

**THE TAMIL NADU DR. M.G.R. MEDICAL
UNIVERSITY, CHENNAI – 600 032.**



INSPECTION PROFORMA – M.D.S.

**PROVISIONAL AFFILIATION FOR
STARTING OF NEW M.D.S. COURSE**

**PROSTHODONTICS AND CROWN &
BRIDGE**

THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI - 600 032
MASTER OF DENTAL SURGERY (M.D.S.) DEGREE COURSE
TO GRANT OF PROVISIONAL AFFILIATION FOR
STARTING OF M.D.S. COURSE

INSPECTION REPORT

DEPARTMENT OF PROSTHODONTICS AND CROWN & BRIDGE

I	Name of the Convenor with Designation and Address, Mobile No.	
	Names of Member(s) with Designation and Address, Mobile No.	
II	University Letter No. & date in which the Inspection Commission Constituted	Lt.No. Date :
III	Date of Inspection	
IV	Date of Last Inspection	
V	ORGANIZATION APPLYING FOR PERMISSION	
	a) State Government	
	b) University	
	c) An autonomous body promoted by the Central / State Government	
	d) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding enactments in States; or Public religious or Charitable Trust registered under the Trust Act 1882 (2 of 1882) or the Wakf Act 1954 (29 of 1954)	
VI	DETAILS	
1.	a. Name of the Managing Trustee and Name of the Society / Trust and its full registered address with telephone Numbers (Telex No., Fax No., e-mail No.)	
	b. Enclose trust details with audited accounts for the last 3 years.	
2.	Name of the other courses run by the Trust	
3.	Name of the proposed Dental College Full Address of the Dental College , Fax No. & e-mail ID	
4.	Name and details of authorities representing the Management present at the time of Inspection	
5.	Name of the Principal / Dean	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	Institutional e-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

6.	a) Name of the Speciality applied	
	b) No. of seats applied	

7.	Name of the Head of Department	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	E-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

VII	PERMISSION LETTERS	
a.	DETAILS OF B.D.S. COURSE	
	State Govt. Permission / Essentiality Certificate	Lr.No: Dt. from the year :
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	DCI /GOI's formal permission for starting the B.D.S course	Lr.No: Dt. from the year :
	Provisional Affiliation issued by the University – B.D.S Course	Proc.No. Dt.
	Year of commencement of the I B.D.S Degree course	From the year
	Continuance of Provisional Affiliation issued by the University with intake from commencement of BDS Course till date (1 st , 2 nd , 3 rd , 4 th and CRI)	Proc.No. Dt. Intake
	Govt. of India notification of the recognition of the Entire B.D.S degree course conducted by the institution	Lr.No: Dt. Intake
b.	DETAILS OF M.D.S. COURSE	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	Name of the Speciality	
	No. of seats approved	
	DCI /GOI's formal permission for starting the course	Lr.No: Dt. from the year :
	No. of seats sanctioned	

VIII	LAND & INFRASTRUCTURE DETAILS (Sale Deed/ Lease Deed (not less than 30 years) - (Attested Copies of original documents must be attached)	
1.	Total Area of Land (Minimum 5 acres of land)	
2.	Year of Lease	
3.	Lease Valid Till (not less than 30 years – Lease Deed obtained from the Government authority)	
4.	Survey Numbers	
5.	Is the land contiguous and makes a single piece of land	Yes / No
6.	Approval Plans/ Land Use Conversion (Approved by LDA/ Municipality/ Competent Authority that the land does not attract the TN Urban Land Ceiling Act 1978, TN Town & Country Planning Act 1971, TN Land Reform Act 1961)	Yes / No
7.	Verification of Ownership from Land Records	Lr.No: Dt.
8.	Total Constructed Area (in Sq.ft)	
9.	Whether Completion Certificate furnished from the competent authority	Lr.No: Dated:
10.	Whether Pollution Control Board Certificate obtained	Yes /Applied for / No Lr.No. Date :
11.	Whether sewage treatment plant is available	Yes / No Lr.No. Date :.
12.	Whether Bio-Medical waste management is followed as per PCBI	Yes / No Lr.No. Date :
13.	Whether Hospital Waste Management (Bio-Waste incinerator) is available as per the 2018 regulations	Yes / No Lr.No. Date :
14.	Whether obtained from the competent authority 1. Fire and Safety Certificate 2. Sanitary Certificate	Yes /Applied for / No Lr.No. Date :

