

BABA FARID UNIVERSITY OF HEALTH SCIENCES FARIDKOT



Inspection Proforma for PG courses: Subject: Psychiatry (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	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. Number of Units with beds in each unit:

6	Number of patients on	OPD	IPD	Casualty	Bed occupancy
	the day of inspection				

Signature of Inspector

7. Year-wise available clinical materials (during previous 3 years) for department of Psychiatry

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 <ul style="list-style-type: none"> • Radiology • Biochemistry • Pathology • Microbiology 			
Average daily consumption of blood units in the department			

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

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

9. Publications from the department during last 5 years:

(Give only full articles published in indexed journals)

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

11. Specialized services provided by the department: Adequate / not adequate
12. Specialized Intensive care services provided by the Dept: Adequate / not adequate
13. Specialized equipment available in the department: Adequate / Inadequate
14. Space (OPD, IPD, Offices, Teaching areas) Adequate / Inadequate

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

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

17. 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

Signature of Inspector

- 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 hospital		In the department of Psychiatry	
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 college/hospital to the Registrar, Deaths & Births (*Photocopy of all such forms be obtained*)

18. Accommodation for staff

Available / Not available

19	Hostel Accommodation	UG		PG		Interns	
		Boys	Girls	Boys	Girls	Boys	Girls
	No. of Rooms						

20	Total number of PG seats in the concerned subject		Recognized seats	Date of recognition	Permitted and further increase of seats.	Date of permissoin
		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. (give names)
	Degree	Diploma	
2014			
2013			
2012			
2011			
2010			

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

23. Stipend paid to the PG students, year-wise:

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

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			

Signature of Inspector

25. 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			

26. Final remarks by the Inspector.

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

Signature of Dean/ Principal/Director

Signature of Inspector

Inspection Proforma for Postgraduate courses
(Psychiatry)

1. Name of Institution: _____

BFUHS Reference No.: _____

2. Particulars of the Inspector:- Inspection Date _____

Name Designation Specialty Name & Address of Institute/College	Residential Address (with Pin Code) Phone .(Off)(Resi.) (Fax)..... Mobile No. E-mail:
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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
Recognised / Not Recognized				

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 Psychiatry: _____
- Purchase of latest editions of books in last 3 years: Total: ___ Psychiatry books _____
- Journals:

Journals	Total	Psychiatry
Indian		
Foreign		

- Year / Month up to which Indian Journals available: _____
- Year / Month up to which 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 as on inspection day (give distribution in various specialties)	Average daily	On Inspection day

5. Central Research Lab:

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

Signature of Inspector

6. Central Laboratory:

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

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

Radiotherapy (Optional)	
Radiotherapy	
Teletherapy	
Brachy therapy	

7. 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 Minor Total
Post-Anaesthetic care area			
Resuscitation arrangements	Adequate /Inadequate	Equipments	

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
 12. Incinerator: Functional / Non functional Capacity: Outsourced
 13. Bio-waste disposal Outsourced / 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 entire hospital		In the department of Psychiatry	
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 college/hospital to the Registrar, Deaths & Births (*Photocopy of all such forms be obtained*)

16. Recreational facilities: Available / Not available

Play grounds	Gymnasium
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Signature of Inspector

17	Hostel Accommodation	UG		PG		Interns	
		Boys	Girls	Boys	Girls	Boys	Girls
	No. of Rooms						

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)

Director/ Dean/ Principal

Signature of Inspector

PART – II (Departmental Information)

1 Department inspected: **Psychiatry**

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

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, 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 Departmental General facilities:

- Total number of beds in the department:.....
- Number of Units in the department:.....
- Unit wise teaching Resident Staff (Annexed).....

Signature of Inspector

Unit wise 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			Experience 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: 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

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 Available Clinical Material: (Give the data only for the department of Psychiatry)

- No of units available for clinical service on inspection day:

	On inspection day	Average of 3 random days
• Daily OPD
• Daily admissions
• Daily admissions in Deptt. Through Casualty
• Bed occupancy in the Deptt. Percentage.....	
• No. of Indoor patients on Inspection day	
• Weekly clinical work load for OPD & IPD -		

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

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 <ul style="list-style-type: none"> • Psycho Workup • Sociology workup • Cognitive Behaviour therapy ECG(EEG) 			
Average daily consumption of blood units in the department			

10 Intensive Care facilities(if any)

11 Specialty clinics and number of patients in each, being run by the department.

S.No.	Name of the Clinic	Days on which held	Timings	Average No. of cases attended	Name of Clinic In-charge
1	Neuro Psychiatry clinic for elderly				
2	Child guidance clinic				
3	Clinic for Senile disorder				
4	Psycho Motor clinic				
5	Deaddiction				
6	Memory clinic				
7	Family Counselling				
8	Community psychiatry (Help Line)				
9	Participation in National Mental Health Program.				

12. Services provided by the Department.

- (a) ECT
- (b) Special clinic
- (c) Psychological & IQ Testing
- (d) Bio feedback
- (f) Other special facilities being provided by the department.
- (g) Medico-Legal Services
- (h) Facility for care and stay of Acute cases (Emergency case)
- (i) Chronic Psychiatry care facility

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.

OPD IPD

17 Office space:Departmental OfficeOffice Space for Teaching Faculty

- | | |
|---|--|
| <ul style="list-style-type: none"> • Space • Staff (Steno /Clerk). • Computer/ Typewriter: | HOD
Professors
Assoc. Prof
Asstt Prof.
Residents |
|---|--|

18. Clinico- Pathological conference**19.** Death Review Meetings**20.** Submission of data to national authorities if any -**21.** Publications from the department during the last 3 years in indexed and non-indexed journals.

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

Indexed	Non-indexed.
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22 Equipment list

- ECT Medicines
- Equipments for Psychological evaluation
- Others

23. 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 |

24. Any other information.**Head of Department****Director / Dean / Principal**

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