

Kerala University of Health Sciences

Thrissur



Inspection Proforma for Starting /Enhancement of seats of MBBS course/ Continuation of Provisional Affiliation of Medical Colleges

(All Points and parameters are to be verified and established in person by the designated Inspectors. All necessary documents to be verified and attested by the Principal for submission along with the report)

Reference_____

Particulars of the Assessor:-

Assessment Date_____

- | | |
|---------------------|---------------------|
| 1. Name - | 2. Name - |
| Speciality - | Speciality - |
| Designation - | Designation - |
| 3. Name - | |
| Speciality - | |
| Designation - | |

Part-I (Institutional Information)

A). General Information

1. Name of Institution:
- 2.. a. Particulars of Head of the Institution
(Director/Dean/Principal whomsoever is head)
 - ◆ Name:
 - ◆ Age :
 - ◆ PG Degree Institution } University

- Year
- ◆ Total teaching experience(give details)

b. Particulars of Medical Superintendent
(Director/Dean/Principal
whomsoever is head)

- ◆ Name:
- ◆ Age :
- ◆ PG Degree } University
Institution }
Year }
- ◆ Total teaching experience(give details)

3. Previous Assessment of the college by MCI and KUHS if any (Attach copy): -

- Date
- Purpose, (for starting/increase of seats/ for recognition)
- Deficiencies pointed out, if any.

4. Purpose of present Assessment:

5. Mode of selection of students:

B) DETAILS OF THE COURSES CONDUCTED BY THE COLLEGE

(UG/PG DEGREE/DIPLOMA/SUPER SPECIALITY)

Sl No	Name of the course	No of seats	Year of commencement of course

(Details of courses should be attached in separate sheet in the specified proforma if necessary)

C) Institutional facilities:

1. Annual Plan & Non-plan budget allotted and utilized in the last three years.
(Separate sheet shall be annexed)
2. Statement of Salary paid to the faculty staff during the last three years.
(Separate sheet shall be annexed)

Sl no	Infrastructure facilities		
1	Lecture Theatre (A) In College Building	a) Number	
		b)Capacity	
		c) Type	

		d) Audio Visual Aids		
	(b) In Hospital Building	a) Number		
		b)Capacity		
		c) Type		
2	Examination Hall	Capacity		
		Number		
3	Central Library(Air Conditioned)	a)Area(sq.m)		
		b)Seating capacity		
		c)Books		
		d)Journals (Indian+Foreign)		
		e) Purchase of latest editions in last 3 years.		
		f)Year/month upto which Journals available		
		g)Internet /Medlar/ Photocopy facilities available/ not available		
		h) Library opening timings:		
		i)Reading facility out of route library hours		
		j)Library staff.		
4	Hostel	a) Boys/ Girls capacity		
		b) Residents capacity		
	(Hostel/Qtr)	c) Nurses accommodation @ 20%		
		d) Interns Hostel @ 100%		
5	Residential Quarters	a) Teaching @20%		
		b) Non-Teaching @20%		
6	Bed distribution			Bed Occupancy on the day of Inspection
7	Medicine & Allied	a) General Medicine	Bed	
			unit	
		b)Paediatrics	Bed	
			unit	
		c) TB & Chest	Bed	
			unit	

		d) Skin V D	Bed			
			unit			
		e) Psychiatry	Bed			
			unit			
		Total				
8	Surgery & Allied	a) General surgery	Bed			
			unit			
		b) Orthopaedics	Bed			
			unit			
		c) Ophthalmology	Bed			
			unit			
		d) ENT	Bed			
			unit			
		Total				
9	OBG	a) Obstetrics & ANC	Bed			
			unit			
		b) Gynaecology	Bed			
			unit			
		Total				
		Grand Total				
10	OPD					
11	Bed Occupancy %					
12	OT	a) AC/Non AC				
		b) Numbers				
		c) Equipment(s)				
		d) Pre-Anaesthetic Clinic				
		e) Post-anaesthetic care area.				
		f) Resuscitation arrangement adequate/ inadequate				
		g) Pain Clinic				
		h) Total Anaesthesia staff				
		i) Average No. of cases operated daily	Major		Caesarian Section	
			Minor		Deliveries	
13	ICU	a) ICCU ICU PICU/NICU SICU Labour Room				
		b) Casualty Beds				
14	Radiology	a) Static unit- i) 300mA ii) 600mA iii) 800mA IITV Fluoroscopy				

