# BABA FARID UNIVERSITY OF HEALTH SCIENCES FARIDKOT



# Inspection Proforma for PG courses: Subject: Pulmonary 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.

Da	te of Inspec	ction:			Name of Insp	ector:			
	ame of Inst					ector / Dear			
(P)	rivate / Gover	nment)			(Who	so ever is He	ad of Ins	titution)	
				lame					
			Α	(1 kge & 1	Date of Birth				
					g experience				
				G Deg					
					zed/Non-R)				
			S	ubject					
2. <b>D</b> e	epartment	inspected			<u> </u>	lead of De	partme	ent	
	_	•	N	Jame					
			A	ge & ]	Date of Birth				
					ng experience				
				G Deg					
				_	zed/Non-R)				
			•			'	T		
3.  (a)	). Number	of UG seats	3		gnised			First LOP	
				(Yea	r: )	(Yea		ır: )	date
(b)	. Date of la	st inspectio	n for	UG			PG		
				Purp	ose:	Purpose:			
				Resu	lt:	Result:			
Total	PG Teach	ers availab	le in the	e Depa	rtment:		· · ·		
Desig	nation	Number		Nar	ne	Total Tea	ching	Benefit	of
Ü						Experien	_	Publica	ations in
						•		Promo	tion
Profes	sor								
	Professor								
	Professor								
I ISSU.	110105501	Note: Co	ount only	those te	achers who are p	hysically pre	sent.		
	0.7.7.1								
Numb	er of Units	with beds in	n each u	nit:					
Niii	mber of pa	tients on	OPI	)	IPD	Casua	ltv	Bed	occupancy
	day of insp		011	-		Cusuc		Dea	- capaney
					•				

7. Year-wise available clinical materials(during previous 3 years) for department of Pulmonary	Medicine Medicine
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Parameters	Year 1	Year 2	Year 3
Total number of patients in OPD			
Total number of patients in IPD			

Weekly clinical work load for OPD	
Weekly clinical work load for IPD	
Average daily investigative workload of the	
Department and its distribution	
Radiology	
Biochemistry	ļ
• Pathology	ļ
Microbiology	
Average daily consumption of blood units	
in the department	

#### Investigative work load on the day of inspection (Entire hospital) 8

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

US	G		Haematology			
Ma	mmograph	y	Others			
IVE	P/ Barium e	etc				
Pla	in X-Rays					
DS.	A					
An	y other					
<b>9</b> . P			the department during last 3 years: icles published in indexed journals)			
10	Blood Ba	ank I	License valid			Yes / NO
		I	Blood component facility available			Yes / NO
		<b>—</b>	Number of blood units stored on the in	spection day		
		A	Average units consumed daily (entire l	nospital)		
11. S <sub>1</sub>	pecialized s	service	s provided by the department:	A	dequa	te / not adequate
12. S <sub>1</sub>	pecialized I	Intensi	ve care services provided by the Dept:	A	dequa	te / not adequate
13. S <sub>1</sub>	pecialized e	equipm	nent available in the department:	A	dequa	te / Inadequate
14. Sı	oace (OPD.	IPD. (	Offices, Teaching areas)	A	deaua	te / Inadequate
1		, ,	, 5		1	1
15	Library			Central		Departmental
		Numl	har of Books			

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

	Number of Books	
	Number of Journals	
	Latest journals available upto	

<b>6.</b> Casualty Number of Beds	_ Available equipment	Adequate /	'Inadequate
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### 17. Common Facilities

• Central supply of Oxygen / Suction: Available / Not available • Central Sterilization Department Adequate / Not adequate

Manual/Mechanical/Outsourced: • Laundry:

• Kitchen Gas / Fire

Functional / Non functional Capacity: • Incinerator: Outsourced • Bio-waste disposal Outsources / any other method • Generator facility Available / Not available

• Medical Record Section: Computerized / Non computerized

• ICD10 classification Used / Not used • Total number of OPD, IPD and Deaths in the Institution during the last one year:

OPD, IPD and no. of Deaths during last one year								
In the entire	e hospital	In the department of Pulmonary Medicine						
OPD		OPD						
IPD		IPD						
Deaths		Deaths						

Note: The data be verified by checking the death/birth registration forms sent by the institution to the Registrar Deaths & Births (*Photocopy of all such forms be obtained*)

