**STANDARD ASSESSMENT FORM FOR PG COURSES**

**SUBJECT –ONCO-PATHOLOGY**

***INSTRUCTIONS TO DEANS & ASSESSORS***

1. Please read the SAF carefully before filling it up. Retrospective changes in Data will not be allowed.
2. **Do not use Annexures. All information should be provided in SAF at appropriate place earmarked. No Annexures will be considered.**
3. Experience details should be supported by experience certificate from competent authority (from the place of work) without which it will not be considered.
4. Don’t add, alter or delete any column of SAF.
5. In case of DNB qualification name of the hospital/institution from where DNB training was done and year of passing must be provided. Simply saying National Board of Examination, New Delhi is not enough. Without these details DNB qualification holder will be summarily rejected.
6. Experience of defence service must be supported by certificate from the competent authority of the office of DGAFMS without which it will not be considered.
7. Dean will be responsible for filling all columns and signing at appropriate places.
8. If promotion is after cut-off date (i.e. after 21/07/2013 for Professor & 21/07/2014 for Associate Professor) or benefit of publications is given in promotion before cut-off date, give the list of publications immediately below the name of faculty in this format: Title of Paper, Authors, Citation of Journal, details of Indexing. Photocopies of published articles should also be submitted without which they will not be considered. Give details of **only** original research articles; Case reports, Review articles and Abstracts will not be considered and should not be included.
9. No abbreviations of the name of Medical College in the Faculty List and Declaration Forms are acceptable

**INSTRUCTIONS TO ASSESSORS:** Please ensure that only original research papers published in indexed print journals are included in the list. Remaining entries, if included, should be struck off.

1. Assessor may give any relevant remarks not shown in the assessment report on the page marked “Remarks of Assessor”. No separate confidential letter should be sent.
2. Count only those faculty & Residents who have signed in attendance sheet before 11:00 a.m. and are present for subsequent verification and are found eligible on verification and also those who are on MCI permitted leave and MCI or Court duty. Do not forget to obtain signature of faculty and residents/senior residents in faculty table in appropriate column.

**STANDARD ASSESSMENT FORM FOR POSTGRADUATE COURSES**

**DM - ONCO-PATHOLOGY**

1. **Nameof Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MCI Reference­­­­­­­­­­­­­­­­­­­­ No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Particulars of the Assessor:- Assessment Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name ………………………………………….**

**Designation……………………………………**

**Specialty……………………………………….**

**Name & Address of Institute/College ……………..…………………………………..**

**………………………………………………….**

**………………………….……………………….**

**Residential Address (with Pin Code) ……………………………………………...….**

**………………………………………………....**

**Phone .(Off) ……………(Resi.) …………….**

**(Fax)…………………………………………...**

**Mobile No. ……………………………………**

**E-mail: ………………………………………...**

**3. Institutional Information**

**a). 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:** |  |  |  |  |

**b). Particulars of Affiliated University**

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

**SUMMARY**

**Date of Assessment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Assessor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| 1. **Name of Institution**   *(Private / Government)* | ***Director / Dean / Principal***  *(Who so ever is Head of Institution)* | |
|  | Name |  |
| Age & Date of Birth |  |
| Teaching experience |  |
| PG Degree  *(Recognized/Non-R)* |  |
| Subject |  |

|  |  |  |
| --- | --- | --- |
| 1. **Department inspected** | **Head of Department** | |
|  | Name |  |
| Age & Date of Birth |  |
| Teaching experience |  |
| PG Degree /Subject  *(Recognized/Non-R)* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. (a). **Number of UG seats** | Recognized  (Year: ) | Permitted  (Year: ) | | First LOP date when MBBS course was first permitted |
|  |  |  |  |
| (b). **Date of last inspection for** | UG | PG | Superspecialty |  |
| Purpose: | Purpose: | Purpose: |  |
| Result: | Result: | Result: |  |

4. Total Teachers available in the Department:(Count only those who have Super-Speciality degree or 2 years special training in the subject before joining the department )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Number** | **Name** | **Total Teaching Experience** | **Benefit of Publications in Promotion** |
| Professor |  |  |  |  |
| Addl./Assoc Professor |  |  |  |  |
| Asstt. Professor |  |  |  |  |
| Senior Resident |  |  |  |  |

