

**THE TAMILNADU DR. M.G.R. MEDICAL UNIVERSITY**

**CHENNAI-32**



**AFFILIATION INSPECTION PROFORMA FOR GRANT OF  
LETTER OF CONSENT OF AFFILIATION / PROVISIONAL AFFILIATION /  
CONTINUANCE OF PROVISIONAL AFFILIATION  
TO START / INCREASE / CONDUCT OF  
POST GRADUATE MEDICAL DEGREE COURSE**

**ANATOMY**

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**M.D. (ANATOMY)**

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POST GRADUATE MEDICAL DEGREE COURSE**

**No. of Seats: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ Academic year: \_\_\_\_\_**

**PART- I - GENERAL INFORMATION**

1	a) Name of the Medical College	
	b) Complete Postal Address	
	c) Telephone No.	
	d) E Mail Id	
	e) College Website	
2	Medical College is owned by Govt./Trust/Society.	
	<b>If owned by Trust/Society. Give details below</b>	
	a). Name of the Society / Trust	
	b). Registered Address <i>(Copy of Registered Trust Deed to be enclosed)</i>	
	c) Financial Status of the Trust/ Society	
3	<b>No. of MBBS seats admitted per year</b>	
4	Details of the land of the Medical College	
5	Total Population in & around 20km radius of Medical College	
6	Distance between the Medical College and Hospital in kms	

7	a) Name of the Attached Hospital					
	b) Address					
	c) Telephone No					
	d) E mail Id					
8	Bed Strength for various departments*		<b>Required Bed Strength/Unit</b>			<b>Available</b>
			<b>No. of seats</b>			
			<b>100</b>	<b>150</b>	<b>250</b>	
	<b><u>Medicine &amp; Allied Specialties :</u></b>		<b>240/10</b>	<b>320/12</b>	<b>500/17</b>	
	General Medicine		120/4	150/5	240/8	
	Paediatrics		60/2	90/3	120/4	
	Respiratory Medicine		10/1	20/1	50/2	
	Dermato Venereo Leprosy		10/1	15/1	30/1	
	Psychiatry		10/1	15/1	30/1	
	Emergency Medicine		30/1	30/1	30/1	
	<b><u>Surgery &amp; Allied Specialties :</u></b>		<b>200/8</b>	<b>270/10</b>	<b>480/16</b>	
	General Surgery		120/4	150/5	240/8	
	Orthopaedics		60/2	90/3	150/5	
	Ophthalmology		10/1	15/1	60/2	
	E.N.T.		10/1	15/1	30/1	
	<b><u>Obstetrics &amp; Gynaecology :</u></b>		<b>60/2</b>	<b>90/3</b>	<b>150/5</b>	
	Obstetrics		30/1	60/2	70/2	
	Gynaecology + Postnatal		30/1	30/1	60+20/ 2+1	
	<b>Grand Total</b>		<b>500/20</b>	<b>680/25</b>	<b>1130/38</b>	
	9	a) OPD Census* (Minimum per day)		<b>800</b>	<b>1200</b>	<b>3000</b>
b) Bed Occupancy Rate (Minimum 75%)						
10	Number of Births	Normal Deliveries				
		LSCS				
11	Number of Deaths					

\*Based on the No. of MBBS seats (100/150/250) admitted per year

<b>Hospital Services in the Previous Calendar Year</b>			
12	Surgeries/Procedures Performed	Major Surgeries	
		Minor Surgeries	
		Day Care Procedures	

13	Laboratory Services													
	a) Total Number of Bio Chemistry Investigations													
	b) Total Number of Clinical Pathology Investigations													
	c) Total Number of Histo Pathology Investigations													
	d) Total Number of Microbiology Investigations													
14	Radiology & Imaging Services													
	X'Ray													
	Contrast Studies													
	USG													
	Doppler Study													
	USG Guided Biopsies													
	CT Scan													
	MRI Scan													
15	Provisional Affiliation was granted by the University to conduct PG Degree Course with an intake of students	Proc.No.: Date: P.G. Degree Course with an intake of from the academic year _____ (Enclose a copy of the order)												
16	a) Whether the Medical College / Institution has been recognized by the Medical Council of India / National Medical Commission for running <b>M.D. Anatomy Degree</b> Course ____	MCI/NMC Lr.No. : Date : Annual Intake : Academic Year :												
	b) Whether Medical Council of India / National Medical Commission inspection conducted for recognition and what is the stage ?													
	c) Student Registered from the commencement of the course to till date (previous 5 years break up details to be provided)	<table border="1"> <thead> <tr> <th>Year</th> <th>Govt. quota</th> <th>Mgt. quota.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Govt. quota	Mgt. quota.	Total								
	Year	Govt. quota	Mgt. quota.	Total										
(In case of increase of PG seats)														