#### 18. Accommodation for staff

Α	vai	โลโ	hì	le /	'N	Jot	av	ai]	โลโ	hl	e
$\Box$	vai.	ıaı	נט	ı	Ι,	<b>1U</b>	aν	an	ıaı	נט	ı

19	<b>Hostel Accommodation</b>	UG		PG	r	Interns		
		Boys	Girls	Boys	Girls	Boys	Girls	
	Number of Rooms							

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

# **21.** 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			

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

### **23.** Stipend paid to the PG students yearwise:

Year	Stipend paid in Govt. colleges by State Govt.	Stipend paid by the Institution
1 <sup>st</sup> Year		
IInd Year		
IIIrd Year		
IV th year		

## **24**. 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				

## **25** Faculty deficiency if any

Designation	Faculty available (number only)	Faculty required	Deficiency, if any
Professor			
Assoc. Professor			

Asstt Profesoor		
	<u> </u>	
Sr. Resident	,	
		,
Jr. Resident		
		 ,
Tutor/Demonstrator		
Any other		

**26.** Final remarks by the Inspector. (No recommendations regarding permission / recognition be made. Give only factual position).

**Signature of Dean/Principal** 

# <u>Inspection Proforma for Postgraduate courses</u>

# (Pulmonary Medicine)

1. Name of Institution:	
BFUHS Reference No.:	
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:				

# $P\underline{ART-I} \\ (Institutional\ Information)$

	Name:			_Age:	(Date of Bi	irth)		
PG	Degree	Subject	Year	Insti	tution		Univ	ersity
	cognised / Recognized							
IVOI	Kecognizea							
	Teaching Ex							
De	signation	In	stitution			From	To	Total .
Λς	stt Professor							experienc
	soc Professor/	Reader						
	ofessor	reader						
						Grand 7	Total	
•	Total number Books pertain	ning to Pulm	onary Me		T-4-1.	D-1 M-1	: -: 1	- -
•	_	_	-	in last 3 years:	Total:	Pulm. Med	icine bo	oks
•	Journals:							
		Journals		Total		Pulr	nonary l	Medicine
		idian ·						
		oreign	1	l' T 1	'1 11			
•		-		lian Journals av reign Journals a				
•	Internet / Me				valiable.	availal	ole / not	available
•	Library open	-	, , , , , , , , , , , , , , , , , , ,			W, WIII	310, 1100	
•	Reading faci	_	ıtine libra	ry hours:		availal	ole / not	available
	Casualty:/ E	Emergency D	epartme	nt				
S	pace							
_	umber of Bed	S						
	o. of cases (A	verage daily	OPD and	Admissions).				
N	т 1			Admissions).				
E		in Casualty	(round the		available	/ not availal	ole	
E	mergency OT	and Dressing	(round the g Room		available	/ not availat	ole	
E		and Dressing	(round the g Room		available	/ not availab	ole	
E E	mergency OT	and Dressing	(round the g Room		available	/ not availab	ole	
E S	mergency OT taff (Medical/	and Dressing Paramedical)	(round the g Room		available	/ not availat	ole	
E S	mergency OT	and Dressing Paramedical)	(round the g Room		available	/ not availab	ole	
E S	mergency OT taff (Medical/	and Dressing Paramedical)	(round the g Room		available	/ not availab	ole	
E S	mergency OT taff (Medical/ quipment avai	and Dressing Paramedical)	(round the g Room		available	/ not availat	ole	
E St	mergency OT taff (Medical/ quipment avai	and Dressing Paramedical) ilable	(round the g Room		available	/ not availab		es / No
E Si E	mergency OT taff (Medical/) quipment avai	and Dressing Paramedical) ilable se	(round the	e clock):	available	/ not availab	Ye	es / No
E St (i) (ii)	mergency OT taff (Medical/ quipment avai  Blood Bank Valid Licen Blood comp	and Dressing Paramedical) ilable se ponent facility	(round the g Room	e clock):	available	/ not availab	Yo Yo	es / No es / No es / No
E S E	mergency OT taff (Medical/ quipment avai  Blood Bank Valid Licen Blood comp All Blood U	and Dressing Paramedical)  ilable  se ponent facility Inits tested for	(round the groom)  y available or Hepatiti	e clock):		/ not availab	Yo Yo Yo	es / No
E E Si E (i) (ii) (iii)	mergency OT taff (Medical/ quipment avai  Blood Bank Valid Licen Blood comp All Blood U Nature of B	and Dressing Paramedical)  ilable  se conent facility Inits tested for lood Storage Blood Units a	y available or Hepatiti facilities	e clock):  e s C,B, HIV (as per specification inspection da	ations)	/ not availab	Yo Yo Yo	es / No es / No
E E Si E (i) (ii) (iii) (iii) (iv)	mergency OT taff (Medical/ quipment avai  Blood Bank Valid Licen Blood comp All Blood U Nature of B Number of I Average blo	and Dressing Paramedical)  ilable  se conent facility Inits tested for lood Storage Blood Units a	y available or Hepatiti facilities envailable osumed dai	e clock):  e s C,B, HIV (as per specification inspection dataly and on inspection dataly and on inspection)	ations)	Average daily	Y6 Y6 Y6	es / No es / No

