INFORMATION OF MINIMUM REQUIREMENTS TO BE PROVIDED FOR STARTING POSTGRADUATE DEGREE / DIPLOMA COURSES IN MEDICAL COLLEGES AS PER M.C.I. GUIDELINES (FOR NON-CLINICAL COURSES)

1.	Name of the Department	:	Anatomy
2.	P.G. Courses intending to start	:	P.G. Degree / Diploma / Both
3.	Name of the Head of the Department	:	
4.	Services:	:	
A.	Out Patient	:	
	1. No.of investigations rendered in the following at hospital for out patients / in patients treated per annum (last one year)	:	
		:	
	2. No.of Emergencies (if any).		
5.	Facilities:	:	
A.	Infrastructure:	:	
	a) OP Area for out Patients	:	
	b) Inpatients / wards / units	:	
	c) Staff rooms	:	
	d) Cubicals	:	
	e) Demo.rooms	:	
	f) Waiting Area	:	
	g) Necessary equipment provided for the above		
	Whether the above are provided. In addition to UG Courses in the college. (If so furnish No.of rooms.)	:	Yes / No

SIGNATURES OF THE INSPECTION COMMITTEE:

(1)

B.	O.P. & I.P. Supportive Services.	:	
	Lab services, Biochemistry, Microbiology, Pathology, Radiology, Physiotherapy, P.R. etc., Pharmacology, Ambulance etc.		
C.	Equipment:	:	
i)	Basic equipment in the department	:	
ii)	Latest equipment (specify)in the department (list to be enclosed).	:	
	Whether equipment in addition to UG Course are provided. (if necessary)		
D.	<u>Library</u> : No.of titles	:	
	No.of books	:	
	No.of journals	:	
	(international & national)		
	The No.of books additionally provided for PG	:	
	Programme in the Department.		
	Whether Computer with Internet facility is		
	provided.		
E.	Teaching aids: Audiovisual	:	
	Xerox,	:	
	Vedeo etc.	:	
6.	Other facilities needed for the specialty:	:	
	Whether in the following, required for department are available:		Yes / No
	O.T., ICU, AMC, ASC, Central sterilization, etc.		
7.	Teaching faculty:	:	

	Teaching Faculty	Required	Available	Deficiency
i)	A. Professors			
	B. Associate Professors			
	C. Readers			
	D. Asst. Professors			
	E. Tutors / Demonstrators			

SIGNATURES OF THE INSPECTION COMMITTEE:

(1)

Non-teaching and Technical	Required	Available	Deficiency
F. Technicians			
G. Storekeeper–cum-clerk			
H. Lab Attendants			
I. Steno-cum-Typist / computer operator			

ii) Total No.of Recognized Postgraduate: Teachers:

(A. Qualified in specialty, 8 years experience of which atleast 5 years of teaching experience is as Asst. Professor or above gained after attaining the PG Degree shall be recognized as Postgraduate Teachers)

8. Teaching faculty particulars

S.No.	Name	Design.	Qualifi- cation	Year of Passing of PG	Date of appointment	Teaching experience after PG	Publications
				Course			

:

9. Signature of H.O.D.

10. Recommendations (in-take)

A. P.G.Teacher: student ratio 1:2 for a professor : & 1:1 for other cadres

SIGNATURES OF THE INSPECTION COMMITTEE:

(1) (2)

CERTIFICATE

- a) Whether necessary infrastructure, equipment, books, furniture etc., are provided for PG Courses in addition to MBBS Programme.
- i) Satisfactoryii) Not satisfactory
- b) Whether teaching staff; non-teaching & : technical staff are appointed for PG Programme in addition to MBBS Programme.
- i) Appointedii) Not appointed.
- c) Number of PG Degree, Diploma seats recommended taking into consideration of the permission issued by GOI.,

PG Degree : PG Diploma :

11. Remarks (If any)

SIGNATURES OF THE INSPECTION COMMITTEE:

(1)

Standard Inspection Form for Postgraduate courses (ANATOMY)

