

BABA FARID UNIVERSITY OF HEALTH SCIENCES FARIDKOT



Inspection Proforma for PG courses: Subject: Biochemistry (Summary)

Note:

1. Please read the proforma carefully before completing
2. Information provided should be brief and to the point. No unnecessary information be given.
3. Do not use annexures unnecessarily. All efforts be made to provide information within the proforma. Use annexures only when information is very lengthy.
4. Inspector to give his final remarks after the summary in the proforma. No separate confidential letters be sent.
5. The college will be responsible for filling all column and signing at appropriate places.

Date of Inspection:-

Name of Inspector with qualifications

PG Degree
(Recognized/Non-R)

1.	Name of the institution (Private/Government)	Director/Dean/Principal			
		Name			
		Date of Birth			
		Teaching Experience			
		PG Degree (Recognized/Non-R)			
		Year			
Subject					
2.	Department Inspected	Head of Department			
		Date of Birth			
		Teaching Experience			
		PG Degree (Recognised/Non-R)			
		Year			
		Subject			
3.	(a) Number of UG seats	Recognised (Year_____)	Permitted ()	First LOP date	
	(b) Date of last inspection for	UG	PG		
		Purpose	Purpose		
		Result	Result		
4.	Total PG Teachers available in the Department				
	Designation	Number	Names & qualifications	PG Degree (Recognised/ Non-R)	Total teaching Experience
	Professors				
	Assoc. Professors/Readers				
	Asstt. Professors				

Signature of Inspector

- All teachers should be physically identified. Count only those present.
- Detailed Performa (with photograph affixed) in respect of every teacher must be obtained which signed by the concerned teacher, HOD and Head of institution
- In case of non-medical-teachers in Biochemistry it should be specified whether PG degree is from Medical Faculty (M.Sc. Medical Biochemistry) or from Science faculty.

5. Year wise available investigative workload during previous three years for the department of Biochemistry

Parameter (Name of major investigations)	Year I	Year II	Year III

6. Publications from the department during last 3 years:

(Give only full articles published in indexed journals)

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7.	Blood Bank	License valid	Yes / NO
		Blood component facility available	Yes / NO
		Number of blood units stored on the inspection day	
		Average units consumed daily (entire hospital)	

8. Specialized services provided by the department: Adequate / not adequate

9. Specialized Intensive care services provided by the Dept: Adequate / not adequate

10. Specialized equipment available in the department: Adequate / Inadequate

11. Space (OPD, IPD, Offices, Teaching areas) Adequate / Inadequate

12	Library		Central	Departmental
		Number of Books		
		Number of Journals		
		Latest journals available upto		

13. Casualty Number of Beds _____ Available equipment ____ Adequate / Inadequate

14. Common Facilities

- Central supply of Oxygen / Suction: Available / Not available
- Central Sterilization Department Adequate / Not adequate
- Laundry: Manual/Mechanical/Outsourced:
- Kitchen Gas / Fire
- Incinerator: Functional / Non functional Capacity: Outsourced
- Bio-waste disposal Outsources / any other method
- Generator facility Available / Not available
- Medical Record Section: Computerized / Non computerized
- ICD10 classification Used / Not used

15. Accommodation for staff Available / Not available

16.	Hostel Accommodation	UG		PG		Interns	
		Boys	Girls	Boys	Girls	Boys	Girls
	Number of Rooms						

Signature of Inspector

17.	Total number of PG seats in the concerned subject		Recognized seats	Date of recognition	Permitted	Date of permission
		Degree				
		Diploma				

18. Year wise PG students admitted (in the department inspected) during the last 5 years and available PG teachers

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

19.	Other PG courses run by the institution	Course Name	No. of seats	Department
		DNB		
		M.Sc.		
		Others		

20. 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		
IVth Year		

21. List of Faculty joining and leaving after last inspection:

DESIGNATIONS	NUMBER	NAMES	
		JOINING FACULTY	LEAVING FACULTY
Professor			
Associate Prof.			
Assistant Prof.			
SR/Tutor/Demons.			
Others			

22. Faculty deficiency, if any

Designation	Faculty available (number only)	Faculty required	Deficiency, if any
Professor			
Assoc Professor			
Asstt. Professor			
Sr. Residents			
Jr. Residents			
Tutor/ Demonstrator			
Any Other			

Signature of Inspector

23. Final remarks by the Inspector.

(No recommendations regarding permission / recognition be made. Give only factual position).

Signature of Inspector

Inspection Proforma for Postgraduate courses
(Biochemistry)

Name of Institution: _____

Annual Intake for PG :

BFUHS Reference No.: _____

2. Particulars of the Inspector:-

Inspection Date _____

<p>Name</p> <p>Designation</p> <p>Specialty</p> <p>Name & Address of Institute/College</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Residential Address (with Pin Code)</p> <p>.....</p> <p>.....</p> <p>Phone .(Off)(Resi.)</p> <p>(Fax).....</p> <p>Mobile No.</p> <p>E-mail:</p>
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3. Institutional Information

Particulars of college

Item	College	Chairman/ Health Secretary	Director/ Dean/ Principal	Medical Superintendent
Name				
Address				
State				
Pin Code				
Phone (Off.) (Res.) (Fax)				
Mobile No.				
E-mail				

