

**STANDARD ASSESSMENT FORM FOR PG COURSES YEAR 2017-18**

(Report in this SAF prescribed for the year 2017-18 will only be accepted)

**SUBJECT – Hepatology*****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.

10. 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.
11. 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**

**Hepatology**

1. Name of Institution: \_\_\_\_\_

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

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

Name .....
Designation.....
Specialty.....
Name & Address of Institute/College
.....
.....
.....

<b>Residential Address (with Pin Code)</b>
.....
.....
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 : \_\_\_\_\_

<b>1. Name of Institution</b> (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	

<b>2. Department inspected</b>	<b>Head of Department</b>	
	Name	
	Age & Date of Birth	
	Teaching experience	
	PG Degree /subjects (Recognized/Non-R)	

<b>3. (a). Number of UG seats</b>	Recognised (Year:     )	Permitted (Year:     )		First LOP date when MBBS course was first permitted
<b>(b). Date of last inspection for</b>	UG	PG	Super specialty	
	Purpose:	Purpose:	Purpose:	
	Result:	Result:	Result:	

4. Total Teachers available in the Department: (Count only those who have Super-speciality degree in Hepatology or 2 years special training in Hepatology 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. Clinical workload of the Institution and Department concerned:

S.no.	Parameter	Department of Hepatology	
		On the Day of Assessment	Average of 3 Days Random
1	OPD attendance upto 2 p.m.		
2	New admissions		
3	Total Beds occupied at 10 a.m.		
4	Total Required Beds		
5	Bed Occupancy at 10 a.m. (%)		
6	Total number of liver biopsies		
7	Total Number of Liver Transplants		
8	Total number of patients with Hepatocellular Carcinoma in ward		
9	Total number of patients with Hepatic Coma		
10	Total number of patients with Metabolic Liver Diseases in ward		
11.	Total number of patients with Infectious Liver Diseases in ward		
12.	Total number of patients with Portal Hypertension in ward		
13	Total investigations on inspection day a. MRCP b. Technitium Scans c. CT/MRI d. USG Abdomen e. Biochemical investigations f. Serology for Hepatitis group of viruses g. Hepatic Venous Pressure Gradient (HVPG) h. Fibroscan i. Others		

*Put N.A. whichever is not applicable to the Department.*

**Note:**

- OPD attendance is to be considered only upto 2 p.m. Bed occupancy is to be considered at 10 a.m. only.
- Investigative Data to be verified with Physical Registers in Radiodiagnosis & Central Clinical Laboratory.
- Data to be verified with Physical Registers in Blood Bank.

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

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

**8. Year-wise available clinical materials (during previous 3 years) for department of Hepatology**

S.No.	Parameters	Year 1	Year 2	Year 3 (Last Year)
1	Total number of patients in OPD			
2	Total number of patients admitted (IPD)			
3	Total number of liver biopsies			
4	Total Number of Liver Transplants			
5	Total number of patients with Hepatocellular Carcinoma in ward			
6	Total number of patients with Hepatic Coma			
7	Total number of patients with Metabolic Liver Diseases in ward			
8	Total number of patients with Infectious Liver Diseases in ward			
9	Total number of patients with Portal Hypertension in ward			
10.	Total investigations on inspection day a. MRCP b. Technitium Scans c. CT/MRI d. USG Abdomen e. Biochemical investigations f. Serology for Hepatitis group of viruses g. Hepatic Venous Pressure Gradient (HVPg) h. Fibroscan i. Others			

*Note : Put N.A. for those coloumns not applicable to the department*

**9. Publications from the department during last 3 years:**

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

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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

15	Library	Central	Departmental
	Number of Books pertaining to Hepatology		
	Number of Journals		
	Latest journals available upto		

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

18. Total number of OPD, IPD and Deaths in the Institution and department concerned during the last one year:

In the entire hospital		In the department of Hepatology	
OPD		OPD	
IPD (Total Number of Patients admitted)		IPD (Total Number of Patients admitted)	
Deaths		Deaths	

19. Number of Births in the Hospital during the last one year:

*Note : 1) 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 provided.)*  
 2) Year means calendar year (1<sup>st</sup> January to 31<sup>st</sup> December )

20. Accommodation for staff Available / Not available

21. Hostel Accommodation

S. No	Number	UG		PG		Interns	
		Boys	Girls	Boys	Girls	Boys	Girls
1	No. of Students						
2	No. of Rooms						
3	Status of Cleanliness						