1. Naı	Annual Intake for U.G.: Reference: Particulars of the Inspector:- Name Designation Speciality Name & Address of Institute/College Residential Address (with Pin Code)		
Anı	Name Designation Speciality Name & Address of Institute/College Residential Address (with Pin Code)		
Ref	deference:		
2. Par	articulars of the Inspector:-	Inspection Date	
	Name		
	Designation		
	Speciality	•••••	
	of Institute/College		
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	(Off)	•••••	
	(Resi)	•••••	
	(Fax)	•••••	
	Mobile No	•••••	
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Signature of inspector

3. (Institutional Information)

A). Particulars of college

Item	College	Chairman/Health Secretary	Dean	Medical Superintendent
Name				
Address				
State				
Pin Code				
Phone (Off) (Res) (Fax)				
Mobile No.				
E.mail:				

B). Particulars of Affiliated University

Item	University	Vice Chancellor	Registrar
Name			
Address			
State			
Pin Code			
Phone (Off) (Res) (Fax)			
Mobile No.			
E.mail:			

Signature of Dean/Principal

4. Details of PG courses and their sanctioned intake by MCI:

Permitted Recognized When No. of Seats When No. of Seats Seats	Department	Course		Sanction	ed seats	
Diploma in Anesthesia			Pern	nitted	Recog	gnized
Diploma in Anesthesia Diploma in Child Health Diploma in Community Medicine Diploma in Clinical Pathology Diploma in Clinical Pathology Diploma in Diploma Diploma in Diabetology Diploma in Clinical Pathology Diploma in Potensic Medicine Diploma in Potensic Medicine Diploma in Forensic Medicine Diploma in Hospital Administration Diploma in Industrial Hygiene Diploma in Diploma in Oto-Rhino-Laryngology Diploma in Oto-Rhino-Laryngology Diploma in Oto-Rhino-Laryngology Diploma in Radio-Diagnosis Diploma in Radio-Diagnosis Diploma in Radio-Diagnosis Diploma in Cocupational Health Diploma in Cocupational Health Diploma in Cocupational Health Diploma in Copthathmology Diploma in Crithopaedics Diploma in Orthopaedics Diploma in Orthopaedics Diploma in Psychological Medicine Diploma in Psychological Medicine Diploma in Psychological Medicine Diploma in Sports Medicine Diploma in Psychological Medicine Diploma in Dermatology, Venereology and Diploma in Dermatology, Venereology and Diploma in Dermatology, Venereology and Diploma in Microbiology MD - Paramoto Modicine MD MD MS - Anastomy Mo MD MD MS - Anastomy Mo MD MD MS - Obstetrics & Great Microbiology MD - Padedicine MD M			When		When	
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MD - Physical Medicine & Rehabilitation MD MD - Psychiatry MD						
MD - Psychiatry MD	, ,,					
Tradio Diagnosis/Itaalology IVID	MD - Radio Diagnosis/Radiology	MD				

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MD - Radiothrapy	MD		
MD - Social & Preventive Medicine /	MD		
Community Medicine			
MD - Tuberculosis & Respiratory Diseases / Pulmonary Medicine	MD		
MD - Immuno Haematology & Blood Transfusion	MD		
MD - Tropical Medicine	MD		
MD - Pulmonary Medicine	MD		
MD - Sports Medicine	MD		
MD - Family Medicine	MD		
MS - Orthopaedics	MS		
MS - ENT	MS		
MS - General Surgery	MS		
MS - Ophthalmology	MS		
DM - Neurology	DM		
DM - Rheumatology	DM		
DM - Endocrinology	DM		
DM - Clinical Pharmacology	DM		
DM - Clinical Haematology	DM		
DM - Pulmonary Medicine	DM		
DM - Neuro Radiology	DM		
DM - Nephrology	DM		
DM - Neonatology	DM		
DM - Oncology	DM		
DM - Gastroenterology	DM		
DM - Cardiology	DM		
DM - Clinical Immunology	DM		
DM - Pul. Med. & Critical Care Med.	DM		
DM - Cardiac-Anaes.	DM		
DM - Haematology Pathology	DM		
DM - Medical Genetics	DM		
M.Ch - Cardio Thoracic and Vascular Surgery	MCh		
M.Ch - Neuro Surgery	MCh		
M.Ch - Paediatric Surgery	MCh		
M.Ch - Plastic Surgery	MCh		
M.Ch - Surgical Gastroenterology	MCh		
M.Ch - Surgical Oncology	MCh		
M.Ch - Urology/Genito-Urinary Surgery	MCh		
M.Ch - Endocrine Surgery	MCh		