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

15.	Whether AERB Certificate for Equipments obtained from the competent authority	Yes / No Lr.No. Date :
16.	Anatomical Act certificate from Director Medical Education (to be obtained from Medical College)	Yes / No Lr.No. Date :
17.	“Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018”	Yes / No
18.	CC TV Camera :	
	OPD Registration Counter	Yes / No
	Bio-metric attendance registration	Yes / No
	Department of Conservative Dentistry and Endodontics	Yes / No
	Lecture halls	Yes / No
	Examination Hall	Yes / No
Note: Please ensure that all the land documents duly certified by the Revenue Authority have been checked by you		

IX	MEDICAL COLLEGE ATTACHMENT:	
1.	Type	Own Private Government
2.	Name & Address of the Medical College	
3.	Name of the Principal/Dean	
4.	Email address and contact number	
5.	Medical College duly recognized by Medical Council of India	Yes/No Lr.No. Date :
6.	Distance from Dental college to Medical college by road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes/No
7.	Whether MOU is signed by competent Authorities between Medical and Dental College for teaching B.D.S & M.D.S. Course Students	Yes/No
8.	Validity Period of MOU	
9.	Whether the above mentioned Medical College has given attachment to any other Dental College other than the proposed dental college	Yes/No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

X	100 BEDDED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms away).	
	Requirement of the 100 bedded General Hospital in accordance with the parameters prescribed by the Bureau of Indian Standards BIS/NABH with in the campus of the proposed Dental College	
1.	Type	Own Private Hospital Government General Hospital
2.	Name of the Issuing Competent Authority Whether the permission of the attached 100 bedded hospital is issued by the competent authority?	Yes / No. Lr.No. Date:
3.	Name and Address of Hospital:	
4.	Name of the Allopathic CMO with Tel No. & Mobile No.:	
5.	Distance of the hospital from the Dental College by Road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes / No
6.	Number of Beds in Hospital	Total :

Department	Required	Allotted	Occupancy		Remarks of Inspector
			During last 6 months	On the day of inspection	
General Ward –Medical including allied specialities	30				
General Ward –Surgical including allied specialities	30				
Private Ward (A/C & Non A/c)	09				
Maternity Ward	15				
Paediatric Ward	06				
Intensive Care Services (4% of bed strength)	04				
Critical Care Services (6% of bed strength)	06				

Area Requirements (As per Bureau of Indian Standards (BIS)/NABH)

	Required	Available	Remarks of Inspector
Covered Area	20 sq.m./bed		
Inpatient Services	40%		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Outpatient Services	35%		
Department and supportive services	25%		

Man Power Requirement

Medical Staff

Designation	Required	Available	Remarks of Inspector
General Surgery	2		
General Medicine	2		
Obstetrics & Gynaecology	2		
ENT	2		
Paediatrics	2		
Anaesthesia	2		
Orthopaedics	2		
Pharmacologist	1		
Radiologist	1		
GDMO	1		
Community Medicine	1		
Hospital Administration	1		

Note: Medical teachers in all Medical Colleges except the Tutors, Residents, Registrars and Demonstrators must possess the requisite recognized Postgraduate Medical qualification in their respective subject.

The teachers in a medical college or institution having a total of 8 years teaching experience out of which at least 4 years teaching experience as Assistant Professor with two research publication in indexed journals gained after obtaining postgraduate degree qualification MD/MS in the concerned subject and as per the TEQ Regulation shall be recognized Post Graduate teacher in broad specialties.

Reader /Associate Professor (5 year Post PG experience) : A post graduate qualification MD/MS in the concerned subject and as per TEQ Regulation. As Assistant Professor in the subject for 4 years in a permitted/approved/recognized Medical college/institution with 2 Research Publication in Indexed Journals as Ist Author or as corresponding author.

Assistant Professor / Lecturer: A post graduate qualification MD/MS in the concerned subject and as per the TEQ Regulations. 3 years Junior Resident in a recognized medical college in the concerned subject and one year as Senior Resident in the concerned subject in a recognized Medical College / institution.

