

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

1. Name of the Department : E.N.T
2. P.G. Courses intending to start | P.G. Degree/
| P.G Diploma :
3. Name of the Head of the Department :
4. Bed Strength (Department) : Male: _____ Female: _____
 - A. Total No. of Beds Children _____
 - B. Free Beds _____
Paying _____

(For starting P.G. Courses in General Surgery, General medicine, Obst. & Gynaec., should have 60 beds, other departments (clinical) should have minimum of 30 beds)
5. No. of Units :
(Unit should have minimum 30 beds & three members of Faculty)
6. Services
 - A. Out Patient :
 1. No. of out patient treated per annum :
(last one year)
 2. No. of Emergencies (if any). :
 - B. In patient :
 1. No. of admissions. :
 2. No. of Surgeries. :
Elective :
Emergency :
7. Facilities: :
 - A. Infrastructure:
 - a) OP Area for out Patients :
 - b) Inpatients / wards / units :
 - c) Staff rooms :
 - d) Cubical :
 - e) Demo. rooms :
 - f) Waiting Area :
 - g) Necessary equipment provided for the :
above :

SIGNATURES OF THE INSPECTION COMMITTEE:

(1)

(2)

Whether the above are provided. In addition to : Yes / No
UG Courses in the college. (If so furnish No.
of rooms.)

B. O.P. & I.P. Supportive Services. :

Lab services, Biochemistry, Microbiology,
Pathology, Radiology, Physiotherapy,
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. Library : No. of titles :

No. of books :

No. of journals :

(International & national)

The No. of books additionally provided for PG :
Programme in the Department.

1) in Departmental library

2) in central library

Whether **Computer with Internet** facility is
provided.

E. Teaching aids: Audiovisual :

Xerox, :

Video etc. :

8. Other facilities needed for the specialty: :

Whether in the following, required for : Yes / No
department are available:

O.T., ICU, AMC, ASC, Central sterilization,
etc.

9. 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)

(2)

	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)

10. Teaching faculty particulars :

S.No.	Name	Design.	Qualifi- cation	Year of Passing of PG Course	Date of appointment	Teaching experience after PG	Publications
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11. Signature of H.O.D. :

12. Recommendations (in-take) :

A. P.G.Teacher: student ratio 1:2 for a professor :
& 1:1 for other cadres in each unit per year
subject to maximum of 4 PG seats including
diploma per unit per academic year provided a
complement of 10 teaching beds is added to
the prescribed bed strength of 30 for the unit
as per MCI.,

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) Satisfactory
ii) Not satisfactory |
| b) Whether teaching staff; non-teaching & technical staff are appointed for PG Programme in addition to MBBS Programme. | i) Appointed
ii) Not appointed. |
| c) Number of PG Degree, Diploma seats recommended taking into consideration of the permission issued by GOI., | PG Degree :
PG Diploma : |
13. Remarks (If any)

SIGNATURES OF THE INSPECTION COMMITTEE:**(1)****(2)**

Standard Inspection Form for Postgraduate courses
(E.N.T.)

1. Name of Institution: _____

Annual Intake for U.G.: _____

Reference: _____

2. Particulars of the Inspector:-

Inspection Date_____

Name

Designation

Speciality

Name & Address
of Institute/College

Residential Address
(with Pin Code)

Phone

(Off)

(Resi).....

(Fax).....

Mobile No.

E-mail:

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:

Department	Course	Sanctioned seats			
		Permitted		Recognized	
		When	No. of Seats	When	No. of Seats
Diploma in Anesthesia	Diploma				
Diploma in Child Health	Diploma				
Diploma in Community Medicine	Diploma				
Diploma in Clinical Pathology	Diploma				
Diploma in Diabetology	Diploma				
Diploma in Forensic Medicine	Diploma				
Diploma in Health Administration	Diploma				
Diploma in Hospital Administration	Diploma				
Diploma in Health Education	Diploma				
Diploma in Obstetrics & Gynaecology	Diploma				
Diploma in Industrial Hygiene	Diploma				
Diploma in Immuno-Haematology and Blood Transfusion	Diploma				
Diploma in Oto-Rhino-Laryngology	Diploma				
Diploma in Radio-Diagnosis	Diploma				
Diploma in Radio Therapy	Diploma				
Diploma in Medical Virology	Diploma				
Diploma in Occupational Health	Diploma				
Diploma in Ophthalmology	Diploma				
Diploma in Orthopaedics	Diploma				
Diploma in Public Health	Diploma				
Diploma in Physical Medicine & Rehabilitation	Diploma				
Diploma in Psychological Medicine	Diploma				
Diploma in Radiation Medicine	Diploma				
Diploma in Sports Medicine	Diploma				
Diploma in Tuberculosis & Chest Diseases	Diploma				
Diploma in Tropical Medicine Health	Diploma				
Diploma in Dermatology, Venereology and Leprosy	Diploma				
Diploma - Aviation Medicine	Diploma				
Diploma in Cardiology	Diploma				
Diploma in Microbiology	Diploma				
Diploma in Industrial Health	Diploma				
MD – Anaesthesiology	MD				
MD/MS - Anatomy	MD				
MD - Aviation Medicine/Aerospace Medicine	MD				
MD - Bio-Chemistry	MD				
MD - Bio-Physics	MD				
MD - Forensic Medicine	MD				
MD - General Medicine	MD				
MD - Community Health Administration	MD				
MD - Geriatrics	MD				
MD - Hospital Administration	MD				
MD - Health Administration	MD				
MD - Microbiology	MD				
MD - Nuclear Medicine	MD				
MD/MS - Obstetrics & Gynaecology	MD				
MD - Paediatrics	MD				
MD - Pathology	MD				
MD - Dermatology , Venereology & Leprosy	MD				
MD - Pharmacology	MD				
MD - Physiology	MD				
MD - Physical Medicine & Rehabilitation	MD				
MD - Psychiatry	MD				
MD - Radio Diagnosis/Radiology	MD				

MD - Radiotherapy	MD				
MD - Social & Preventive Medicine / Community Medicine	MD				
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				

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
 - Date of examination of Ist batch for recognition of course
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 students admitted		Names of recognized PG teachers against whom the students were admitted.
	Degree	Diploma	

11. Central Library:

- Total No. of Books.
- Books pertaining to ENT
- Purchase of latest editions in last 3 years.

ENT Books	Other Books

- Journals:

	Total	ENT
India n		
Forei gn		

- 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. Emergency/
Casualty
Department

- Available Space
- No. of beds
- Equipment(s)
- Available staff (Medical/Paramedical)
- No. of cases (Average daily attendance of patients).
- Investigative facilities available (round the clock).
- Facilities available

16. Blood bank

- Valid License : Yes/No
- No. of blood units available:
- 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

17. Central Laboratory

- Controlling Department.
- Working Hours.
- Investigative work load.

18. Central Research Lab.

- Whether there is any Central Research Lab.
- Administrative Control
- Staff
- Equipment
- Work load.

19. Investigative facilities (Approx. number of investigations done daily)

I. Radiology

- Plain X-rays:
- CT Scan;
- MR Scan
- Mammography
- Ba Studies/IVP
- Ultra-sonography
- Others.

II. Radiotherapy

- Radiotherapy
- Teletherapy
- Brachy therapy

III. Pathology

- Haematology
- Histopathology
- FNAC
- Cytology

IV. Microbiology

- Bacteriology
- Serology
- Mycology
- Parasitology
- Virology
- Immunology

V. Biochemistry

- Blood Chemistry
- Endocrinology
- Other fluids

20. Operation Theatres: (Mention only the operation theatres available for ENT department exclusively)

- AC/Non AC
- Numbers:
- Equipment(s)

- Pre-Anaesthetic Clinic
- Post-anaesthetic care area.
- Resuscitation arrangement adequate/ inadequate
- ICU
- Pain Clinic
- Total Anaesthesia staff
- No. of days operation carried out
- Average No. of cases operated daily
 - Major
 - Minor