$\underline{PART - I}$

- 5. Department inspected:
- 6. Particulars of HOD
 - Name:
 - Age:
 - PG Degree University
 Institution
 Year
 - Total teaching experience(give details)
- 7. Previous inspection of department by MCI, if any:-
 - Date
 - Purpose, (for starting/increase of seats/ for recognition)
 - Deficiencies pointed out, if any.
- 8. Purpose of present inspection:
 - Starting of PG.. Degree/diploma/both.
 - Increase in seats...Degree/Diploma/both.
 - Recognition /approval of degree/diploma/ both.
 - Whether the course was started with prior approval of MCI.
 - Date of permission of MCI for Degree/ Diploma/ both
 - Annual intake Sanctioned by MCI for degree/ diploma/both
 - Date of first admission for Degree/diploma/both
- 9. Mode of selection (actual/proposed) of PG students.

10. If course already started, yearwise number of PG students admitted and available PG teachers during the last five years.

Year	Names of PG stude		Names of recognized PG teachers
	Degree	Diploma	against whom the students were admitted.

11.	Central 1	Library
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- Total No. of Books.
- Books pertaining to Anatomy
- Purchase of latest editions in last 3 years.

Anatomy Books	Other Books			

• Journals:

	Total	Anatomy
Indian		
Foreign		

- Year/month upto which Indian Journals available
- Year/ month upto which Foreign journals available.
- Internet /Medlar/ Photocopy facilities available/ not available.
- Library opening timings:
- Reading facility out of routine library hours
- 12. Hostel facilities: Accommodation (No. of rooms) available for
 - For U.G. students
 - For Interns
 - For P.G. students

13. Ethical Committee (Constitution)

14. Medical Education Unit (Constitution).

(Specify number of meetings of these bodies held annually & minutes thereof)

- 15. Central Research Lab.
 - Whether there is any Central Research Lab.
 - Administrative Control
 - Staff
 - Equipment
 - Work load.
- 16. Generator Facility: Available/ Not available. Capacity:
- 17. Recreational facilities:
 - Play grounds.
 - Gymnasium
 - Auditorium

PART – II (Departmental Information)

Teaching Staff:

S. No.	Designation	Name with Date of Birth	Nature of employment Full time/part time/Hon.	PG QUALIFICATION		Experience Date wise teaching experience with designation & Institution					
				Subject with Year of passing	Institution	University	Designation	Institution	From	То	Period

4. List of Non-teaching Staff: -

S.No.	Name	Designation

5. Teaching facilities:

	Number	Size	Sitting capacity
Seminar Rooms			
Demonstration Rooms			

Audiovisual Aids: Adequate / Inadequate.

- 6. Departmental Library:
 - Total No. of Books.
 - Purchase of latest editions in last 3 years.
- 7. Departmental Museum
 - Space:
 - No. of specimens
 - Charts/ Diagrams.
- 8. Office Accommodation:
 - Departmental Office
 - Space
 - Staff (Steno /Clerk).
 - Computer/ Typewriter:

Office Space for Teaching Faculty:

		-
•	HOD	
•	Professor	

• Lecturer/ Asstt. Professor

Assoc. Prof./ Reader

	Resident duty room
9.	Equipments: List of important equipments available and their functional status.
10.	Facilities for Practicals/Research.
	 Details of facilities to carry out theory and practical classes for UG students as per the recommendations of Medical Council of India.
	Details of facilities to carry out additional classes and practicals at PG level.
	Details of laboratories and other facilities to carry out research work.
11	. Brief description of techniques for
	• Histology – Tissue preparation, sectioning, staining.
	• Embalming (Techniques)
12.	Brief details regarding Applied Anatomy:
	• Facilities available for training in Applied Anatomy:
	• Facilities available for training in other selected subjects:-
13	. Technical Support:- Availabilities of trained technical staff for assisting PGs in PG practicals and research.
14	List of publications from the department during the last 3 years in indexed and non-indexed journals.

