

**P.G. DEGREE / DIPLOMA AND SUPER SPECIALITY
DEGREE COURSE**

INSPECTION REPORT FOR THE ACADEMIC YEAR

**FOR ISSUE OF LETTER OF CONSENT OF AFFILIATION OF THE UNIVERSITY
FOR THE PURPOSE OF APPLYING TO GOVERNMENT OF INDIA TO OBTAIN ITS
PRIOR PERMISSION TO START / INCREASE OF SEATS P.G.DEGREE/DIPLOMA/
SUPER SPECILAITY DEGREE COURSE**

1.	Name of the Convenor (s) with Designation and Address Phone No: Office Residence Cell No.	:	
2.	Names of the Member(s) with Designation and Address Phone No: Office Residence Cell No.	:	
3.	Particulars regarding order in which Inspection Commission was appointed by this University	:	
4.	Date of Inspection	:	
5.	Place of Inspection	:	
6.	Details of Management / Authorities present at the time of inspection.	:	

1.	Name of the Managing Trustee and Name of the Society/Trust and its full registered Address with Telephone Numbers, Fax No and E.Mail No. etc.	:	
2.	Name of the Medical College/Institution With full address and Telephone Number, Fax No and E.Mail etc.	:	
3.	Address where the Medical College / Institution is located	:	
4.	Whether the Trust/Management is running any other College(s) /course (s). Please Specify Note: Where more than one course is Conducted by the Trust the Inspection Commission may Ensure that the course under Reference has got sufficient Infrastructural facilities Independent of the facilities Provided for of other courses(s).	: :	
5.	Orders of the University in which Provisional Affiliation was granted to conduct MBBS/PG Degree/ Diploma /Super Speciality Degree Course with an intake of students	:	Proc. No: Date : MBBS/P.G. degree/diploma/ <u>Super Speciality</u> Degree Course in with an intake of ____ (Enclose a copy for reference)
6.	a) Whether the Medical College/ Institution has been recognised by the Medical Council of India for running MBBS/P.G. Degree/Diploma/ Super Speciality Degree Course in (copy to be enclosed)	:	
7.	Whether the Institution has obtained Permission letter from the State Government regarding desirability and feasibility for Starting of a new or higher course of study or increase of seats in the existing specialities (Copy to be enclosed)	:	State Government Permission : Lr. No. : Date :

8.	Whether the applicant has a feasible and Time bound programme to provide additional equipment and infrastructural facilities like required number of teaching and non teaching staff, space, funds, equipments and teaching beds etc. for starting the higher course as per the recommendations and regulations of Medical Council of India. If so, <u>furnish details under each heading</u>	:	
9	An Undertaking from the College/ Institution to be enclosed to the effect that the College / Institution will admit candidaes to the P.G. Degree/Diploma/ Super Speciality Courses proposed to be started / increase of seats only after the date of grant of Permission by Government of India and date of Provisional Affiliation and as per the conditions to be specified therein.		
10.	Name of the course (which number of seats) P.G. Degree/Diploma/ Super Speciality for which Letter of Permission is sought for	:	
11	Details of facilities available (Department -wise) in the teaching Hospital attached to the College / Institution		
	a)Staff (Detailed list to be enclosed)	:	
	b)Accommodation and teaching facilities	:	
	c)Training Programme	:	
	d)Clinical Laboratories	:	
	e)Operation Facilities	:	
	f)X-ray Department	:	
	g)Residential Quarters for staff	:	
	h)Artist and Photography	:	
	i)Health Centers	:	
12.	<u>LIBRARY</u> Whether Library facilities available – Furnish details with regards to number of Books and Journals in the Speciality Concerned	:	

13	<u>STAFF FACULTY:</u>			
	Minimum requirement as per the Affiliation of P.G. Medical Statutes of this University and as per MCI Regulation 2000	Required with reference to no. of seats proposed	Available	Shortfall
	<p>A Clinical Department or its Unit Training candidates for broad or super Specialities shall have a minimum of three following full time faculty members possessing the qualifications and experience for prescribed by the Medical Council of India.</p> <p>Professor Associate Professor / Reader Assistant Professor / Lecturer</p>			
	<p><u>Note:-</u></p> <p>(i) Of these faculty members only those who possess a total of eight years teaching experience, out of which at least five years teaching experience as Assistant Professor/ Lecturer gained after obtaining postgraduate Degree, shall be recognized as Postgraduate teachers.</p> <p>(ii) In each department training candidates for Super Specialities three faculty members with requisite post graduate qualification and experience – one professor/one Associate Professor /Reader/and one Assistant Professor/ Professor/Lecturer with at least two of them holding the degrees of D.M./M.Ch. in the concerned discipline. Of these faculty members only those who possess eight years teaching experience out of which at least five years teaching experience as Asst. Professor/ Lecturer gained after obtaining the Super Speciality degree shall be Recognized as postgraduate teachers.</p>			