17	Whether the Institution has obtained Permission Letter from the State Government / University / NMC / GOI's Regarding desirability and feasibility for the starting of the new course of study or for increase of seats in the speciality to which inspection is being done (Copies of relevant documents to be enclosed)	<b>GO TN Permission:</b> Lr.No. Date <b>University Permission:</b> Lr.No. Date <b>NMC/GOI's Permission:</b> Lr.No. Date
18	<b>DETAILS OF COMMENCEMENT OF THE COURSE:</b>	
	a) Date of Commencement of the course	
	b) Date of final year practical examination of the first batch	
	c) National Medical Council/GOI New Delhi Lr No. and date for the recognition of the course with number of intake. (Copy of letter should be enclosed)	
19	<b>DETAILS OF INCREASE OF SEATS:</b>	
	a) Provisional Affiliation granted by the University to conduct PG Degree Course with an intake of students	Proc.No.: Date: P.G. Degree Course with an intake of from the academic year _____ (Enclose a copy of the order)
	b) Date of the commencement of the increase of seats	
	c) Date of final year practical examination of the first batch for increase of seats	
	c) National Medical Council/GOI's New Delhi Lr No. and date for the recognition of the course with number of intake. (Copy of letter should be enclosed for increase of seats)	

## PART- II - GENERAL INFRASTRUCTURAL FACILITIES

Note: Enter the actuals in the "Available" Column

### M.D. (ANATOMY)

Sl.No.	Item	Required	Available	Remarks
1	Central Library	1600 / 2400 / 4000 sq.mt*		
		Air Conditioned with adequate lighting and ventilation		
		Staff reading room for 20 / 30 / 50 persons*		
		Students – seating for 200 / 300 / 500 students*		
		Room for Librarian		
		Room for Draftaries / Book binders		
		Journal room		
		Xerox room		
		Video & cassette room		
		Computer / Medlar / Internet facility with minimum of 25 / 40 / 50 nodes*		
		Adequate space for stacking and display of books/journals		
		Provision for E- Library should be present		
		BOOKS & JOURNALS**		
		Books* – 7000 / 11000 / 20000 text and reference books		
		Number of copies of text books in each subject of undergraduate teaching shall be 10		
		Journals* – 100 / 100 / 100		
		Indian* – 70 / 70 / 67		
		Foreign* – 30 / 30 / 33		
		Whether Journal subscriptions are up to date		

\*Based on the No. of MBBS seats (100/150/250) admitted per year

\*\* While enumerating the number, only one copy of a particular title should be listed. Multiple copies of the same title cannot be listed as separate books.

Sl.No.	Item	Required	Available	Remarks
2	Functional Central Research Lab/Cell	Available / Not Available		
3	Play Ground	Available / Not Available		
4	Gymnasium	Available / Not Available		
5	Intercom Network	Available / Not Available		
6	OPD attendance*	800 / 1200 / 3000 per day		
7	Bed Occupancy	75%		
8	OT & ICU services*			
	Operation Theatre (No of Units) - Major - 7 / 9 / 10 Minor - 2 / 2 / 2	Major- Surgery - 2 / 4 / 5 E.N.T. - 1 / 1 / 1 Ophthalmology - 1 / 1 / 1 Orthopaedics - 1 / 1 / 1 Obstetrics - 1 / 1 / 1 Gynaecology - 1 / 1 / 1  Minor- 1 in OPD, 1 in Accident & Emergency ward		
	Septic Operation Theatre	1 for Labour Ward 1 for Surgery Dept.		
	ICU	5 Beds		
	ICCU	5 Beds		
	Paediatrics ICU / Neonatal ICU	5 Beds		
	SICU	5 beds		
	Intensive Burns Care Unit	5 beds		
	Central Casualty Services*	10 / 25 / 30 Beds		
	Respiratory ICU (preferable)	-		
	Others (Please specify)			
9	<b>Radiology</b> (Minimum nos. required for MBBS requirement is given below. The nos. may increase for PG requirements)			
	USG (Colour)	3		
	X ray units	300 mA	2 numbers	
		600 mA	2 numbers	
		800 mA	2 IITV number + Fluoroscopy	
	Mobile X- Ray units	60 mA	3 numbers	
		100 mA	3 numbers	
	CT Scan	16 slice-spiral	1 number	
	MRI			

