associate Professor (1) with MD (HHM) /DNB(HHA) /M. Phil (HHSM) / MHA/M.Sc.(HM)/(HA) MBA (HA) and 7 years teaching experience at post graduate level in Hospital Administration with affiliation to a university established under law</p>	
3.	<p>Assistant Professor (1 for ten students, 2 for twenty students, and 3 for thirty students) with MD (HHM) /DNB(HHA) /M. Phil (HHSM) / MHA/M.Sc. (HM)/(HA) , MBA (HA) and 3 years teaching experience at post graduate level in Hospital Administration with affiliation to a university established under law</p>	
4.	<p>Lecturer (2 for ten students, 4 for twenty students and 7 for thirty students) with MD (HHM) / DNB(HHA)/M.Phil.(HHSM) / MHA/M.Sc.(HM)/(HA) / MBA (HA)</p>	
5.	<p>5. Other Lecturers MPH, PG with LL.B / LL.M / MBA / MHRM / MA (PM&IR) / MCA /CA M.Com/M.Sc. (Biostatistics)/M.Com/M.Sc. (Med. Docu.) B.Tech.Bio-medical/M.Tech (Bio-medical)/ M.Sc.(Anatomy) M.Sc.(Physiology) M.Sc.(Microbiology)/MPT/M.Sc.(Bio medical Instrumentation/MCA/MSc. Computer Science/ M.A Economics/</p>	
6.	<p>Core faculty should have MD (HHM)</p>	

	/DNB(HHA) /M. Phil (HHSM) / MHA/M.Sc.(HM)/ (HA) MBA (HA) from an institution affiliated under law. The core faculty only can guide the students for the project work and shall be an examiner for the viva-voce. Faculty student ratio is limited to 1:5 per year. Maximum number of students (including first year and second year MHA) a faculty could guide at a time is limited to five	
7.	Whether criterion of Core faculty/ student ratio is followed in relation to the seats requested/ sanctioned?	

Details of teaching faculty

Sl no	Name of the faculty	Designation	Qualification	Total experience after PG	Experience in teaching for MHA course

(Separate list to be attached)

VII. DETAILS OF NON-TECHING SATFF

Sl no	Name	Designation	Qualification	Remarks

VIII. RECORDS AND REGISTER

	Register	Available not available
1.	Admission register	
2.	Students attendance register (theory) -1 st year	
	2 nd year	

3.	Students attendance register (training) 1 st yr	
	2 nd year	
4.	Faculty attendance register	
5.	Non- teaching attendance register	

IX. DETAILS OF THE HOSPITAL & FACILITIES

1.	Name and address of the hospitals	
2.	Whether the hospital is owned by the same management or not If not, specify the details	
3.	Road distance from the college to the hospital (within 7 K.M radius)	
4.	Total number of beds	
5.	Bed occupancy of the hospital(should be 75% i.e the daily average should be more than 375 in patient)	
6.	All main medical and surgical specialties including general medicine, general surgery, obstetrics, and gynecology, paediatrics, ENT, Ophthalmology, Orthopaedics, Dermatology, Causality, etc. should be there	
7.	At least five major super specialties like Cardiology, Neurology, Nephrology, Urology, Neurosurgery, Cardiothoracic surgery, etc should be there.	
8.	All administrative, supportive and ancillary departments like Administration, Materials Management, Stores,	

	Personnel – Public Relations – Finance – Accounts – Registration – Medical Records – Bio Medical – Radiology – CSSD – Corporate Relations – Insurance – Billing - Pharmacy – Canteen –Plumbing – Electrical – Civil – Laundry – Waste Management – ETP – Incinerator – Physiotherapy – Medical and Psychiatric Social Work – OPD– ICUS – Security – Casualty – Laboratory – Microbiology – Bio Chemistry – Blood Bank – Haematology – Histopathology, Pathology.etc (should be there)	
--	--	--

X. FEEDBACK FROM THE STUDENTS

1.	Theory class	
2.	Training & field visit	
3.	Library	
4.	Hostel	
5.	Laboratories	
6.	Transportation	
7.	Other facilities	

XI. REMARKES AND DEFICIENCY

1.	College infrastructure	
2.	Hospital	
3.	Faculty	
4.	Library	

5.	Academic	
----	----------	--

Any other information the inspector like to furnish

Name:

Signature of theInspector (1)

Name:

signature of Inspector (2)