

BABA FARID UNIVERSITY OF HEALTH SCIENCES FARIDKOT



Inspection Proforma for PG courses: Subject: Community Medicine (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. E.g. when research publications in indexed Journals during the last three years are asked for, do not give list of all publications from the beginning and do not give papers presented or abstracts etc.. Provide full reference
 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 columns and signing at appropriate places.

Date of Inspection: _____ **Name of Inspector:** _____

1. Name of Institution (Private / Government)	Director / Dean / Principal (Who so ever is Head of Institution)		
	Name		
	Age & Date of Birth		
	Teaching experience		
	PG Degree (Recognized/Non-R)		
	Subject		

2. Department inspected (Community Med.)	Head of Department		
	Name		
	Age & Date of Birth		
	Teaching experience		
	PG Degree (Recognized/Non-R)		

3. (a). Number of UG seats	Recognised (Year:)	Permitted (Year:)	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	Name	Total Teaching Experience	Benefit of Publications in Promotion
Professor				
Addl./Assoc Professor				
Asstt. Professor				

Note: Count only those teachers who are physically present.

5	Requisite important information of the Department	Adequate/Not Adequate
	Number of Labs available for UG students (Give Nomenclature)	
	Number of Labs available for PG students	
	Departmental Research Laboratory	
	Laboratory Technicians (Number & Designations)	
	Specialised equipment in the department	

Signature of Inspector

	Departmental Library – Book/Journals	
	Central Library – Books/Journals pertaining to the department	
6	Space for Department	
	Room for HOD & office steno	
	Rooms for Faculty Members	
	Class Rooms/Demonstration rooms	
	Specific requirements related to the department (Museum)	

7. Publications from the department during last 3 years:

(Give only full articles published in indexed journals)

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

9	Other relevant facilities in the Institution		
	Radiology facilities		
	Bio-Chemistry facilities (24 hrs emergency lab)		
	Pathology & Microbiology facilities		
	Blood Bank facilities (24 hours open or not blood components available)		
	Incinerator		
	Laundry		
	Hostels for UG & PG students		
	Accommodation for Staff		
10.	Ongoing teaching programme for PG students with logbook		

11. Accommodation for staff

Available / Not available

12	Hostel Accommodation	UG		PG		Interns	
		Boys	Girls	Boys	Girls	Boys	Girls
	Number of Rooms						

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

14. 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.
	Degree	Diploma	(Give names)
2014			
2013			
2012			
2011			
2010			

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

Signature of Inspector

16. 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		

17. 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			

18. Faculty deficiency, if any

Designation	Faculty available (number only)	Faculty required	Deficiency, if any
Professor			
Assoc Professor			
Asstt. Professor			
Asstt.Prof. cum Statistician			
Asstt.Prof. cum Epidemiologist			
M.O.			
L.M.O.			
Tutor/ Demonstrator			
Any Other			

19. Final remarks by the Inspector.

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

Signature of Inspector

Inspection Proforma for Postgraduate courses
(Community Medicine)

1. Name of Institution: _____

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 Community Medicine: _____
- Purchase of latest editions of books in last 3 years: Total:___ Comm. Med. books___
- Journals:

Journals	Total	Comm. Medicine
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)

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							

Signature of Inspector

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. Operation Theatres:

AC / Non AC		Number of OTs functional per day	
Numbers		Number of days operations carried out	
Pre-Anaesthetic clinic		Average No. of case operated daily (Entire hospital)	Major
Post-Anaesthetic care area			Minor
Resuscitation arrangements	Adequate /Inadequate	Equipments	Total

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

Play grounds	Gymnasium
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15 Hostel facilities

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

16. Residential accommodation for Staff / Paramedical staff: Adequate / Inadequate

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

18. 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: **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/ Recognition/ Increase of seats /
Renewal of recognition/Compliance Verification

a) **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, 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. 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		

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					

Signature of Inspector

Total teaching/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					
					Subject with Year of passing	Institution	University	Designation	Institution	From	To	Total Period	* Benefit of publications in promotion Yes/No, if yes List publications
	Professor												
	Assoc. Professor												
	Asst. Professor												
	Epidemiologist cum Asst. Professor												
	Statistician cum Asst. Professor												
	Medical Officer (2)												
	LMO (2)												
	Tutor												

Note: * Use only the format provided. Do not devise your own format otherwise information provided will not be considered. Fill up all columns.
Publications : Give only full articles in indexed Journals published during the period of promotion

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.

6 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			

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

S.No.	Name	Designation

8 Departmental Library:

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

9 Departmental Research Lab.

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

10 Departmental Museum (Wherever applicable).

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

11 Space:

- No. of rooms
- Patient Exam. arrangement:
- Equipments
- Teaching Space
- Waiting area for patients.

12 Office space:

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

13 Paramedical Sections

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

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

14. Availability of Transport – Type & no.

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

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

16. Equipments:

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

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17. 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

18. 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:

19. List of 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.

20. Submission of data to national authorities, if applicable

21. 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 |
- 22.** Any other information.

Director / Dean / Principal

Head of Department

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.