*Note: Count only those who are physically present.*

**5.**  Number of Units with beds in each unit:

**6. Specimens received for Histopathological Examination during last three years from:**

**Note :***1****.*** *Year means calendar year (1st January to 31st December )*

*2. IPD means total number of patients admitted (Not total occupancy of the year)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nature of Specimens** | **Year I** | | | **Year II** | | | **Year III (Last year)** | | |
|  | **OPD** | **IPD** | **Outside Hospital** | **OPD** | **IPD** | **Outside Hospital** | **OPD** | **IPD** | **Outside Hospital** |
| Organ/Part of organ/Tissue Removed after Surgery |  |  |  |  |  |  |  |  |  |
| Total Number of Biopsies |  |  |  |  |  |  |  |  |  |
| Hematology |  |  |  |  |  |  |  |  |  |
| Fluid Cytology |  |  |  |  |  |  |  |  |  |
| Exfoliative Cytology |  |  |  |  |  |  |  |  |  |
| FNAC (Direct) |  |  |  |  |  |  |  |  |  |
| FNAC (CT guided) |  |  |  |  |  |  |  |  |  |
| FNAC (USG guided) |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Department of Oncopathology** | | |  |  |  |  |  |  |  |
| **Total Procedures** |  |  |  |  |  |  |  |  |  |
| 1. **Surgical Pathology** |  |  |  |  |  |  |  |  |  |
| Frozen Section |  |  |  |  |  |  |  |  |  |
| Histopathology |  |  |  |  |  |  |  |  |  |
| Immunohistochemistry |  |  |  |  |  |  |  |  |  |
| **(b) Molecular Pathology** |  |  |  |  |  |  |  |  |  |
| In situ hybridization (including Fluorescence ISH) |  |  |  |  |  |  |  |  |  |
| Polymerase chain reaction (PCR) and variants |  |  |  |  |  |  |  |  |  |
| Sequencing |  |  |  |  |  |  |  |  |  |
| **(c) Cytology** |  |  |  |  |  |  |  |  |  |
| Fine Needle Aspiration Cytology (FNAC) |  |  |  |  |  |  |  |  |  |
| Exfoliative cytology (Non Gynec e.g. Fluid cytology) |  |  |  |  |  |  |  |  |  |
| Exfoliative cytology (PAP smears) |  |  |  |  |  |  |  |  |  |
| **(d) Haematopathology** |  |  |  |  |  |  |  |  |  |
| Hemogram |  |  |  |  |  |  |  |  |  |
| Coagulation Testing |  |  |  |  |  |  |  |  |  |
| Bone marrow aspiration |  |  |  |  |  |  |  |  |  |
| Flow cytometry |  |  |  |  |  |  |  |  |  |
| Molecular Haematopathology (Cytogenetics, PCR, Sequencing etc.) |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nature of Diseases Reported** | | | | | | | | | |
| Malignancies |  |  |  |  |  |  |  |  |  |
| Benign |  |  |  |  |  |  |  |  |  |
| Tuberculosis |  |  |  |  |  |  |  |  |  |
| Other infections/  Inflammations |  |  |  |  |  |  |  |  |  |
| Others  (specify) |  |  |  |  |  |  |  |  |  |

**7. Investigative Workload of entire hospital and Department Concerned.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parameter** | | **Entire Hospital** | **Department of Pathology** | |
| On the Day of Assessment | On the Day of Inspection | Average of 3 Random Days |
| **Radio-diagnosis** | MRI |  |  |  |
|  | CT |  |  |  |
|  | USG |  |  |  |
|  | Plain X-rays |  |  |  |
|  | IVP/Barium etc |  |  |  |
|  | Mammography |  |  |  |
|  | DSA |  |  |  |
|  | CT guided FNAC |  |  |  |
|  | USG guided FNAC |  |  |  |
|  | Any other |  |  |  |
| **Pathology** | Histopath |  |  |  |
|  | FNAC |  |  |  |
|  | Hematology |  |  |  |
|  | Others |  |  |  |
| **Bio-Chemistry** |  |  |  |  |
| **Microbiology** |  |  |  |  |
| **Blood Units Consumed** | |  |  |  |