# 5. Central Research Lab:

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

#### **Central Laboratory:** 6.

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

Radiology: Or	inspection day	Average (monthly)	Microbiology: On	inspection day	Average (monthly)
Plain X-Rays			Bacteriology		
CT Scans			Serology		
MR Scans			Mycology		
Mammography			Parasitology		
Barium studies /			Virology		
IVP			T 1		
Ultrasonography			Immunology		
DSA					
Others					

Pathology On inspe	ection day Av	rerage (monthly)	Biochemistry On	n inspection day	Average (monthly)
Haematology			Blood chemistry		
Histopathology			Endocrinology		
FNAC			Other fluids		
Cytology					

Radiotherapy (Optional)				
Radiotherapy				
Teletherapy				
Brachy therapy				

**Operation Theatres:** 

7. Operation incarres	•		
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 Minor Total
Post-Anaesthetic care area			
Resuscitation arrangements	Adequate /Inadequate	Equipments	
Medical Gas pipeline	Available/ Not available		

8. Central supply of Oxygen / Suction: Available / Not available 9. Central Sterilization Department Adequate / Not adequate

**10.** Laundry: Manual/Mechanical/Outsourced:

11. Kitchen Gas / Fire

Functional / Non functional Capacity: 12. Incinerator: Outsourced 13. Bio-waste disposal Outsources / any other method **14.** Generator facility Available / Not available **15.** 

Medical Record Section: Computerized / Non computerized

ICD10 classification Used / Not used

Total number of OPD, IPD and Deaths in the Institution during the last one year:

OPD, IPD and no. of Deaths during last one year					
	In the enti	re hospital	In the department of Pulmonary Medicine		
OPD			OPD		
IPD			IPD		
Deaths			Deaths		

Number of births in the hospital during the last one year:\_\_

Note: The data be verified by checking the death/birth registration forms sent by the institution to the Registrar Deaths & Births (Photocopy of all such forms be obtained)

### **16.** Recreational facilities:

#### Available / Not available

Play grounds	Gymnasium
I .	

#### 17 Hostel facilities

UGs (No	o. of Rooms)	Interns (No	o. 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)

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

# <u>PART – II (Departmental Information)</u>

1	Department inspected:			Pulmonary Medicine				
2	Particulars Name:		A	ge:	(Date o	f Birth)		
Ī	PG Degree	Year	Ins	stitution			Universit	v
I	Recognised/ Not Recognized	Tour		Struction			O III v CI SIL	)
	Teaching E	xperience	e					
I	Designation		Institution			From	ТО	Total experience
A	Asstt Professor							
A	Assoc Professor	/Reader						
I	Professor							
							Grand Total	
	c) Purpos	e of Last	Inspection:					
			spection:					
	(Copy o	f MCI lett	er & University	letter be a	ttached)			
3			ctual/proposed) o					
4	If course al	ready sta	rted, yearwise n last 5 years:			nts admitt	ed and avail	able PG
Yea			lents admitted	No. of	PG Teache	ers availabl	le in the dept.	
	Deg	gree	Diploma	(give n	ames)			
201								
201								
201								
201								
	1	4.1.0	. 1 6 114					
5	_		ral facilities: in the departmen	nt.				
			ne department:					
•			esident Staff (An					