22	Total number of PG seats in the concerned subject		Recognized seats	Date of recognition	Permitted seats	Date of permission
		Degree				
		Diploma				

23. 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			

24	Other PG courses run by the institution	Course Name	No. of seats	Department
		DNB		
		M.Sc.		
		Others (Superspecialities)		

25. Whether other medical superspecialty like Gastroenterology department exists in the institution ..... Yes/No (If yes give details)

Name of department	Beds/Units	When LOP for DM seats granted & Number of seats	Available faculty (Names & Designation)

*I have physically verified the beds, faculty and patients of above Super specialty departments and they have not been counted in Hepatology department inspection.*

26. Stipend paid / Proposed to be 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		

27. 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			

28. 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			

## 29. 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)**  
**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		

**2. Central Library**

- Total number of Books in library: \_\_\_\_\_
- Books pertaining to Pediatric Hepatology: \_\_\_\_\_
- Purchase of latest editions of books in last 3 years: - Hepatology books Total \_\_\_\_\_

- Journals:

Journals	Total	Hepatology
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 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:

<b>Radiotherapy (Optional)</b>	
Radiotherapy	
Teletherapy	
Brachy therapy	

- 7 Central supply of Oxygen / Suction: Available / Not available
8. Central Sterilization Department Adequate / Not adequate
9. Laundry: Manual/Mechanical/Outsourced:
10. Kitchen Gas / Fire
11. Incinerator: Functional / Non functional Capacity: Outsourced
12. Bio-waste disposal Outsources / any other method
13. Generator facility Available / Not available
14. Medical Record Section: Computerized / Non computerized
- ICD10 classification Used / Not used
15. Total number of OPD, IPD and Deaths in the Institution and concerned department during the last one year:

In the entire hospital		In the department of Hepatology	
OPD		OPD	
IPD (Total No. of Patients admitted)		IPD (Total No. of Patients admitted)	
Deaths		Deaths	

16. Total Number of Births in the Hospital during the last one year:

*Note: (1) 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 provided.)*

17. Recreational facilities: Available / Not available

Play grounds	Gymnasium
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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 :** Hepatology  
**2 Date on which independent department of Hepatology 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 present HOD**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ (Date of Birth) \_\_\_\_\_

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

**Teaching Experience ( Give Experience in Hepatology – not in Gastroenterology)**

Designation	Institution	From	To	Total experience
Asstt Professor				
Assoc Professor/Reader				
Professor				
Any Other		Grand Total		

**5 Whether Independent departments of Hepatology and Gastroenterology exist in the institution: Yes/No.....**  
 (If yes.....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, 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	
2016			
2015			
2014			
2013			
2012			

**9 General Departmental facilities:**

- Total number of beds in the department :.....
- Number of Units in the department :.....
- Unit wise Teaching and Resident Staff (Annexed).....

**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 AND SUPERSPECIALITY 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)	

- 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.

- 10 Has any of these faculty members including senior residents been considered in PG/UG inspection at any other college or any other subject in this college in the present academic session. If yes, give details..

Date of Inspection	Institution	Subject

- 11 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			

- 12 List of Non-teaching Staff in the department: -

S.No.	Name	Designation

- 13 Available Clinical Material: **(Give the data only for the department of Hepatology)**

S.no.	Parameter	On inspection day	Average of 3 random day
1	OPD attendance upto 2 p.m.	.....	.....
2	New admissions	.....	.....
3	Total Beds occupied at 10 a.m.	.....	.....
4	Total Required Beds	.....	.....
5	Bed Occupancy at 10 a.m. (%)	.....	.....
6	Total number of liver biopsies	.....	.....
7	Total Number of Liver Transplants	.....	.....
8	Total number of patients with Hepatocellular Carcinoma in ward	.....	.....
9	Total number of patients with Hepatic Coma	.....	.....
10	Total number of patients with Metabolic Liver Diseases in ward	.....	.....
11.	Total number of patients with Infectious Liver Diseases in ward	.....	.....
12.	Total number of patients with Portal Hypertension in ward	.....	.....
13.	Total investigations on inspection day	.....	.....
	a. MRCP		
	b. Technitium Scans		
	c. CT/MRI		
	d. USG Abdomen		
	e. Biochemical investigations		
	f. Serology for Hepatitis group of viruses		
	g. Hepatic Venous Pressure Gradient (HVPG)		
	h. Fibroscan		
	i. Others		