8. Publications from the department during last 3 years:

*(Give only full articles published in indexed journals. No case reports or abstracts or review article be given)*

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9** | **Blood Bank** | 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) | Average | on inspection day |
|  |  |  |  |  |

**10**. Specialized services provided by the department: Adequate / not adequate

**11**. Specialized equipment available in the department: Adequate / Inadequate

**12**. Space (Labs, Grossing, Offices, Teaching areas) Adequate / Inadequate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **14** | **Library** |  | Central | Departmental |
|  |  | Number of Bookspertaining to Pathology |  |  |
|  |  | Number of Journals |  |  |
|  |  | Latest journals available upto |  |  |

**13.**  Casualty Number of Beds\_\_\_\_\_\_\_Available equipment \_\_\_\_Adequate / Inadequate

14. Common Facilities

* Central supply of Oxygen / Suction**:** Available / Not available
* Central Sterilization Department Adequate / Not adequate
* 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

**15.** Total number of Pathological Post mortems done during the last one year:

**16.** Accommodation for staff Available / Not available

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **17** | **Hostel Accommodation**  **No.** | UG | | PG | | Interns | |
| Boys | Girls | Boys | Girls | Boys | Girls |
|  |  |  |  |  |  |
|  | No. of Students |  |  |  |  |  |  |
|  | No. of Rooms |  |  |  |  |  |  |
|  | Status of Cleanliness |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **18** | **Total number of PG seats in the concerned Department** |  | Recognized seats | | Date of recognition | Permitted seats | Date of permission |
| Degree |  |  | |  |  |
| Diploma |  |  | |  |  |

**19.** 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 |
| 2016 |  |  |  |
| 2015 |  |  |  |
| 2014 |  |  |  |
| 2013 |  |  |  |
| 2012 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **20** | Other PG courses run by the institution | Course Name | No. of seats | Department |
| DNB |  |  |
| M.Sc. |  |  |
| Others |  |  |

**21. Stipend paid to the PG students, year-wise:**

|  |  |  |
| --- | --- | --- |
| **Year** | **Stipend paid in Govt. colleges by State Govt.** | **Stipend paid by the Institution\*** |
| Ist Year |  |  |
| IInd Year |  |  |
| IIIrd Year |  |  |

\* **Stipend shall be paid by the institution as per Govt. rate shown above.**

**22.**  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 |  |  |  |

**23. Faculty deficiency, if any**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Faculty available**  **(number only)** | **Faculty required** | **Deficiency, if any** |
|  |  |  |  |
| Professor |  |  |  |
| Assoc Professor |  |  |  |
| Asstt. Professor |  |  |  |
| Tutor/ Demonstrator |  |  |  |
| Any Other |  |  |  |

\* **Faculty Attendance Sheet duly signed by concerned faculty must be enclosed.**

**24. REMARKS OF ASSESSOR**

1. *Please do not repeat information already provided*
2. *Please do not make any recommendation regarding granting permission/recognition*
3. *If you have noticed or come across any irregularity during your assessment like fake or dummy faculty, fake or dummy patients, fudging of data of clinical material etc., please mention them here)*

**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 |  |  |  |  |
| Any Other |  | Grand Total | |  |

1. **Central Library**

* Total number of Books in library: \_\_\_\_\_\_\_\_\_\_\_\_
* Books pertaining to ONCO-PATHOLOGY: \_\_\_\_\_\_\_\_\_\_\_\_
* Purchase of latest editions of books in last 3 years: - ONCO-PATHOLOGY Total\_\_\_\_\_\_\_\_\_\_\_\_
* Journals:

|  |  |  |
| --- | --- | --- |
| Journals | Total | Medical Oncology |
| 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)*

1. **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 in the entire Hospital  ( give distribution in various specialties) | Average daily | On Inspection day |

