

BABA FARID UNIVERSITY OF HEALTH SCIENCES FARIDKOT



Inspection Proforma for PG courses: Subject: Forensic Medicine & Toxicology (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 Inspection:** _____

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

Department inspected (Forensic Medicine & Toxicology)	Head of Department	
	Name	
	Age & Date of Birth	
	Teaching experience	
	PG Degree (Recognized/Non-R)	

2. (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 for last 5 years in Promotion
Professor				
Addl./Assoc Professor				
Asstt. Professor				

Note: Count only those teachers who are physically present.

Signature of Inspector

5. Year-wise available clinical materials (during previous 3 years) for Department of Forensic Medicine & Toxicology

Parameters	Year 1	Year 2	Year 3
Total number of postmortems			
Total number of sexual offences (victims)			
Total number of sexual offences (accused)			
Total number of age estimation			
Total number of Pregnancy certification			
Average daily consumption of blood units in the teaching institution/hospital			

6 Investigative work load on the day of inspection (Entire hospital)

Radiology		Biochemistry	Pathology		Microbiology	Blood units consumed
MRI			Histopathology			
CT			FNAC			
USG			Others			
Mammography						
IVP/ Barium etc						
Plain X-Rays						
DSA						
Any other						

7. Publications from the department during last 5 years:

(Give only full articles published in indexed journals)

--

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

9. Specialized services provided by the department:

Adequate / not adequate

10. Specialized equipment available in the department:

Adequate / Inadequate

11. Space (Offices, Teaching areas, Mortuary etc.)

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 Outsourced / any other method
- Generator facility Available / Not available
- Medical Record Section: Computerized / Non computerized

Signature of Inspector

- Medico-legal autopsies during last one year -
- Number of Pathological autopsies during 1 year -
- 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						

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 teaching Institutions	Course Name	No. of seats	Department
		DNB		
		M.Sc.		
		Others		

20. The stipend paid to the PG students, year-wise:

Year	Stipend paid in Govt. colleges by the State Govt.	Stipend paid by the Institute
Ist		
IIInd		
IIIrd		
IVth		

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 Dean/Principal

Signature of Inspector

Inspection Proforma for Postgraduate Courses
(Forensic Medicine & Toxicology)

1. Name of Teaching Institution: _____

BFUHS Reference No.: _____ Dated _____

2. Particulars of the Inspector:- Inspection Date _____

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

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	Teaching 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 Forensic Medicine: _____
- Purchase of latest editions of books in last 3 years: Total: ___ FMT books _____
- Obtain list signed by the Dean: YES/NO
- Journals:

Journals	Total	Forensic Med. & Toxicology
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
(obtain list of books & journals duly signed by Dean)

3. Casualty:/ Emergency Department

Space	
Number of Beds	
No. of cases (Average daily OPD and Admissions):	
Emergency Lab in Casualty (round the clock):	available / not available
Emergency OT and Dressing Room	
Staff (Medical/Paramedical)	
Equipment available	

4 Blood Bank

(i)	Valid License(copy of certificate be annexed)	Yes / No	
(ii)	Blood component facility available	Yes / No	
(iii)	All Blood Units tested for Hepatitis C,B, HIV	Yes / No	
(iv)	Nature of Blood Storage facilities (as per specifications)	Yes / No	
(v)	Number of Blood Units available on inspection day		
(vi)	Average blood units consumed daily and on day of inspection (give distribution in various specialties)	Average daily	On inspection day

Signature of Inspector

5. Central Research Lab:

- Whether it exists? Yes No
- Administrative control:
- Staff:
- Equipment:
- Workload:

6. 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							

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	

7. Central supply of Oxygen / Suction: Available / Not available
 8. Central Sterilization Department Adequate / Not adequate
 9. Laundry: Manual/Mechanical/Outsourced:
 10. Kitchen Gas / Fire
 11. Incinerator: Functional / Non functional Capacity: Outsourced
 12. Bio-waste disposal Outsources / any other method
 13. Generator facility Available / Not available
 14. Medical Record Section: Computerized / Non computerized
 15. ICD10 classification Used / Not used
16. Recreational facilities: Available / Not available

Play grounds	Gymnasium
--------------	-----------

17

Hostel facilities

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

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

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

Signature of Inspector

20. Medical Education Unit (Constitution)
(Specify number of meetings held annually & minutes thereof)
21. Department of Illustration/Photography(Artist, Modeller, Photographer)