- 14 List of equipment available in the department of Hepatology

Equipments: List of important equipments available and their functional status  
(list here only – No annexure to be attached)

1.Endoscopy: for diagnostic and therapeutic procedures and Endoscopic accessories.				
2.Liver biopsy sets				
3.Bone marrow aspiration and biopsy sets				

Signature of Dean

Signature of Assessor

4.Sengstaken–Blakemore tube				
5.Cardiac monitors, pulse oximeters, infusion pumps, syringe pumps				
6.ERCP Equipment				
7.Resuscitation sets				
8.Procedure room with oxygen and suction facility				
9.Glucometer				
10. Weighing and height measuring scales				
11. Robust radiologic facilities: diagnostic and interventional radiology tuned to infants and children- Plain X-ray, Doppler ultrasonography, CT, MRI, Digital subtraction angiography, vascular intervention facility and transjugular liver biopsy.				
12. Fluoroscopy assisted endoscopy facility				
13. Histopathology with special techniques of staining				
14. Microbiology				
15. Operation theaters and anesthesia back –up				
16. Specific liver laboratory tests: Viral markers, HBV DNA, HCV RNA				
17. Routine laboratory facilities inclusive of liver function tests, alpha-fetoprotein, serum ferritin, INR.				
18. Blood bank /Transfusion Medicine facility				
19. Facilities for nuclear medicine imaging particularly technetium scans, PET				
20. Laboratory tests  <ul style="list-style-type: none"> <li>• RBC Galactose-1 uridyl transferase</li> <li>• Urinary succinyl acetone</li> <li>• Serum ceruloplasmin</li> <li>• 24 hours urinary copper estimation</li> <li>• Hepatic copper</li> <li>• Tissue iron staining (Pathology)</li> <li>• Mass spectroscopy for metabolic diseases: serum and urine</li> <li>• Genotypes of hepatitis C</li> <li>• Blood ammonia</li> </ul>				

15 Year-wise available clinical materials (during previous 3 years) for department of Pediatric Hepatology

Parameters	Year 1	Year 2	Year 3
Total number of New Patients in OPD			
Total number of patients in OPD			
Total number of patients admitted (IPD)			
Weekly clinical work load for IPD (Average weekly Bed occupancy)			
Investigative workload of the Department and its distribution  Total investigations on inspection day  MRCP Technitium Scans CT/MRI USG Abdomen Biochemical investigations Serology for Hepatitis group of viruses Hepatic Venous Pressure Gradient (HVPG) Fibroscan Others			
Average monthly number of special investigations in Hepatology department			

16 Any Intensive care service provided by the department:

17 Specialty clinics being run by the department and number of patients in each clinic

**Signature of Dean**

**Signature of Assessor**

S.No.	Name of the Clinic	Days on which held	Timings	Average No. of cases attended	Name of Clinic In-charge
1					
2					

**18. Services provided by the Department.**

S.No.	Services provided	Yes/No	If Yes – Weekly Workload
1.	Liver Transplant		
2.	Liver biopsy		
3.	Diagnosis & treatment of Wilsons diseases		
4.	MRCP		
5.	Management of Hepatic Coma		
6.	Portal hypertension		
7.	Hepatocellular Carcinoma		
8.	Rehabilitation		
9.	Counseling		
10.	Others		

**19 Space**

S.No	Details	In OPD	In IPD
1	Patient		
2	Equipments		
3	Teaching Space		
4	Waiting area for patients		

**20 Office space:**

Department Office		Office Space for Teaching Faculty	
Space for Clerk	Yes/No	HOD	
Staff (Steno /Clerk)	Yes/No	Professors	
Computer/ Typewriter	Yes/No	Associate Professors	
Storage space for files	Yes/No	Assistant Professor	
		Residents	

**21. Clinico- Pathological conference**

- a) Clinico-radiological meetings
- b) Hepatology - Hepato Pancreato Biliary Surgery meetings(combined clinic)

*Note : Verify from the maintained register of above said meetings.*

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

**Signature of Dean**

**Signature of Assessor**

**23. Academic outcome based parameters**

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

**24.** Any other information.

**Signature of Dean**

**Signature of Assessor**



**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)*
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 (Give details here, No Annexures).
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 -----

- 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 those columns not applicable.

**Signature of Dean**

**Signature of Assessor**