Nursing Staff

Designation	Required	Available	Remarks of Inspector
Matron	1		
Sister incharge	6		
O.T. Nurses	6		
General Nurses	20		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Labour Room Nurses	4		
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Health Staff

Designation	Required	Available	Remarks of Inspector
Female Health Assistant	1		
Extension Educator Paramedical Staff	1		
Lab Technician/Blood Bank Tech	4		
ECG Technician	1		
Pharmacist	4		
Sr. Radiographer	1		
CSSD	2		
Medical Records	1		

Engineering Staff

Designation	Required	Available	Remarks of Inspector
Civil	2		
Mechanical	2		
Electrical	2		
Engineering Aid	4		

Other Staff

Designation	Required	Available	Remarks of Inspector
Drivers	2		
Carpenter	1		
Cooks	2		
Barber	1		
Class IV including chowkidars	55		

Administrative Staff

Designation	Required	Available	Remarks of Inspector
Office Superintendent	1		
Head Clerk	1		
Cashier	1		
Stenographer	1		
UDC	2		
LDC	4		

XI CONSTRUCTED AREA - DENTAL COLLEGE BUILDING						
Total completed Constructed Carpet Area Required : 1,00,000 Sq.ft.						
Floor	Area (Sqft)	Clinical Facilities	Academic Departments	Admin / Logistics / Support	Major Facilities	
Basement						
Ground						
First						
Second						

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Third						
Fourth						
Other						
TOTAL	AREA (sq.ft.)					

XII	INFRASTRUCTURE & FUNCTIONAL REQUIREMENTS			
Infrastructure	Requirement	Availability	Remarks of Inspector	
Administrative block	3000 sq. ft.			
Clinical Area (for common Clinic)	2500 sq. ft.			
Library	8000 sq. ft.			
Lecture Halls – 4	6400 sq. ft.			
Central Stores	800 sq. ft.			
Maintenance room	1000 sq. ft.			
Photography and artist room	300 sq. ft.			
Medical Stores cum Pharmacy	300 sq. ft.			
Faculty Room – Dental	1000 sq. ft.			
Amenities area	1500 sq. ft.			
Boys Common Room	300 sq. ft.			
Girls Common Room	300 sq. ft.			
Room for Gas Cylinder (ventilated)	150 sq. ft.			
Compressor Room	300 sq. ft.			
Cafeteria	1500 sq. ft.			
Examination hall	3600 sq. ft.			
Auditorium (To accommodate at least 700 people)	4000 sq. ft.			
Laboratories (Dental Subjects)				
Pre-clinical Prosthodontics and dental material lab	3000 sq. ft.			
Pre-clinical conservative lab	2500 sq. ft.			
Dental Anatomy, Embryology, Oral Histology and Oral Pathology Lab	2500 sq. ft.			
LABORATORIES (Clinical)				
Prosthodontics Cast Partial and Ceramic	2500 sq. ft.			
Conservative Clinical Lab	600 sq. ft.			
Histopathology Lab for Oral Pathology	300 sq. ft.			
Haematology and Clinical Biochemistry	400 sq. ft.			
AERB certified Radiographic Room along with Dark Room	600 sq. ft.			

XIII	SPECIALITY DEPARTMENT INFRA STRUCTURE DETAILS :-
	Constructed Area for P.G. Study (Applicable for one unit)
	INFRASTRUCTURE FUNCTIONAL REQUIREMENTS FOR MDS:

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Space: In addition to the BDS functional programme the following physical facilities shall be made available to start postgraduate training programmes leading to MDS degree		
	a) A minimum of 125 sq. ft. area for each dental chair in the clinic. The area of the clinic shall be in accordance with the number of dental chairs required to be placed in the department.		
	b) Each department shall be equipped with a seminar hall, library, sterilization room, (800 to 1000 sq.ft.)		
Facility	Area (sq.ft.)	Available	Not Available
Faculty Rooms			
Clinics			
Laboratory Space			
Seminar Room			
Department Library			
PG Common Room			
Preclinical Lab			
Patient Waiting Room			
Total Area (2000 sq.ft.)			