Director/ Dean/ Principal

Signature of Inspector

PART – II (Departmental Information)

1 Department inspected: Forensic Medicine & Toxicology

2 Particulars of HoD

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

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

Teaching Experience

Designation	Teaching 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

b) **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		

Signature of Inspector

6 Departmental General facilities:

- Total number of Medico-legal autopsies in the FMT Department:.....
- Total number of Laboratories in the department of Forensic Medicine

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

Signature of Inspector

Total teaching Staff:

S. No.	Designation	Name with Date of Birth	Nature of employment Full time only.	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

Note:
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

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(a) List of Non-teaching Staff in the department: -

S.No.	Name	Designation

7(b) Teaching facilities

	Number	Size	Seating capacity
Seminar rooms			
Demonstration rooms			

Audio-visual Aids: Adequate/Inadequate.

8 Available Clinical Material: (Give the data only for the Department of For.Med.& Toxicology)

	On inspection day	Average of 3 random days
• Daily Medico-legal autopsies
• Daily Pathological autopsies
• Daily Clinical FM. Victims of S.O)
• Daily Clinical FM. accused of S.O)
• Daily Age estimation of victims
• Daily Age estimation of accused
• Daily pregnancy certification of victims of S.O

9 Year-wise available clinical materials (during previous 3 years) for Department of **For.Med.& Toxicology**

Parameters	Year 1	Year 2	Year 3
Total number of Medico-legal autopsies			
Total number of Pathological autopsies			
Total number of Victims examined of sexual offences			
Total number of accused of sexual offences			
Total number of age estimation of sexual offences.			
Total number of pregnancies certification of sexual offences			

Signature of Inspector

- 10 If courses is already started year-wise number of PG students admitted and available PG teaching during the last five years.

Year	Names of PG students admitted		Names of recognized PG teachers against whom the students were admitted.
	Degree	Diploma	
2010			
2011			
2012			
2013			
2014			

- 11 Research facilities at the Department of Forensic Medicine & Toxicology:

- 13 Departmental Library

- Total number of books
- Purchase of latest editions in last three years
- Number of Journals

- 14 Departmental Research Facilities

- Space:
- Equipment
- Research Projects utilizing Deptt. Research Lab.
- Number of publications from The department during the last Three years.

Indexed	Non-indexed
---------	-------------

- 15 Space:

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

OPD IPD

- 16 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

17. Whether the Govt./Private Teaching Institution has Home Departments permission to do Autopsy examinations : YES/NO (enclose copy)

18. Clinico- Pathological Conference

19. Death Review Meetings

20. Submission of data to National Authorities, if any, like N.H.R.C. for autopsies for Custodial Deaths

21. Publications from the department during the last 5 years in indexed and non-indexed journals(enclose copies)

Signature of Inspector

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

(List here only – NO annexure to be attached)

23. Facilities for Practicals/Research.

- Details of facilities to carry out theory and practical classes for UG students as per the recommendations of Medical Council of India.
- Details of facilities to carry out additional classes and practicals at PG levels.
- Details of Laboratories and other facilities to carry out research work.

24. Postmortem room (Mortuary).

- Number/ year
- Letter of permission or MOU / by Govt for conducting/ handling autopsy
- Size
- Ventilation
- Lighting
- Exhaust
- Running Water supply
- Drainage & waste disposal
- Open mortuary with fly proofing arrangement
- Dissection table/table (number)
- Cold storage facilities
 - Type
 - Quantity
 - Adequate/ inadequate
- Postmortem staff
 - Dissection attendants
 - Sweepers
- Attached Office space for autopsy surgeons & other staff.
- Waiting area for relatives of deceased.
- Number of students attending one postmortem
- Number of Postmortem done by a P.G. student during the course (attach log book).

Signature of Inspector

- Total number of postmortem performed by the staff of the department during the last three years. (Give year wise details).

25. Museum:

- Specimens
- Bones
- Weapons
- Poisons
- Charts/Diagrams
- Models
- Photographs
- X-rays.

26. Details of medico legal cases (other than postmortems) performed by the departmental staff & P.G. students during the last 3 years (give year wise details.).

27. Medical Record section –

28. 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 |

29. 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