15. Any other information.

PART III

POSTGRADUATE EXAMINATION

1.	Minimum prescribed period of training.
2.	Minimum prescribed essential attendance.
3.	Periodic performance appraisal done or not?
4.	Details of examiners appointed by Examining University.
5.	Whether appointment of examiners & conduct of examination as per prescribed MCI norms or not ?
6.	Standard of Examination.
7.	Examination result (last 5 years).
	Signature of Inspector

Summary of Inspection report – (check list) to be completed by the Inspector.

Date of inspection:-

Name of Inspector:-

1	Name of the institution		Name and other particulars of Institution (Dean/Director)		
			(Dean/Director)	PG degree:Recognized/Non-R	
				Experience:Adequate/Inadequate	
				Age: Below/above 65 years	
2	Department Inspected		Name & other par	ticulars of Head of Department	
				PG degree:Recgonised Non-R	
				Experience: Adequate/Inadequate	
				Emperione on racquate, madequate	
				Age:Below/above 65 years.	
3	Date of last inspection of		ment (with Repor	t):	
	Number of UG admission every				
	year				
	Staff position for UG		Sufficient/Insufficient		
	Other deficiency, if any		Yes/No		
4		_		qualifications & Experience	
	Designation	Number	Name	Total Experience	
	Professors				
	Addl. Professors				
	Assoc.				
	Professors/Readers				
	Asstt. Professors				
	- All teachers should be	physically ic	dentified.		

- Detailed proforma (with photograph affixed) in respect of every teacher must be obtained which signed by the concerned teacher, HOD and Head of institution To ensure that staff is full time, paid and not working in any other institution

	simultaneously.	,
5	Requisite important information of the Department	
	Number of units in the department	
	Teaching complement in each unit	Complete/incomplete
	Total number of beds (Unit-wise)	
	Instruments and other expected facilities	Adequate/Inadequate
	Ward side Laboratory	Yes/No
	Laboratory Technician	Number and Names
	Department Research Laboratory	Yes/No
	Departmental Library – Book/Journals	Adequate/Inadequate
	Central Library – Books/Journals pertaining to the	
	department	
6	Space for Department	
	Indoor wards(Units/Department) & OPD space	Adequate/Inadequate
	Offices for Faculty members & office steno	Adequate/Inadequate
	Class Rooms and Demonstration rooms	Adequate/Inadequate
	Specific requirements related to the department	Adequate/Inadequate
	(Museum/Mortury/Specialized Investigation etc.)	
7	Clinical Material	Adequate/Inadequate
8	No of publications from the department during 3 years	
9	Examination conduct	As per norms of MCI/Not as per
		norms of MCI
	Standard of Examination	Satisfactory/Not satisfactory

10	Year-wise number of PG students admitted and available staff during the last 5 years	Year	No. of PG students admitted (Deg/Dip)	No. of recognized PG teachers in the department
	2002			
	2001			
	2000			
	1999			
	1998			
11	Other relevant facilities in the Institution			
	Radiology facilities			Adequate/Inadequate
	Bio-Chemistry facilities (24 hrs emergency lab)			Adequate/Inadequate
	Pathology & Microbiology facilities			Adequate/Inadequate
	Blood Bank facilities (24 hours open o	r not bl	ood	Adequate/Inadequate
	components available)			
	Incinerator			Adequate/Inadequate
	Laundry			Adequate/Inadequate
	Hostels for UG & PG students			Adequate/Inadequate
	Accommodation for Staff			Adequate/Inadequate

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

Signature of the Inspector

<u>Note:</u> Specific mention of required facilities as per MCI norms and commensurate with the degree under consideration must be made specifying whether these are Available/Not available.