XIV	DENTAL CHAIRS / UNITS	
	Electrical Dental Chairs Installed with all the attachments thereon	
	Whether all the chairs and units are functioning and electrically operated?	Yes / No
	Total No. of functional Chairs	/ 200
	* Specification: Electrically operated, Spittoon attachment, Halogen Light with 2 intensity, high power evacuation system, 3 way syringe, X-ray viewer attachment for Airrotor, Micromotor with straight and contrangle Hand piece, instrument tray and suction, Dental operator stool with height adjustment	

Sl. No.	Required for 100 admissions	BDS required	BDS Available	MDS required	MDS Available
				post-graduate student and two for faculty per Unit	
1.	Prosthodontics and Crown & Bridge	34		-do-	
2.	Periodontics	34		-do-	
3.	Oral Maxillofacial Surgery	30		-do-	
4.	Conservative Dentistry and Endodontics	34		-do-	

Signature of Member :

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Convenor :

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5.	Orthodontics and Dentofacial Orthopaedics	18		-do-	
6.	Oral and Maxillofacial Pathology and Oral Microbiology	02		-do-	
7.	Public Health Dentistry	16		-do-	
8.	Pediatric Dentistry	20		-do-	
9.	Oral Medicine and Radiology	12		-do-	

XV	ACCOMMODATION				
	i) STAFF QUARTERS (SEPARATE FROM HOSTEL)				
1	Whether separate quarters for Principal / Dean of the Dental College building within the campus		Yes /No		
2	Staff quarters		Yes /No _____ / 19 Nos.		
3	Type (No. of rooms)	No.	Occupancy Rate (verified)		
	Guest House with minimum 2 double bed rooms.	1			

	ii) HOSTEL FOR BOYS & GIRLS. (To extent of 50% of strength)				
1	Whether the building of Hostels for Boys & Girls is separate for the dental college building within the campus.		Boys: Yes /No Girls: Yes /No		
2	Hostel facility is available for minimum 50% of total intake		Yes /No		
3	Whether hostel is shared by other colleges/institutions		Boys: Yes /No Girls: Yes /No		
4	Hostel Facility is available for PG students		Boys: Yes /No Girls: Yes /No		
5	Whether there are separate wardens for both the boys & Girls Hostel		Boys: Yes /No Girls: Yes /No		
6	If yes their names & telephone numbers.		Boys: Girls:		
7	Whether Inmate Register maintained in both Hostel		Boys: Yes /No Girls: Yes /No		
8	Whether Kitchen inside the campus are available		Boys: Yes /No Girls: Yes /No		
9	Whether there is a separate Mess for boys and Girls		Boys: Yes /No Girls: Yes /No		
10	Whether Basic facilities in the Hostel room for students (1 Cot, 1 Cupboard / Table / Chair / fan)		Boys: Yes /No Girls: Yes /No		

Signature of Member :

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Convenor :

Signature of

11	Whether basic amenities (electricity, Ventilation, Telephone, Internet, water treatment Plant, wash room for every 4 students, etc.,) are available	Boys: Yes /No Girls: Yes /No
12	Whether there is a separate area for recreation (TV), play area for indoor / out door games, gymnasium for boys & Girls & reading room with books & megazines	Boys: Yes /No Girls: Yes /No
13	Hostel Facility for PG:	Boys: Yes /No Girls: Yes /No

Dwelling	Single Seater	Twin Seater	Triple Seater	% of Accommodation against total strength	No. of equipped Common Rooms	No. of messes	Remarks of Inspector
UG Boys							
UG Girls							
PG Boys							
PG Girls							

XVI	CENTRAL LIBRARY	Available	Remarks of Inspector
1	Name of the Chief Librarian with qualifications (MLIS)		
2	Assistant Librarian with qualifications (MLIS)		
3	Timing of functioning of the Library (minimum 8 hours)		
4	Total Number of Books (Minimum 600) 6 Titles for all specialties plus 5 copies each of all the subjects of first year, 2 nd year & 3 rd Year students		
5	Total Number of Journals No. 26		
	i) Indian Journals - (1 National Journal in each subject of the 9 Dental specialties)		
	ii) Indian Journals - (1 National Journal in each subject of the 8 basic medical science		
	iii) International Journals - (1 International Journals for each 9 dental specialty)		
	iv) Back Volumes - (Back Volumes of all National Journal of 9 Dental Specialties)		
	iv) e- Journals / e-Consortium details	Yes / No	
6	Total Area (Minimum 8000 sq.ft.)	Yes / No	
7	Seating Capacity (it should be minimum 50% of total strength)	Yes / No	
	Under graduate students	Yes / No	
	Post graduate students	Yes / No	
	Staff	Yes / No	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