		b) Mobile Unit- i)60mA ii)-100mA	
		c)USG (Color)	
		d)CTScan(Minimum-16 Slice-Spiral) Any other	
		Mammography	
		Ba Studies/IVP	
		Others	
15	Radiotherapy	Radiotherapy	
		Teletherapy	
		Brachy therapy	
16	Pathology	Haematology	
		Histopathology	
		FNAC	
		Cytology	
17	Microbiology	Bacteriology	
		Serology	
		Mycology	
		Parasitology	
		Virology	
		Immunology	
18	Biochemistry	Blood Chemistry	
		Endocrinology	
		Other fluids	
19	Paramedical & Non Teaching Staff		
20	Nursing Staff	a)Nursing Supdt.	
		b)Dy. Nursing Supdt.	
		c)Asstt. Dy.Nursing Supdt.	
		d)Nursing Sister	
		e)Staff Nurse	
		Total	
21	Practical Laboratories(College Building)		
22	Central Laboratory (Hospital)	Controlling Department.	
		Working Hours	
		Investigative workload	
23	Blood Bank Licence No. &	No. of blood units available:	

	Date Average daily consumption of blood	Average blood units consumed daily:	
		Facilities of blood components available: Yes/No	
		Nature of Blood storage facilities (Whether as per specifications). Yes/No	
		All blood Units tested for Hepatitis C,B,HIV: Yes/No	
24	Rural Health Training Centre		
25	Urban Health training Centre		
26	Central Research Lab	Whether there is any Central Research Lab.	
		Administrative Control	
		Staff	
		Equipment	
		Work load.	
27	Average daily patients attendance	OPD	
		IPD	
		Average of bed occupancy rate	
		Year-wise average daily patient attendance (during previous period three years)	
28	College Council (Constitution)		
29	PG Committee (Constitution)		
30	Ethical Committee (Constitution)		
31	Anti Ragging Committee		
32	Hospital Infection Control Committee		
33	Pharmaco Vigilance Committee		
34	Medical Education Unit (Constitution). (Specify number of meetings of these bodies held annually & minutes thereof)		

35	Department of Illustration/Photography (Artist, Modellor, Photographer)	
36	Emergency/ Casualty Department	Available Space
		No. of beds
		Equipment(s)
		Available staff (Medical/Paramedi cal)
		No.,of cases (Average daily attendance of patients)
37	Central Supply of Oxygen/Suction: Available/ Not available	Investigative facilities available (round the clock)
		Facilities available
38	Central Sterlization Deptt. Adequate/ Not adequate	
39	Laundry : Mannual/ Mechanical. Service: Adequate/Inadequate.	
40	Kitchen Available/ Not available Cooking by Gas/Wood	
41	Incinerator	Available/ Not available.
		Functional/ not functional
		Capacity
42	Generator Facility Available/ Not available. Capacity:	
43	Medical Record Section: Computerized/ Not computerized. ICD Coding	
44	Animal House Available/ not available adequate / inadequate.	
45	Central Workshop: Available/not available adequate / inadequate.	
46	Recreational facilities:	Play grounds.
		Gymnasium
		Auditorium

D Staff requirement

(should be physically verified by the assessors and Dept. Wise photograph of the faculty should be taken along

with the assessors)

Department	Designation	
Anatomy	Professor	
	Assoc. Prof.	
	Asstt. Prof.	
	Tutor	
Physiology	Professor	
	Assoc. Prof.	
	Asst. Prof.	
	Tutor	
Biochemistry	Professor	
	Assoc. Prof.	
	Asst. Prof.	
	Tutor	
Pharmacology	Professor	
	Assoc. Prof.	
	Asstt Prof.	
	Tutor	
Pathology	Professor	
	Assoc. Prof.	
	Asst. Prof.	
	Tutor	
Microbiology	Professor	
	Assoc. Prof.	
	Asst. Prof.	
	Tutor	
Forensic Medicine	professor	
	Assoc. Prof.	
	Asst. Prof.	
	Tutor	
Community Medicine	professor	
	Assoc. Prof.	
	Asst. Prof.	
	Epidemiologist-cum-Asst. Prof.	
	Statistician-cum-Tutor	
	Tutor	
General Medicine	professor	
	Assoc. Prof.	
	Asst. Prof.	
	Sr. Resident	
	Jr. Resident	
Paediatrics	Professor	