21. Central Supply of Oxygen/Suction: Available/ Not available.

22. Central Sterilization Deptt. Adequate/ Not adequate

23. Laundry : Mannual/ Mechanical.
 Service: Adequate/Inadequate.

24. Kitchen Available/ Not available
 Cooking by Gas/Wood

25. Incinerator

- Available/ Not available.
- Functional/ not functional
- Capacity

26. Generator Facility: Available/ Not available.
 Capacity:

27. Medical Record Section: Computerized/ Not computerized.

28. Recreational facilities:

- Play grounds.
- Gymnasium
- Auditorium

PART – II (Departmental Information)

General Departmental facilities:

- Total no. of beds in the department.
- No. of Units in the department.
- Unit wise teaching Resident staff (Annexed)

Note: Unit wise teaching Resident Staff should be shown separately for each unit on a separate page.

1. List of Non-teaching Staff: -

S.N o.	Name	Designation

2. Available Clinical Material:

- Average daily OPD.
- Average daily IPD.
- Average daily bed occupancy rate:
- Average daily operations: Major Minor
- Year-wise available clinical materials (during previous three years).

Whether these figures are commensurate with the number of investigations and blood units consumed daily. Yes/No

3. Intensive Care facilities

I. ICU

- No. of beds
- Equipment
- Average bed occupancy

II. ICCU

- No. of beds
- Equipment
- Average bed occupancy

4. Specialty clinics and services being provided by the department.

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5. Teaching facilities:

	Number	Size	Sitting capacity
Seminar Rooms			
Demonstration Rooms			

Audiovisual Aids: Adequate / Inadequate.

6. Departmental Museum (Wherever applicable).

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

7. Departmental Research Lab.

- Space
- Equipment
- No. of publications from the department during the last three years. Indexed Non-indexed.

8. Working Ward Side lab.

- Space
- Facilities
- Departmental Technicians

9. OPD Space:

- No. of rooms
- Patient Exam. arrangement: Adequate/ Inadequate
- Teaching Space Adequate / Inadequate
- Waiting area for patients. Adequate / Inadequate
- Indoor Space: Adequate / Inadequate

10. Office Accommodation:

- Departmental Office
- Space
- Staff (Steno /Clerk).
- Computer/ Typewriter:

Office Space for Teaching Faculty:

- HOD
- Professor
- Assoc. Prof./ Reader
- Lecturer/ Asstt. Professor

- Resident duty room

11. Equipments:
List of important equipments available and their functional status.
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12. Audiometry facilities.

13. Speech Therapist

14. Operating Microscope

15. Temporal bone dissection facilities.

16. Fibroptic endoscopy/oesophangoscopy facilities.

17. Clinic Pathological conference

18. Death Review Meetings

19. List of publications from the department during the last 3 years in indexed and non-indexed journals.

20. 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 ?

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)	
			PG degree:Recognized/Non-R	
			Experience:Adequate/Inadequate	
				Age: Below/above 65 years
2	Department Inspected		Name & other particulars of Head of Department	
			PG degree:Recognised Non-R	
			Experience:Adequate/Inadequate	
				Age:Below/above 65 years.
3	Date of last inspection of the Department (with Report):			
	Number of UG admission every year			
	Staff position for UG		Sufficient/Insufficient	
	Other deficiency, if any		Yes/No	
4	Total PG Teachers in the Department (with requisite qualifications & Experience			
	Designation	Number	Name	Total Experience
	Professors			
	Addl. Professors			
	Assoc. Professors/Readers			
	Asstt. Professors			
<ul style="list-style-type: none"> - All teachers should be physically identified. - 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 (Museum/Mortury/Specialized Investigation etc.)		Adequate/Inadequate		
Clinical Material		Adequate/Inadequate		
7	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 or not blood components available)			Adequate/Inadequate
	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

Note : 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.