

STANDARD ASSESSMENT FORM FOR PG COURSES YEAR _____

(Report in this SAF prescribed for the year _____ will only be accepted)

SUBJECT –ENDOCRINE SURGERY

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
(ENDOCRINE SURGERY)

1. Name of Institution: _____
MCI Reference No.: _____

2. Particulars of the Assessor:- _____ **Assessment Date** _____

Name	Residential Address (with Pin Code)
Designation
Specialty
Name & Address of Institute/College	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	

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

3. (a). Number of UG seats	Recognised (Year:)	Permitted (Year:)		First LOP date when MBBS course was first permitted
(b). Date of last inspection for	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 or 2 years special training in the subject before appointment)

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 Endocrine Surgery	
		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 major surgeries		
7	Total number of minor surgeries		
8	Total no of Day care surgeries		
9	Total no of Adrenalectomy		
10	Total no of Distal Pancreatectomy		
11	Total no of Lymphadenectomy		
12	Total no of Parathyroidectomy		
13	Total no of Thyroidectomy		
14	Total no of Pinealectomy		
15	Total no of Pituitary surgeries		
16	Total no of Transsphenoidal Surgery		
17	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 Endocrine Surgery	
		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. Year-wise available clinical materials (during previous 3 years) for department of Endocrine Surgery

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 major surgeries			
4	Total number of minor surgeries			
5	Total no of Day care surgeries			
6	Total no of Adrenalectomy			
7	Total no of Distal Pancreatectomy			
8	Total no of Lymphadenectomy			
9.	Total no of Parathyroidectomy			
10	Total no of Thyroidectomy			
11.	Total no of Pinealectomy			
12	Total no of Pituitary surgeries			
13	Total no of Transsphenoidal Surgery			

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)

10	Blood Bank	License valid	Yes / No (enclose copy)
		Blood component facility available	Yes / No (enclose copy)

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

16. Casualty Number of Beds _____ Available equipment _____ Adequate / Inadequate

• 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

In the entire hospital		In the department of Endocrine Surgery.	
OPD		OPD	
IPD (Total Number of Patients admitted)		IPD (Total Number of Patients admitted)	
Deaths		Deaths	

Note	<p>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.)</p> <p>2) Year means calendar year (1st January to 31st December)</p>
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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		Recognized seats	Date of recognition	Permitted seats	Date of permission
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	subject	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 departments (Neuro-Surgery, Paediatric Surgery department exist in the institution Yes/No
(If yes give details)

Name of department	Beds/Units	When LOP for DM/Mch 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 Endocrine Surgery. department inspection.

26. 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.

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			

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

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)

1 Particulars of Director / Dean / Principal:
(Who so ever is Head of Institution)

Name: _____ Age: _____ (Date of Birth) _____

PG Degree	Subject	Year	Institution	University
<i>Recognised / Not Recognized</i>				

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 **ENDOCRINE SURGERY.:** _____
- Purchase of latest editions of books in last 3 years: - ENDOCRINE SURGERYbooks
Total _____

- Journals:

Journals	Total	Endocrine Surgery.
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

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5. Central Research Lab:

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

6. Central Laboratory:

- Controlling Department:
- Working Hours:

Radiotherapy (Optional)	
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 Endocrine Surgery	
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 : ENDOCRINE SURGERY
- 2 Date on which independent department
of ENDOCRINE SURGERY 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 Endocrine Surgery – not in General Surgery)

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

- 5 Whether Independent department of Endocrine Surgery exists 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:*
- Unit wise teaching / Resident staff should be shown separately for each Unit in the Proforma.*
 - Use only the Format provided. DO NOT devise your own format otherwise the information will not be considered. Fill up all columns*
 - *Publications: Give only full articles in indexed Journals published during the period of promotion and list them here only. No Annexure will be seen.*
 - 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.*
 - Experience of Defence services must be supported by certificate from competent authority of the office of DGA FM 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 Endocrine Surgery)