8	List of books recommended by the Dental Council of India. There should be 5 copies for 100 admissions	Yes / No	
9	Journal Room		
10	Internet Room with 5 Nos. of Computer		
11	Room for Librarian		
12	Photo copying area		
13	Staff available in the Library		
	Audio Visual aids available		
	Number of CD's		
	Academic		
	Educational		
14	Annual budget for Books, Journals, Audiovisual aids provided & utilized to be verified with invoice		

S.No.	Amenities	Available / Not Available	Sq. Ft.
1	Reception and waiting		
2	Issue Counter		
3	Photocopying area		
4	Journal Room		
5	Staff Reading Room		
6	Store and Stocking Room		
7	Digital Library		
8	Chief librarian /Assistant Librarian Room		
9	Students Cloak Area		
10	Seating Area		

XVII LIBRARY DETAILS FOR PG STUDENTS:

Books	No. of Titles		No. of Books	
	Required	Available	Required	Available
Central Library (Pertaining to the specialty)	20		100	
No. of Books purchased in last 5 years	-		-	
Department Library	10		50	

Journals	International		National	
	Required	Available	Required	Available
Speciality & Related	4 - 6		2 - 4	
Back Volumes for 10 years	3		-	

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Year/month up to which latest Indian Journals available :	
Year/month up to which latest Foreign Journals available:	
Note: All the journals of the speciality and allied subjects shall be available out of which 50 % should be in print form.	

XVIII. STAFF ASSESSMENT FOR PUBLICATIONS :-

S.No	Faculty name & Designation	Name of the Journal	Category I / II / III	Authorship (1 st /2 nd /3 rd etc.)	Year of Publication	Points

S.No.	Category	Points
1.	Category I: (1) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Speciality Associations approved by Dental Council of India.	15
	Category II: (1) Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS	10
	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book	5
Note	For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and up to a maximum of 5 co-authors will be considered.	
	For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.	
	Maximum of 3 publications would be considered for allotting points in Category III.	

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Signature of

	Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.		
	For the purposes of this table, the crucial date for consideration of the publications shall be the last date for submission of application i.e. 30 th of June of every year either for starting of MDS Course or increase of admission capacity in MDS Course, as the case may be, to the Central Government u/s 10A of the Dentists Act, 1948, for each academic year, as prescribed in the Time Schedule annexed to the Dental Council of India Regulations 2006 as amended from time to time.		
	Total Score Required:		
	For Professor and HOD:	40 marks	
	Professor:	30 marks	
	Reader/Associate Professor:	20 marks	

XIX	CLINICAL MATERIALS to be checked at the end of the OPD (Attendance Register to be checked & signed at the beginning and the end of the OPD and duly filled by the Inspectors)	
	No. of Patients:	
	MEDICAL COLLEGE	
	OPD Attendance	Average (Last 6 months)
	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms)	
	OPD Attendance	Average (Last 6 months)
	DENTAL COLLEGE HOSPITAL	
	OPD Attendance	Average (Last 6 months)
	* Minimum requirement of 100 to 150 patient's per day.	
	*Minimum requirement of new patient's for Medical College is 800 Patients per day as per MCI Regulations.	

CLINICAL WORK LOAD

i	ATTACHED MEDICAL COLLEGE <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

ii	ATTACHED GENERAL HOSPITAL	On the day of Inspection
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Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	(applicable if Medical College is more than 10 kms). (should be recorded at the end of the OPD hour up to 2 pm)	
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Average Number of Patients in Last Six Months

Month						
No. of Patients						

iii	DENTAL HOSPITAL <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	
		New	
		Old	

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iv	Speciality <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection		
		UG		
		PG		
		TOTAL		

Average of Patients in Last Six months

Month						
No. of Patients						
UG						
PG						
TOTAL						

FOR COLLEGES WITH 50 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Prosthodontics and Crown & Bridge

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	20	25	30	30

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Signature of

2 nd Unit	35	40	50	50
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**FOR COLLEGES WITH 100 UG ADMISSIONS:
Minimum Requirement (both UG & PG together)**

Prosthodontics and Crown & Bridge

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	30	35	40	40
2 nd Unit	50	55	60	60