\*Based on the No. of MBBS seats (100 / 150 / 250) admitted per year

Sl.No.	Item	Required	Available	Remarks
10	Functional Central Laboratory in Hospital	Available / Not available		
11	Functional Blood Bank-air conditioned ( <i>Attach the copy of Blood Bank License as annexure and verify validity</i> )	100 sq.mt		
12	Pharmacy*	2000 / 2000 / 3000 sq.ft.		
13	Manifold Room ( <i>Attach the copy of 1 month refilling invoice for Oxygen &amp; Nitrous oxide</i> )	Oxygen		
		Nitrous Oxide		
		Medical Air		
		Vacuum		
	Liquid Oxygen Plant ( <i>Attach the copy of 1 month refilling invoice</i> )	Capacity & Interconnectivity with Main Manifold		
14	Central Sterilization Services Department	Available / Not available		
15	Modern Laundry	Available / Not available		
16	Central Kitchen	Available / Not available		
17	Day Care Centre	Available / Not available		
18	Play area for Paediatric patients including Toys / TV / Music & Books	Available / Not available		
19	Central Workshop for repair of equipment and instruments	Available / Not available		
20	Central Incineration Plant or other system approved by State Pollution Control Board	Available / Not available		
21	Computerized Medical Record Section with ICD 10 coding facility*	200 / 250 / 350 sq.mt.		
22	Staff Quarters* 20% Teaching staff should have quarters	21 / 26 / 38 numbers		
	20% Non teaching staff should have quarters	36 / 36 / 38 numbers		
23	Residents Quarters	Facility for accommodating 100 % of residents		
24	Nurses Quarters*	Facility for accommodating 48 / 75 / 110 nurses		

\*Based on the No. of MBBS seats (100 / 150 / 250) admitted per year

## PART -III - DEPARTMENT DETAILS

### M.D. (ANATOMY)

Name of the Medical College	Academic Year	Date of Inspection
Purpose of Inspection	Number of Post Graduate Seats for which Affiliation is sought	Number of Permitted/ Recognized PG Seats
Date of last University inspection	Purpose of Inspection	

Note : 1. Enter the Actuals in the “Available” Column.

#### I. TEACHING FACULTY

Sl.No.	Faculty	Required for UG			Required for PG	Available	Remarks
		No. of seats					
		100	150	250			
1	Professor	1	1	1			
2	Associate Professor	1	1	2			
3	Assistant Professor	1	2	4			
4	Tutors	3	3	5			

#### II. NON-TEACHING STAFF

Sl.No.	Staff	Required (For UG 100/150/250 seats)	Available	Remarks
1	Dissection Hall Attendants	4		
2	Technicians /Technical Assistants	1		
3	Store Keeper	1		
4	Sweepers	2		

#### III. SPACE

Sl.No.	Space	Required	Available	Remarks
1	Demonstration Rooms with OHP/ Slide Projector/ LCD projector, AV Aids.	1 / 2 / 4 (45/60/90 sq.mt each) Accommodation for (50-60)/(75-100)/ (60-75) students		
2	Dissection Hall Ventilation with exhaust fans Ante-room for students with lockers and fifteen wash basins, Adequate teaching aids	250/325/350 sq.mt Accommodation for 100/150/250 students		
	Embalming room	12 sq.mt		
	Space for Storage tanks -3 Nos	1 of 3 sq.mt & 2 of 1.5 sq.mt each		
	Cold storage room or Cooling cabinets	18/18/25 sq.mt For (10 to 12)/ (15 to 18)/(25 to 30) dead bodies		
3	Histology Laboratory Work benches fitted with water taps and sinks, Cupboards for microscope storage	150/200/375 sq.mt. Electric points for 60/90/90 students		
	Preparation room	18 sq.mt		
4	Research Laboratory	50 sq.mt		
5	Museum	150/200/300 sq.mt (with seating accommodation for 25/35/50 students)		
		1. No. of Catalogues available		
		2. Whether 3/3/4 multi stand type with 4 plate X – ray view boxes available		
		3. Revolving stands for CT scan / MRI scan - Available/ Not available		
		4. No of CT images available		
		5. No of MRI images available		
		6. No of Charts available		
		7. No of Skeletons available		
		Preparation room for models / Specimens	15 sq.mt	
	Artists room	15 sq.mt		