	On inspection day	Average of 3 random day
• OPD attendance upto 2 p.m.
• New admissions
• Total Beds occupied at 10 a.m.
• Total Required Beds
• Bed Occupancy at 10 a.m. (%)
• Total number of major surgeries
• Total number of minor surgeries
• Total no of Day care surgeries
• Total no of Adrenalectomy
• Total no of Distal Pancreatectomy
• Total no of Lymphadenectomy
• Total no of Parathyroidectomy
• Total no of Thyroidectomy
• Total no of Pinealectomy
• Total no of Pituitary surgeries
• Total no of Transsphenoidal Surgery
• Others		

14 List of equipment available in the department of Endocrine Surgery
Equipments: List of important equipments available and their functional status
(list here only – No annexure to be attached)

Cutting Instruments					
Haemostatic forceps					
Retractors					
Clamps and distractors					
Accessories and implants					

Signature of Dean

Signature of Assessor

Grasping or holding instruments					
Instruments for thyroid surgery					
Instruments for adrenal surgery					
others					

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

Parameters	Year 1	Year 2	Year 3
Total number of patients in OPD			
Total number of patients admitted (IPD)			
Total number of major surgeries			
Total number of minor surgeries			
Total no of Day care surgeries			
Total no of Adrenalectomy			
Total no of Distal Pancreatectomy			
Total no of Lymphadenectomy			
Total no of Parathyroidectomy			
Total no of Thyroidectomy			
Total no of Pinealectomy			
Total no of Pituitary surgeries			
Total no of Transsphenoidal Surgery			
Investigative workload of the Department and its distribution <ul style="list-style-type: none">Total urinary Calcium/fractional urinary calcium excretionSerum T₃,T₄ and TSHThyroid antibodiesTotal no of Core biopsiesTotal no of FNACTotal no of Isotope scans			
Average monthly number of special investigations in Endocrine Surgery 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

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

Signature of Dean

Signature of Assessor

3	Pituitary Clinic				
4	Combined clinic (Endocrine Surgery/Neurosurgery)				
5	Others				

18. Services provided by the Department.

S.No.	Evaluation & treatment for	Yes/No	If Yes – Weekly Workload
(a)	(i)Thyroid nodules &goitres		
	(ii) Adrenal Gland nodules or tumors		
	(iii) Pituitary tumors		
	(iv)Pancreatic tumors		
	(v)Diabetic foot		
(b)	Rehabilitation		
(c)	Counseling		
(d)	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	
Spacefor 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) Endocrine Surgery-Neurosurgery meetings(combined clinic)

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

22. Submission of data to national authorities if any -

23. Academic outcome based parameters

- (a) Theory classes taken in the last 12 months –
(Dates, Subjects, Name & Designation
of teachers, Attendance sheet)

Number _____
Available & Verified/
Not available
- (b) Clinical Seminars in last 12 months
(Dates, Subjects, Name & Designation

Number _____
Available & Verified/

Signature of Dean

Signature of Assessor

- of teachers, Attendance sheet)

Not available
- (c) Journal Clubs held in last 12 months
(Dates, Subjects, Name & Designation
of teachers, Attendance sheet)

Number _____
Available & Verified/
Not available
- (d) Case presentations held in last 12 months
(Dates, Subjects, Name & Designation
of teachers, Attendance sheet)

Number _____
Available & Verified/
Not available
- (e) Group discussions held in last 12 months
(Dates, Subjects, Name & Designation
of teachers, Attendance sheet)

Number _____
Available & Verified/
Not available
- (f) Guest lectures held in last 12 months
(Dates, Subjects, Name & Designation
of teachers, Attendance sheet)

Number _____
Available & Verified/
Not available
24. 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)
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 1st batch pass out (mention name of previous/existing University)

Degree Course -----

Signature of Dean

Signature of Assessor

- 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.