Signature of Dean/Principal

Signature of Inspector

PART-I
(Institutional Information)

1 Particulars of Director / Dean / Principal:

(Who so ever is Head of Institution)

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

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

Teaching Experience

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

2. Central Library

- Total number of Books in library: _____
- Books pertaining to Biochemistry: _____
- Purchase of latest editions of books in last 3 years: Total: ___ Biochemistry books _____
- Journals:

Journals	Total	Biochemistry
Indian		
Foreign		

- Year / Month up to which latest Indian Journals available: _____
- Year / Month up to which latest Foreign Journals available: _____
- Internet / Med pub / Photocopy facility: available / not available
- Library opening times: _____
- Reading facility out of routine library hours: available / not available

3. Central Research Lab:

- Whether it exists? YES / NO
- Administrative control:
- Staff:
- Equipment:
- Workload:

4. Central Laboratory:

- Controlling Department:
- Working Hours:
- Investigative workload:
(Approximate number of investigations done daily)

Signature of Inspector

Radiology: On inspection day		Average(monthly)	Microbiology: On inspection day		Average(monthly)
Plain X-Rays			Bacteriology		
CT Scans			Serology		
MR Scans			Mycology		
Mammography			Parasitology		
Barium studies / IVP			Virology		
Ultrasonography			Immunology		
DSA					
Others					

Pathology On inspection day		Average(monthly)	Biochemistry On inspection day		Average(monthly)
Haematology			Blood chemistry		
Histopathology			Endocrinology		
FNAC			Other fluids		
Cytology					

Radiotherapy (Optional)	
Radiotherapy	
Teletherapy	
Brachy therapy	

5. Central supply of Oxygen / Suction: Available / Not available
6. Central Sterilization Department Adequate / Not adequate
7. Laundry: Manual/Mechanical/Outsourced:
8. Kitchen Gas / Fire
9. Incinerator: Functional / Non functional Capacity: Outsourced
10. Bio-waste disposal Outsourced / any other method
11. Generator facility Available / Not available
12. Medical Record Section: Computerized / Non computerized
ICD 10 Classification Used/Not used
13. Recreational facilities: Available / Not available

Play grounds	Gymnasium
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14 Hostel facilities

UGs (No. of Rooms)		Interns (No. of Rooms)		PGs (No. of Rooms)	
Boys	Girls	Boys	Girls	Boys	Girls

15. Residential accommodation for Staff / Paramedical staff Adequate / Inadequate

16. Ethical Committee (Constitution):
(Specify number of meetings held annually & minutes thereof)

17. Medical Education Unit (Constitution)
(Specify number of meetings held annually & minutes thereof)

Director/ Dean/ Principal

Signature of Inspector

PART – II (Departmental Information)

1. Department inspected: Biochemistry

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/ Recognition/ Increase of seats /
Renewal of recognition/Compliance Verificationb) **Date of last MCI inspection & University Inspection of the department:**
_____c) **Purpose of Last Inspection:** _____d) **Result of last Inspection:** _____

(Copy of MCI letter & University 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)
	Degree	Diploma	
2014			
2013			
2012			
2011			
2010			

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		
IVth Year		

Signature of Inspector

6 Departmental General facilities:

- Total number of Laboratories in the department of Biochemistry

L A B O R A T O R I E S									
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									

Signature of Inspector

PART – II (Departmental Information)

Teaching 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					
					Subject with Year of passing	Institution	University	Designation	Institution	From	To	Total Period	* Benefit of publications in promotion Yes/No, if yes List publications

Signature of Inspector

* Has any of these faculty members been considered in PG/UG inspection at any other college or any other subject in this college after 01.03.2014. If yes, give details.

8 List of Faculty joining and leaving after last inspection:

DESIGNATIONS	NUMBER	NAMES	
		JOINING FACULTY	LEAVING FACULTY
Professor			
Associate Prof.			
Assistant Prof.			
SR/Tutor/Demons.			
Others			

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

S.No.	Name	Designation

10. Services provided by the Department

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

11. Departmental Library:

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

12. Departmental Museum

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

13. Departmental Research Lab.

- Space
- Equipment

14. Office Accommodation:

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

Signature of Inspector

Office Space for Teaching Faculty:

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

15. Equipments:

List of important equipments available and their functional status.

Equipment available in different Laboratories

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16. 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

17. Animal House

- CPCSEA guidelines followed YES/NO
- Animal Ethics Committee in place? YES/NO
- Additional Technology used to minimize animal Experimentation YES/NO

18. Publications from the department during the last 3 years in indexed and non-indexed journals.

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

19. Academic outcome based parameters

- (a) Theory classes taken in the last 12 months – Number _____
(Dates, Subjects, Name & Designation Available & Verified/
of teachers, Attendance sheet) Not available
- (b) Clinical Seminars in last 12 months Number _____
(Dates, Subjects, Name & Designation Available & Verified/
of teachers, Attendance sheet) Not available

Signature of Inspector

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|---|--|
| (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 |
- 20.** Any other information.

Director / Dean / Principal

Head of Department

Signature of Inspector

PART III

POSTGRADUATE EXAMINATION (Only At the Time Of Inspection)

1. Minimum prescribed period of training.
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.
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 -----

Signature of Dean/Principal/Director

- 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.

Signature of Inspector