Sl.No.	Space	Required	Available	Remarks
6.	Departmental Library (Not more than two copies of anyone book shall be counted towards computation of the total number of books)	30 sq.mt 80 – 100 books		
7.	Professor & HOD of the department	18 sq.mt		
	Associate Professor	15 sq.mt each for every Associate Professor		
	Assistant Professor	20 sq.mt room for every 2 Assistant Professors		
	Tutors	15 sq.mt room for every 2 Tutors		
	Department office cum clerical room	1 room - 12 sq.mt		
	Working accommodation for non teaching staff	1 room – 12 sq.mt		

## V. DEPARTMENTAL LIBRARY:

Total No. of Books	
Purchase of latest editions in past 3 years	
Number of Journals	Indian -
	International -

## VI. DEPARTMENTAL RESEARCH LAB.

Space	
Equipments	
Research projects utilizing Research lab	1. 2. 3.

## VIII. SEMINAR ROOM FOR PG:

Available	Not available

## IV. SPECIALITY LABORATORY BEING RUN BY THE DEPARTMENT

Sl.No.	Name of the Laboratory
1	Histology
2	Embryology
3	Neuro-Anatomy
4	Genetics
5	Any other

V. ACADEMIC / RESEARCH ACTIVITIES / MEETINGS (in the previous academic year)

1	No. of Theory classes taken for PGs	
2	No. of Journal Clubs conducted	
3	No. of Group discussions conducted for PGs	
4	Symposia (Hours)	
5	Seminar (Hours)	
6	CMEs Conducted (whether credit points from University/Tamil Nadu Medical Council is obtained )	
7	No. of Conferences attended by Faculty	
8	No. of Podium Presentations	
9	No. of Poster Presentations	
10	No. of Guest Lectures	
11	Research	
	No. of Publications in Indexed Journals	
	No. of Projects sponsored by National Agencies / State Agencies	
	No. of Ongoing Projects	
	No. of ICMR-STC Project approvals received	
	State whether any innovations in teaching & research are implemented / created in the Department	

VI. EQUIPMENT: LIST OF IMPORTANT EQUIPMENT AVAILABLE AND THEIR FUNCTIONAL STATUS. (Please fill out the details of the list here below. No annexure to be attached)

Equipment	Numbers / functional status / comments
1. Number of Microscopes	
2. Number of Special Microscopes	
3. Microscopes with Camera	
4. Computers with Printers	
5. Internet Facility	
6. Dissection Instrument	
7. Band Saw	
8. Trays	
9. LCD Screens	
10. Any other equipment	

**PART IV - MANDATORY DOCUMENTS**

(The **Inspecting team** to check the date of validity of all regulatory documents)

**M.D. (ANATOMY)**

Sl.No.	Name of the Documents	Available	Remarks
1	Building Stability Certificate		
2	Fire Safety License		
3	Lift License		
4	TNPCB License		
5	MOU for Hospital Biomedical Waste Management		
6	Registration Certificate under Tamil Nadu Clinical Establishment Act		
7	Government Order to conduct Autopsies		
8	AERB Certificate		
9	PNDT Certificate for every equipment		
10	Blood Bank Licence		
11	Constitution of Gender Harassment Committee		
12	Constitution of Institutional Ethics Committee		
13	Constitution of Animal Ethics Committee		
14	Constitution of MEU with members		
15	Constitution of College Council		

**PART V – FACULTY ATTENDANCE**

**M.D. (ANATOMY)**



**PART VI - TEACHING EXPERIENCE FORMAT**

**M.D. (ANATOMY)**

**Unit wise Teaching & Residential Staff :**

**Unit:**

**Bed Strength :**

Sl. No.	Designation	Employee No. and Name with Date of Birth	Nature of employment Full time	PAN Number	PG QUALIFICATION			<u>Experience</u> 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)		
								Tutor/JR							
								SR							
								Asst.Prof.							
								Assoc.Prof.							
								Prof.							

**Note:** \*Publications: Give Details of full articles in indexed Journals published during the period of promotion and list them here only. Details to be filled Unit wise for all the faculty / Residents Unit wise in this format.