**5. Central Research Lab:**

* + Whether it exists? Yes No
  + Administrative control:
  + Staff:
  + Equipment:
  + Workload:

**6. Central Laboratory:**

* + Controlling Department:
  + Working Hours:

|  |  |
| --- | --- |
| **Radiotherapy** | |
| Radiotherapy |  |
| Teletherapy |  |
| Brachy therapy |  |
|  |  |

**7 Operation Theatres:**

|  |  |  |  |
| --- | --- | --- | --- |
| AC / Non AC |  | Number of OTs functional per day |  |
| Numbers |  |  |  |
| Pre-Anaesthetic clinic |  | Average No. of cases operated daily (Entire hospital) | Major  Minor  Day Care  Caesarians  Deliveries  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

**16.** Total number of Pathological post mortems done during the last one year:

**17.** Recreational facilities: Available / Not available

Play grounds Gymnasium

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **18** | **Hostel Accommodation** | UG | | PG | | Interns | |
| Boys | Girls | Boys | Girls | Boys | Girls |
|  | No. of Rooms |  |  |  |  |  |  |
|  | No. of Students |  |  |  |  |  |  |
|  | Status of Cleanliness |  |  |  |  |  |  |

**19.** Residential accommodation for Staff / Paramedical staff Adequate / Inadequate

**20.** Ethical Committee (Constitution):

**21.** Medical Education Unit (Constitution)

*(Specify number of meetings held annually & minutes thereof)*

**PART – II**

**(DEPARTMENTAL INFORMATION)**

**1 Department inspected: DEPT OF ONCO - PATHOLOGY**

**2 Date on which independent department : ………………………………..**

**of ONCOPATHOLOGY was created and started functioning**

**(Attach copy of order from Govt/Competent Authorities)**

**3 Faculty details (From start of department till date)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Designation** | **PG/Superspeciality**  **Qualification in concerned subject**  **(year of passing University and College )** | **Appointment/Promotion**  **Orders**  **(No…./Date…**  **Attach photocopy)** | **Salary Details Including TDS deducted** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4 Particulars of HOD**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age: \_\_\_\_\_\_\_\_\_(*Date of Birth*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PG Degree and  Superspecialtydegree | Year of  passing | Institution | University | Recognized/  Not Recognized |
| MD/Ms |  |  |  |  |
| DM/M.Ch. |  |  |  |  |
| Two years Special Training |  |  |  |  |

**Teaching Experience(Give Experience in OncoPathology )**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Designation | Subject | Institution | From | TO | Total experience |
| Asstt Professor |  |  |  |  |  |
| Assoc Professor/Reader |  |  |  |  |  |
| Professor |  |  |  |  |  |
| Any Other |  |  | Grand Total | |  |

5.Whether Independent department of Surgical Oncology and Radio therapy exists in the institution

Yes/No: ………………… Since When……………..

6. a) **Purpose of Present inspection:**

Grant of Permission/ Recognition/ Increase of seats /Renewal of recognition/Compliance Verification

**b) Date of last MCI inspection of the department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Write Not Applicable for first MCI inspection)

**c) Purpose of Last Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**d) Result of last Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Copy of MCI letter be attached)

**7. Mode of selection** (actual/proposed) of PG students.

**8. If course already started, year wise 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 |
| 2016 |  |  |  |
| 2015 |  |  |  |
| 2014 |  |  |  |
| 2013 |  |  |  |
| 2012 |  |  |  |

**9.** Stipend paid to the PG students, year-wise:

|  |  |  |
| --- | --- | --- |
| **Year** | **Stipend paid in Govt. colleges by State Govt.** | **Stipend paid by the Institution** |
| Ist Year |  |  |
| IInd Year |  |  |
| IIIrd Year |  |  |
| IVth Year |  |  |

**10 General Departmental facilities:**

* Total number of Laboratories in the department of Onco-Pathology

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Nomenclature | Morbid Anatomy  Grossing area | Histopathology/ Cytopathology | Research Lab. | Demo. room | Seminar Room | Any other lab. |
| Size (Area) |  |  |  |  |  |  |
| Capacity |  |  |  |  |  |  |
| Cupboards for  Storage |  |  |  |  |  |  |
| Microscopes |  |  |  |  |  |  |
| List of equipments  Available |  |  |  |  |  |  |