	(iii) The qualification prescribed in the recommendations of the Medical Council of India should be adhered to strictly, for appointment of teachers in Medical Colleges and attached Hospital.			
	(iv) (a) The ratio of recognized postgraduate teacher and number of students to be admitted for the Degree and Diploma courses, shall be 1: 2 each for Degree and Diploma courses, in each Unit per year, to the extent that in no circumstances more than 2 students for Degree and one for Diploma shall be registered in a unit in one academic year.			
	b) In case the institution is having only Postgraduate Diploma courses in any subject then it shall have a Unit of 30 beds with 3 full time teachers. The ratio of number of students and recognized Postgraduate teacher shall be 1:2 and in no circumstances more than three students can be admitted in a Unit per year.			
	(c) The requirement of units and beds shall not apply in the case of Postgraduate Degree and Diploma courses in basic and para-clinical Departments. The ratio of recognised Postgraduate teacher to students shall, however, be maintained at 1:2 both at Degree as well as Diploma level.			
	(d) The number of students, to be admitted in case of Postgraduate Degree (Super-speciality) courses shall be one student per year per recognised postgraduate teacher in a Department having a minimum of three faculty members (One Professor, One Associate Prof./ Reader and One Assistant Professor/ Lecturer) and 20 beds. If the Number of Postgraduate teachers in the Unit is more than one then the number of students may be increased proportionately but not more than two in a unit per year in any circumstances. For this purpose one student should associate with one postgraduate teacher.			

	<p>In addition to the Faculty staff, the strength of Residents /Registrars /Tutors/Demonstrators as well as Technical and other Paramedical staff shall be as per the staff strength prescribed for 50 or 100 or 150 students in the “Minimum Requirements for 50/100/150 MBBS Admissions Regulations”.</p> <p>Note: Particulars regarding teaching and non-teaching staff with their qualifications and experience attached with concerned Departments shall be enclosed.</p>			
14	<p><u>READY BUILT AREA</u></p> <p>(i) Whether the Medical College/ Institution possess and own land and building in the name of the Society/Trust.</p>			
	<p>(ii) Whether each speciality building have adequate space to House Lecture Halls, Laboratory, Seminar Halls, Operation Theaters and Departmental Library with easy access for the Post Graduate apart from the space for the beds specified.</p>			
15	<p><u>POST GRADUATE HOSTEL</u></p> <p>Whether single room Hostel accommodation is provided for each student in the same premises to enable the Post Graduates to serve as residents for their respective Departments.</p>			
16	<p><u>PLAY GROUND</u></p> <p>Whether Play Ground facility available for Under-graduate students is made available for Post-Graduate students. If so, a copy of a “Letter of Consent” obtained from the concerned authority in this regard has to be <u>enclosed</u> as a proof of the same.</p>			

17	<p><u>EQUIPMENTS</u></p> <p>The department shall have adequate number of all equipments including the latest ones necessary for training and as may be prescribed by the Medical Council of India for each speciality from time to time.</p> <p>(ii) Whether the Department possess the equipments which are essential for the concerned speciality with reference to the latest requirement is available. If so, whether the Inspection Commission is fully satisfied.</p>			
18	<p><u>LABORATORY FACILITIES</u></p> <p>The Institution shall have adequate laboratory facilities for the training of the postgraduate students and such laboratories shall provide all the investigative facilities required and shall be regularly updated, keeping in view the advancement of knowledge and technology and research requirements and for training of students in non-clinical departments proper and contemporary laboratory facilities shall be made available.</p>			

19	<p><u>BED STRENGTH IN CLINICAL DEPARTMENTS:</u> (a) No. of Units : Whether the department to be recognised for training shall have not less than 60 (Sixty) beds each for General Medicine, General Surgery, Obstetrics and Gynaecology and 30 (thirty) beds for “others” in the case of MD/MS/Diploma and 20 beds in the case of D.M. / M.Ch.</p> <p><u>Explanation:</u> A Unit shall consist of 30 beds for MD/MS/Diploma and 20 beds for D.M./M.Ch. respectively.</p>			
20	<p><u>OUT-PATIENT DEPARTMENTS:</u></p> <p>There should be adequate space and sufficient number of examination cubicles available in the Outpatient Department, besides the General outpatient services, speciality clinics should be also available for the training of postgraduate students in the relevant broad and Super speciality.</p> <p>To determine the number of students who may be admitted for training Outpatient attendance, work turnover and ambulatory Care also have to be taken into consideration</p>	:		
21	<p>Whether the applicant is in a position to create the Security Deposit as under at te time of issue of Provisional Affiliation.</p>			
	<p>Each Post Graduate Diploma Course</p>	Rs.10 Lakhs		
	<p>Each Post Graduate Degree Course</p>	Rs.15 Lakhs		
	<p>Each Post Graduate Super Speciality Course</p>	Rs.20 Lakhs		

	<p><u>Exception</u> The above condition shall not apply to applicants who are State Government provided that they shall give an undertaking to provide funds in their plan budget regularly till facilities are fully provided as per the time bound programme indicated them.</p>	:	
22	The Hospital/ Institution should fulfill the minimum requirements by way of facilities as per the recommendations of the Medical Council of India, especially with regard to accommodation, staff, equipment, clinical material etc.	:	
23	The Inspection commission is requested to make sure that no recommendations or comments whatsoever regarding the continuation of course or otherwise made by yourself in the report and the final observation and recommendations are made confidentially on a separate sheet of paper.	:	

SIGNATURE OF THE CONVENOR :
(NAME IN BLOCK LETTERS)

Station:
Date :

SIGNATURE OF THE MEMBER :
(NAME IN BLOCK LETTERS)