# **Unit wise teaching Resident Staff:**

Unit	Bed strength
OIIIt	Dea suengui

S. No.	Designation	Name with Date of Birth	Nature of employment Full time/part time/Hon.	PAN Number TDS deducted	PG QUA	LIFICATIO	N	Date wise tead	ching experie	Expence with desi	oerience gnation & In	stitution	
					Subject with Year of passing	Institution	University	Designation	Institution	From	То	Total Period	* Benefit of publications 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

>	* Has any of these faculty members been considere	d 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	1	NAMES
		JOINING FACULTY	LEAVING FACULTY
Professor			
Associate Prof.			
Assistant Prof.			
SR/Tutor/Demons.			
Others			

List of Non-teaching Start in the department.	7	List of Non-teaching Staff in the department:	-
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S. No.	Name	Designation

8	Available Clinical Material:	Give the data only for the	e department of Pulmonary	Medicine?
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	On inspection	on day	Average of 3 random days
Daily OPD			
Daily admissions			
Daily admissions in Deptt.			
Through Casualty			
Bed occupancy in the Deptt.	(%) (Nur	nber of I	PD on inspection day)
Weekly clinical work load for	or OPD & IPD (define	it ner un	it) -

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

Parameters	Year 1	Year 2	Year 3
Total number of patients in OPD			
Total number of patients in IPD			
Weekly clinical work load for OPD			
Weekly clinical work load for IPD			
Average daily investigative workload of			
the Department and its distribution			
Radiology			
Biochemistry			
<ul> <li>Pathology</li> </ul>			
Microbiology			
Average daily consumption of blood			
units in the department			

I.	RICU	(Respiratory Intensive Care Unit)		
	•	No. of beds:		
	•	Beds occupied on inspection day:		
	•	Average bed occupancy		
	•	Available equipment		
	•	Number of Ventilators Bipa	ap	Invasive

## 11 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	Name of Clinic
				attended	In-charge
1	Respiratory				
	Rehabilitation				
2	Asthma				
3	Bronchoscopy				
7	Any other				

<b>12.</b>	Services	provided	by the	<b>Department</b>
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- (a) Bronchoscopy
- (b) Physiotherapy Section.
- (c) PFT test and DLCO.
- (d) Blood Gas analysis
- (e) RICU services
- (f) Aerosol Tharapy
- (g) Treatment for MDR Tuberculosis
- (h) FNAC from Pleura and Lung
- (i) Any other
- 13 Departmental Library:
  - Total No. of Books.
  - Purchase of latest editions in last 3 years.
  - No. of Journals
- 14 Departmental Research Lab.
  - Space
  - Equipment
  - Research projects utilizing Deptt research lab.
- 15 Departmental Museum (Wherever applicable).
  - Space:
  - No. of specimens
  - Charts/ Diagrams.
- 16 Space:

No. of rooms

• Patient Exam. arrangement:

- Equipments
- Teaching Space
- Waiting area for patients.
- 17 Office space:

Departmental Office Office Space for Teaching Faculty
Space HOD

• Staff (Steno /Clerk). Professors

• Computer/ Typewriter: Assoc. Prof

Asstt Prof.

OPD

**IPD** 

Residents

- 18. Clinico- Pathological conference
- 19. Death Review Meetings
- 20. Submission of data to national authorities if any -
- 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.

# **Equipments:** List of important equipments available and their functional status . (List here only – NO annexure to be attached)

Multipara Monitors Nebulisers		Syringe pump
Pulse Oxymeters Ventilators		Bronchoscope
ECG Computerized PFT		Other routine use
	equipment	equipment
Resuscitation kit	Crash cart	Defibrillator
MDR treatment		
facilities		

#### 23. Academic outcome based parameters

(a)	Theory classes taken in the last 12 months –
	(Dates, Subjects, Name & Designation
	of teachers, Attendance sheet)

- (b) Clinical Seminars in last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet)
- (c) Journal Clubs held in last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet)
- (d) Case presentations held in last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet)
- (e) Group discussions held in last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet)
- (f) Guest lectures held in last 12 months (Dates, Subjects, Name & Designation of teachers, Attendance sheet)

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<b>24</b> .	$\Delta$ n $\alpha$	Other	intor	mation.
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Number
Available & Verified/
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Number
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Available & Verified/ Not available  Number Available & Verified/ Not available  Number
Available & Verified/ Not available  Number Available & Verified/ Not available

#### **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 1 <sup>st</sup> batch pass out (mention na	me of previous/existing University)
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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.