Signature of Dean

Signature of the Convenor :

Signature of the Member :

## PART VII - AFFIDAVITS

<b>Faculty / Resident Affidavit Form – B</b>	RECENT PHOTOGRAPH TO BE COUNTERSIGNED BY THE DEAN / PRINCIPAL
<b>Academic Year</b>	
<b>Purpose of Inspection</b>	
<b>Date of Inspection</b>	
<b>Name of the Medical College</b>	
<b>Name of Course / Speciality</b>	

1) Name (as in Degree Certificate) : \_\_\_\_\_

2) S/o. D/o. W/o. : \_\_\_\_\_

3) Date of Birth & Age : \_\_\_\_\_

4) PAN Number : \_\_\_\_\_

5) Speciality : \_\_\_\_\_

6) Present Designation : \_\_\_\_\_

7) Residential Address : \_\_\_\_\_  
\_\_\_\_\_

8) Telephone No. (Res): \_\_\_\_\_ Telephone No. (Off): \_\_\_\_\_

Moble No.: \_\_\_\_\_ Mail Id: \_\_\_\_\_

9) Proof of Address: **Faculty:** Aadhaar /Passport / Voter Id /Electricity Bill /Landline Telephone Bill

**Residents:** Quarter's Allotment Letter

10) Qualification & Medical Council & Registration Details:

Qualification	College	University	Year	Registration No. with date	Name of the State Medical Council
MBBS					
MD/MS/DNB					
DM/M.Ch/DNB					

11) Date of Joining Present Institution: \_\_\_\_\_ as \_\_\_\_\_

12) Relieved from Previous Institution on Transfer /Promotion /Resignation /Retirement on \_\_\_\_\_  
as \_\_\_\_\_

13) Teaching Experience:

Sl. No	Designation	Name of the Institutions	From	To	Experience		
					Years	Months	Days
1	Junior Resident						
2	Senior Resident						
3	Tutor						
4	Assistant Professor						
5	Associate Professor						
6	Professor						
Total Experience							

14) Details of Research Project / Publication /Basic Courses

Research Publications					
Sl.No.	Title of the Publication	Name of the Journal	Authorship Details	Date of Publication	Indexing Agency
1					
2					
3					
4					
Research Projects					
Sl.No	Name of the Research Project	Name of the Supporting National Research Body like ICMR/DST/DBT	Research Investigator Status		
			Principal Investigator (PI)	Co -Principal Investigator (CoPI)	
1					
2					
Basic Courses					
Sl No	Name of the Course	Dates & Duration	Name of the Institution designated by MCI		
1	Basic Course in Medical Education Technology				
2	Bio Medical Research				

**Form 16 (TDS)** of the Last Financial year : \_\_\_\_\_

**Note: Attach copies of the relevant Certificates and Documents**

## DECLARATION

I, Dr. \_\_\_\_\_ working as \_\_\_\_\_ in the Department of \_\_\_\_\_ at \_\_\_\_\_ Medical College do hereby give an undertaking that I am a **Full Time Teacher** working from \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M. daily at this Institute.

**Or**

2. I, Dr. \_\_\_\_\_ am working as \_\_\_\_\_ in the Department of \_\_\_\_\_ at \_\_\_\_\_ Medical College and do hereby give an undertaking that I am a **Full time Regular Resident** in \_\_\_\_\_ and I am staying in Room No. \_\_\_\_\_ in the Residents Hostel in the college premises.

3. I have not presented myself to any other Medical College / Institution as a faculty / Resident in the current academic year for the purpose of MCI / The Tamil Nadu Dr. M.G.R. Medical University Assessment.

4. I am not working in any other Medical College / Dental College in the State or outside the State in any capacity : Regular / Contractual / Adhoc as Full time / Part time / Honorary faculty / Resident.

5. It is declared that each statement and / or contents of this declaration and / or documents, certificates submitted along with the declaration form, by the undersigned are absolutely true, correct and authentic. In the event of any statement made in this declaration subsequently turning out to be incorrect or false, the undersigned has understood and accept that such **misdeclaration in respect to any content of this declaration shall also be treated as a gross misconduct thereby rendering the undersigned liable for necessary disciplinary action.**

Place:

Date:

Signature of the Faculty

Signature of the HOD

Signature of the Dean / Principal

**Signatures of the Inspection Team Convenor / Members**