

# BABA FARID UNIVERSITY OF HEALTH SCIENCES FARIDKOT



## Inspection Proforma for PG courses: Subject: General Surgery (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)	<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	

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: \_\_\_\_\_

**Signature of Inspector**

<b>6</b>	<b>Number of patients on the day of inspection</b>	OPD	IPD	Casualty	Bed occupancy	Surgeries

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

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			
Operations Major Minor			
Average daily investigative workload of the Department and its distribution <ul style="list-style-type: none"> <li>• Radiology</li> <li>• Biochemistry</li> <li>• Pathology</li> <li>• Microbiology</li> </ul>			
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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<b>10</b>	<b>Blood Bank</b>	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)	

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

<b>15</b>	<b>Library</b>		Central	Departmental
		Number of Books		
		Number of Journals		
		Latest journals available upto		

Signature of Inspector

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
- 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:

No. of Deaths during last one year			
In the entire hospital		In the department of Surgery	
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 if felt necessary*)

18. Accommodation for staff                      Available / Not available

19	Hostel Accommodation No.	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	Date of permission
		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 State Govt.	Stipend paid by the Institution
Ist Year		

Signature of Inspector

IInd Year		
IIIrd Year		
IVth Year		

**24. List of Departmental 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. 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  
(General Surgery)

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 &amp; Address of Institute/College</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><b>Residential Address (with Pin Code)</b></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
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 General Surgery: \_\_\_\_\_
- Purchase of latest editions of books in last 3 years: Total: \_\_\_ General Surgery books \_\_\_\_\_
- Journals:

Journals	Total	General Surgery
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 inspection day ( 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)

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

<b>Pathology</b>		<b>On inspection day</b>		<b>Average (monthly)</b>		<b>Biochemistry</b>		<b>On inspection day</b>		<b>Average (monthly)</b>	
Haematology						Blood chemistry					
Histopathology						Endocrinology					
FNAC						Other fluids					
Cytology											

<b>Radiotherapy (Optional)</b>	
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
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 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 entire hospital		In the department of Surgery	
OPD		OPD	
IPD		IPD	
Deaths		Deaths	

- Number of Births in the Hospital during the last one year:

**Signature of Inspector**

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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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):  
 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: General Surgery**

**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 General Departmental 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			<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: 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/or 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 General Surgery)**

- 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	Total No.of Indoor patients on Inspection Day.
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- Daily Operations in the Deptt.
 

	<b>Major</b>	<b>Minor</b>
- Weekly clinical work load for OPD, IPD  
 Weekly Major & Minor Operations - .....

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

Parameters	Year 1	Year 2	Year 3
Total number of patients in OPD			
Total number of patients in IPD			
Total number of Surgery: Major Minor Day Care			
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"> <li>• Radiology</li> <li>• Biochemistry</li> <li>• Pathology</li> <li>• Microbiology</li> </ul>			
Average daily consumption of blood units in the department			

**10** Intensive Care facilities

I. ICU

- No. of beds: .....
- Beds occupied on inspection day: .....
- Average bed occupancy: .....
- Available equipment: .....

**Signature of Inspector**

II. Any other intensive care service provided: .....

**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	Cardiovascular & Thoracic				
2	Urology				
3	Plastic Surgery				
4	Surgical Gastroenterology				
5	Neuro-Surgery				
6	Paediatric Surgery				
7	Surgical Oncology				
8	Any other				

**12. Services provided by the Department.**

- (a) Upper GI Endoscopy
- (b) Colono Scopy
- (c) Any other facility

**13** Operation Theatres

- (a) No. of theatres
- (b) No. of OT tables
- (c) Laproscopic/Minimal Invasive procedure theatre

**14** Recovery Room (enclose in detail in separate sheet, if required)

- (a) Space
- (b) Number of beds
- (c) Supporting Para-medical staff
- (d) Instruments/equipments available

**15** Departmental Library:

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

**16** Departmental Research Lab.

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

**17** Departmental Museum (Wherever applicable).

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

**18** Space:

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

## 19 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

## 20. Clinico- Pathological conference

## 21. Death Review Meetings

## 22. Submission of data to national authorities if any -

## 23. 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.

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

## 25. Academic outcome based parameters

- |  |  |
|--|--|
| (a) Theory classes taken in the last 12 months –<br>(Dates, Subjects, Name & Designation<br>of teachers, Attendance sheet) | Number _____<br>Available & Verified/<br>Not available |
| (b) Clinical Seminars in last 12 months<br>(Dates, Subjects, Name & Designation<br>of teachers, Attendance sheet)          | Number _____<br>Available & Verified/<br>Not available |
| (c) Journal Clubs held in last 12 months<br>(Dates, Subjects, Name & Designation<br>of teachers, Attendance sheet)         | Number _____<br>Available & Verified/<br>Not available |
| (d) Case presentations held in last 12 months<br>(Dates, Subjects, Name & Designation<br>of teachers, Attendance sheet)    | Number _____<br>Available & Verified/<br>Not available |
| (e) Group discussions held in last 12 months<br>(Dates, Subjects, Name & Designation<br>of teachers, Attendance sheet)     | Number _____<br>Available & Verified/<br>Not available |
| (f) Guest lectures held in last 12 months<br>(Dates, Subjects, Name & Designation<br>of teachers, Attendance sheet)        | Number _____<br>Available & Verified/<br>Not available |

## 26. Any other information.

Head of Department

Director / Dean / Principal

**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 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**