**Unit wise Teaching and 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** | | | **Experience**  **Date wise teaching experience with designation & Institution** | | | | | | **Signature of Faculty Member** |
|  |  |  |  |  | **Subject with Year of passing** | **Institution** | **University** | **Designation**  **Mentioning subject** | **Institution** | **From** | **To** | **Total Period** | **\* Benefit of publications given in promotion Yes/No, if yes**  **List publications here**  **(no annexures)** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***Note: 1. Unit wise teaching / Resident staff should be shown separately for each Unit in the Proforma.***

***2. Use only the Format provided. DO NOT devise your own format otherwise the information will not be considered. Fill up all columns***

3. \*Publications: Give only full articles in indexed Journals published during the period of promotion and list them here only. No Annexure will be seen.

4. Incase of DNB qualification name of the institution/hospital from where DNB training was done and year of passing must be provided. Simply saying National Board of Examinations, New Delhi is not enough. Without these details DNB qualification holder will be summarily rejected.

5. Experience of Defence services must be supported by certificate from competent authority of the office of DGAFM without which it will not be considered.

I have verified the eligibility of all faculty members for the post they are holding (**based on experience certificates issued by competent authority of the place of working**). Their experience details in different Designations and unitwise distribution is given the faculty table above.

11. Has any of these faculty membersincluding senior residents been considered in PG/UG inspection at any other college or any other subject in this college during present academic year . If yes, give details.

|  |  |  |
| --- | --- | --- |
| Date of Inspection | Subject | Institution |
|  |  |  |
|  |  |  |

12. List of Faculty joining and leaving after last inspection:

|  |  |  |  |
| --- | --- | --- | --- |
| DESIGNATIONS | NUMBER | NAMES | |
| JOINING FACULTY | LEAVING FACULTY |
| Professor |  |  |  |
| Associate Prof. |  |  |  |
| Assistant Prof. |  |  |  |
| SR/Tutor/Demons. |  |  |  |
| Others |  |  |  |

13. List of Non-teaching Staff in the department: -

|  |  |  |
| --- | --- | --- |
| S.No. | Name | Designation |
|  |  |  |
|  |  |  |
|  |  |  |

15. Departmental Library:

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

16. Departmental Museum

* Space
* No. of specimens
* Charts/ Diagrams

17.. Office Accommodation:

* Departmental Office
* Space
* Staff (Steno /Clerk).
* Computer/ Typewriter
* Internet facility

18.Office Space for Teaching Faculty:

* HOD
* Professor
* Assoc. Prof./ Reader
* Lecturer/ Asstt. Professor
* Residents room

19**. O**perativeWorkload

1. Year-wise available operative workload (during previous three years) for the entire hospital

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameters** | **Year 1** | **Year 2** | **Year 3(Last Year)** |
| Total number of Major Surgeries \* |  |  |  |
| Total number of Minor Surgeries |  |  |  |
| Average daily total operative load for Major & Minor Surgeries\* |  |  |  |
| Autopsies Adult  Pediatric  Total |  |  |  |