	Assoc. Prof.	
	Asst. Prof.	
	Sr. Resident	
	Jr. Resident	
Tuberculosis & Respiratory Diseases	Professor	
	Assoc. Prof.	
	Asst. Prof.	
	Sr. Resident	
Dermatology, Venereology & Leprosy	Jr. Resident	
	Professor	
	Assoc. Prof.	
	Asst. Prof.	
Psychiatry	Sr. Resident	
	Jr. Resident	
	Professor	
	Assoc. Prof.	
General Surgery	Asst. Prof.	
	Sr. Resident	
	Jr. Resident	
	Professor	
Orthopaedics	Assoc. Prof.	
	Asst. Prof.	
	Sr. Resident	
	Jr. Resident	
Oto-Rhino-Laryngology	Professor	
	Assoc. Prof.	
	Asst. Prof.	
	Sr. Resident	
Ophthalmology	Jr. Resident	
	Professor	
	Assoc. Prof.	
	Asst. Prof.	
Obstetrics & Gynaecology	Sr. Resident	
	Jr. Resident	
	Professor	
	Assoc. Prof.	
Anaesthesiology	Asst. Prof.	
	Sr. Resident	
	Jr. Resident	
	Professor	

	Assoc. Prof.	
	Asst. Prof.	
	Sr. Resident	
	Jr. Resident	
Radio-Diagnosis	Professor	
	Assoc. Prof.	
	Asst. Prof.	
	Sr. Resident	
Dentistry	Professor	
	Assoc. Prof.	
	Asst. Prof.	
	Jr. Resident	

Note:
For purpose of working out the deficiency:
(1) The deficiency of teaching faculty and Resident Doctors shall be counted separately
(A) For Teaching Faculty:
(a) For calculating the deficiency of faculty, Professor, Associate Professor, Assistant Prof & Tutor in respective department shall be counted together.
(b) Any excess teaching faculty in higher cadre can compensate the deficiency of lower cadre of the same department only.
(c) Any excess teaching faculty of lower cadre/ category in any department cannot compensate the deficiency of any teaching faculty in the higher cadre / category of the same department or any other department. eg. Excess of Assistant Professor cannot compensate the deficiency of Associate Professor or Professor.
(d) Excess/Extra teaching faculty of any department cannot compensate the deficiency of any teaching faculty in any other department.
(B) For Resident Doctor
(a) Excess of SR can be compensated to the deficiency of JR of the same department only.
(b) Excess SR/JR of any department cannot compensate the deficiency of SR/JR in any other department.
(c) Any excess of JR cannot compensate the deficiency of SR in same or any other department.
(d) Any excess/extra teaching faculty of same or any other department cannot compensate the deficiency of SR/JR. Eg: excess of Assistant Professor cannot compensate the deficiency of SR or JR

E. INTERACTION WITH STUDENTS

1. Whether you have interacted with the _____ :
students, if so please add their views in a
separate paper

F EXAMINATION HALL

SI NO	Particulars	Detail
1	Seating arrangement and spacing	Satisfactory/Not satisfactory
2	Extension of landline	Yes/No
3	CCTV	Available / Not available
4	Mobile Jammer	Available / Not available
5	Other	

G. CONFIDENTIAL ROOM

1	Two Computer	Available/ Not available
2	Two internet connections	Available /Not available
3	Printer	Available /Not available
4	Fax Machine	Available / Not available
5	CCTV	Available /Not available
6	Mobile Jammer	Available / Not available
7	NKN connection	Available / Not available
8	Generator	Available / Not available
9	UPS	Available / Not available
10	Other	

H. Whether provided required number of eligible examiners for evaluation as per Kerala University of Health Sciences Norms (List should be submitted with inspection report)

I. Cardinal Deficiencies (if any)

1. Infrastructure

2. Equipments

3. Clinical material

4. Faculty and Residents(Separately)

5. Academic training (Details to be attached)

6. Any other matter

Signature of Assessors:

1.

2.

3.