\*The total operative workload needs to be assessed from the Dept of Anesthesia

1. Specimens received for histopathological and other examinations during the last three years.

**Note :** 1**.** Year means calendar year (1st January to 31st December )

2. IPD means total number of patients admitted (Not total occupancy of the year)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nature of Specimens** | **Year I** | | | **Year II** | | | **Year III (Last year)** | | |
|  | **OPD** | **IPD** | **Outside Hospital** | **OPD** | **IPD** | **Outside Hospital** | **OPD** | **IPD** | **Outside Hospital** |
| Organ/Part of organ/Tissue removed after surgery |  |  |  |  |  |  |  |  |  |
| Total Number of Biopsies |  |  |  |  |  |  |  |  |  |
| Haematology |  |  |  |  |  |  |  |  |  |
| Fluid Cytology |  |  |  |  |  |  |  |  |  |
| Exfoliative Cytology |  |  |  |  |  |  |  |  |  |
| FNAC (Direct) |  |  |  |  |  |  |  |  |  |
| FNAC (CT guided) |  |  |  |  |  |  |  |  |  |
| FNAC (USG guided) |  |  |  |  |  |  |  |  |  |
| **Nature of Diseases Reported** | | | | | | | | | |
| Malignancies |  |  |  |  |  |  |  |  |  |
| Benign |  |  |  |  |  |  |  |  |  |
| Tuberculosis |  |  |  |  |  |  |  |  |  |
| Other infections/  inflammations |  |  |  |  |  |  |  |  |  |
| Normal Tissue |  |  |  |  |  |  |  |  |  |
| Others(specify) |  |  |  |  |  |  |  |  |  |

**20.** Equipments: List of important equipments available and their functional status**.**

**List of important equipment’s for Oncopathology Laboratory**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Equipment** | **Specification** | **Availability** |
| **HISTOPATHOLOGY** | | |  |
| 1. | Tissue Processor – Rotary type -2 | Double rotor with each basket of 200 cassettes per run |  |
| 2. | Embedding unit – 1 | Unique 3- modular system for ergonomical working |  |
| 3. | Hot air oven – 2  one as back up | Temperature range – 0-100 degree |  |
| 4. | Microtome – manual -3  one as back up | Integral debris tray, organizer storage tray |  |
| 5. | Water bath – 3,  one as back up | Electronic temperature control for exact temperature regulation and indication by digital display |  |
| 6. | Semiautomatic H& E stainer – 1 | High throughput robotic stainer for multiple staining application |  |
| 7. | Cryostat – Basic modele 2  one as back up |  |  |
| 8. | Block filing cabinet- 80 | Convenient storage and retrieval of paraffin blocks |  |
| 9. | Multi-headed teaching microscope |  |  |
| **Immunohistochemistry Lab** | | |  |
| 10. | Automated Immunostainer | Automatic – Baking, deparaffinization, cell conditioning and staining including IHC,ISH, SISH,  Immunoflurescence, multiparameter IHC stain and titration |  |
| **Grossing Room** | | |  |
| 11. | Grossing work station – 1 | Table for High grade stainless steel with continuous air flow in working area |  |
| 12. | Bone and meat cutting machine for larger hard bones – 1 | Cutting table is made of thick stainless steel sheet with special heavy axles for easy and firm movement |  |
| 13. | Bone Saw – 1 | Smooth surfaces easy to clean without dirt traps |  |

|  |  |  |
| --- | --- | --- |
| **Cytology** | | **Availability** |
| 14. | Cytocentrifuge - |  |
| 15. | Autostainer |  |
|  | **Molecular Pathology** |  |
| 16. | Thermal cycles |  |
| 17. | -80OC deep freezer |  |
| 18. | -20 OC deep freezer |  |
| 19. | Sequencer |  |
| 20. | Fluorescence Microscope |  |
| 21. | Biosafety cabinet |  |
|  | **Hematopathology** |  |
| 22. | Automated Hematology Analyser |  |
| 23. | Automated Coagulation analyser |  |
| 24. | Flow cytometer |  |

21. Facilities for Practical’s /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 practical’s at PG level.
* Details of laboratories and other facilities to carry out research work.

22. Are there different sections in Pathology:-

Histopathology

Cytology

Hematology

Fluid section

Autopsy

Others

Give size of individual labs and equipment available in each

**23.** No. & Type of autopsies per year :

Adult ……………………….. Child ……………….. Neonate ………….

Medical-legal ………………

**24. Specimens received and reported for Histopathological/Hematological examination on inspection day:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nature of specimens** | **OPD** | **IPD** | **Outside Hospital** |
| **Organ/parts of organ/tissue removed after surgery** |  |  |  |
| **Total Number of Biopsies** |  |  |  |
| **Haematology** |  |  |  |
| **PBF** |  |  |  |
| **Bone marrow** |  |  |  |
| **FNAC Direct** |  |  |  |
| **CT guided FNAC** |  |  |  |
| **USG guided FNAC** |  |  |  |
| **Nature of Diseases Reported** | | | |
| **Malignancies** |  |  |  |
| **Tuberculosis** |  |  |  |
| **Other infections/ inflammations** |  |  |  |
| **Normal Tissue** |  |  |  |
| **Others (Specify)** |  |  |  |

25. Surgical Pathology.

* No. of specimens per year ……………
* Facilities available for: -

Frozen section …………… Histochemistry…………Immunohistochemistry……

**26.** Hematology :

* No. of samples per year ………………………
* No. of following investigations :

Complete Blood count ………………… E.S.R. …………………..

Reticulocyte count …………………. Absolute eosinophil count ……….

Bone marrow aspiration ……………… B.M. Biopsy ……………

* PT APTT TT
* Facilities available for work up of :Name the investigation done and number/y

-Coagulation disorders ………………………

-Leukemia …………………………………...

-Nutritional anaemia ………………………..

-Hemolytic anaemia ………………………...

**27. Cytology**: No. of samples per year of:

* Exfoliative ……………..
* Gynecological ………………
* Non-Gynecological ………………
* Fine needle aspiration ………………
* Ultrasound guided …………….
* C.T. guided …………….

**28. Fluids**: No. of samples per year of :

* Urine - Routine …………….

Special ……………..

* Semen - Routine …………….Special ……………..
* CSF ………………
* Sputum ………………
* Other body fluids

**29.Blood banking** :

* No. of units issued per year ……………………………
* No. of units collected per year ………………………………

Voluntary Replacement

* No. of ABO grouping ………………………………
* No. of Rh grouping ………………………………
* No. of cross matching ………………………………
* No. of samples in which antibodies identified ……………..
* No. of samples tested for - HIV ………………………

HB ………………………

HC ………………………

VDRL …………….…………

Malaria ………………………

* Facilities available for preparation of blood components…………….

30. Any submission of data to national authorities, if applicable

**31. Academic outcome based parameters**

(a) Theory classes taken in the last 12 months Number \_\_\_\_\_\_\_\_

(Dates, Subjects, Name & Designation Available & Verified/

of teachers, Attendance sheet) Not available

(b) Clinical Seminars in last 12 months Number \_\_\_\_\_\_\_\_

(Dates, Subjects, Name & Designation Available & Verified/

of teachers, Attendance sheet) Not available

(c) Journal Clubs held in last 12 months Number \_\_\_\_\_\_\_\_

(Dates, Subjects, Name & Designation Available & Verified/

of teachers, Attendance sheet) Not available

(d) Case presentations held in last 12 months Number \_\_\_\_\_\_\_\_

(Dates, Subjects, Name & Designation Available & Verified/

of teachers, Attendance sheet) Not available

(e) Group discussions held in last 12 months Number \_\_\_\_\_\_\_\_

(Dates, Subjects, Name & Designation Available & Verified/

of teachers, Attendance sheet) Not available/available

(f) Guest lectures held in last 12 months Number \_\_\_\_\_\_\_\_

(Dates, Subjects, Name & Designation Available & Verified/

of teachers, Attendance sheet) Not available/available

**32.** Any other information

PART III

POSTGRADUATE EXAMINATION

*(Only at the time of recognition inspection)*

1. Minimum prescribed period of training.

*(Date of admission of the Regular Batch appearing in examination)*

1. Minimum prescribed essential attendance.
2. Periodic performance appraisal done or not?
3. Whether the candidates appearing in the examination have submitted their thesis six months before appearing in examination as per PG Regulations.2000?
4. Whether the thesis submitted by the candidates appearing in the examination been accepted or not?
5. 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.
6. Details of examiners appointed by Examining University (Give details here, No Annexures).
7. Whether appointment of examiners, their eligibility & conduct of examination is as per prescribed MCI norms or not ?
8. Standard of Theory papers and that of Clinical / Practical Examination:
9. Year of 1st batch pass out (mention name of previous/existing University)

Degree Course ------------------

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.

(iii) Put NA for columns not applicable

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