XX. EQUIPMENTS :-

DEPARTMENT: PROSTHODONTICS AND CROWN & BRIDGE						
S. No	Name	Specification	Quantity		Availability	Remarks of inspector
1.	Electrical Dental Chairs and Units	With shadowless lamp, spittoon, 3-way syringe, instrument tray and motorized suction, micromotor and airtor attachment with handpieces.	One chair and unit per PG student and two chairs with unit for the faculty.			
			1 Unit	2 Units		
2.	Articulators – semi adjustable/ adjustable with face bow		6	12		
3.	Micromotor – (Lab Type can also be attached (fixed) to wall		2	4		
4.	Ultrasonic scaler		2	2		
5.	Light cures		2	2		
6.	Hot air oven		1	1		
7.	Autoclave		2	2		
8.	Surveyor		2	2		
9.	Refrigerator		1	1		
10.	X-ray viewer		1	2		
11.	Pneumatic, Crown bridge remover		2	3		
12.	Needle destroyer		1	2		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

13.	Intra oral camera		1	1		
14.	Digital SLR camera		1	1		
15.	Computer with internet connection with attached printer and scanner		1	1		
16.	LCD projector		1	1		
Clinical Lab for Prosthetics						
1.	Plaster dispenser		2	2		
2.	Model trimmer with carborandum Disc		1	2		
3.	Model trimmer with diamond disc		1	2		
4.	High speed lathe		2	3		
5.	Vibrator		2	4		
6.	Acrylizer		1	2		
7.	Dewaxing unit		1	2		
8.	Hydraulic press		1	1		
9.	Mechanical press		1	1		
10.	Vacuum mixing machine		1	1		
11.	Micro motor lab type		2	3		
12.	Curing pressure pot		1	1		
13.	Pressure molding machine		1	1		
Chrome – Cobalt Lab Equipment						
1.	Duplicator		1	1		
2.	Pindex system		1	1		
3.	Burn-out furnace		1	1		
4.	Welder		1	1		
5.	Sandblaster	Micro and macro	1	1		
6.	Electro – polisher		1	1		
7.	Model trimmer with carborandum disc		1	1		
8.	Model trimmer with diamond disc		1	1		
9.	Model trimmer with double disc (one Carborandum and one diamond disc)		1	1		
10.	Casting machine, motor cast with the safety door closure, gas blow torch with regulator		1	1		
11.	Dewaxing furnace		1	1		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Induction casting machine with vacuum pump, capable of casting titanium chrome cobalt precision metal		1	1		
12.	Spot welder with soldering, attachment of cable		1	1		
13.	Steam cleaner		1	1		
14.	Vacuum mixing machine		1	1		
15.	Spindle grinder 24,000 RPM with vacuum suction		1	1		
16.	Wax heater		2	3		
17.	Wax carvers (Full PKT Set)		2	3		
18.	Milling machine		1	1		
19.	Stereo microscope		1	1		
20.	Magnifying work lamp		1	1		
21.	Heavy duty lathe with suction		1	1		
22.	Preheating furnace		1	1		
23.	Dry model trimmer		1	1		
24.	Die cutting machine		1	2		
25.	Ultrasonic cleaner		1	1		
26.	Composite curing unit		1	1		
Ceramic Lab Equipment						
1.	Fully programmable porcelain furnace with vacuum pump		1	1		
2.	Ceramic kit (instruments)		3	3		
3.	Ceramic materials (kit)		1	1		
4.	Ceramic polishing kit		2	2		
Implant Equipment						
1.	Electrical dental chair and unit		1	1		
2.	Physio dispenser		1	1		
3.	Implant kit	Minimum 2 systems	2	2		
4.	Implants		10	10		
5.	Prosthetic components		10	10		
6.	Unit mount light cure		1	2		
7.	X-ray viewer		1	2		
8.	Needle destroyer		1	2		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

9.	Ultrasonic cleaner capacity 3.5 lts		1	1		
10.	Autoclave programmable for all recommended cycles		1	2		
11.	X-ray machine with RVG		1	1		
12.	Refrigerator		1	1		
13.	Surgical kit/prosthetic kit		2	2		
14.	Educating models		1	1		
15.	Implant removing instruments		1	1		

	Whether all the above mentioned equipment's are functioning?	Yes / No
	Whether detailed list of equipment's as furnished by the college authority is attached	Yes / No

Research Facility	Yes / No
Stipend for PG Students	Yes / No
Stipend Amount for PG students per month	Rs.

XXI	OTHER FACILITIES	
	i) Rural centres with suitable staff and equipments	Yes / No
	ii) To Satellite Centre with suitable staff and equipments	Yes / No
	iii) One bus earmarked for Dental College alone	Yes / No
	iv) Anti Ragging Committee as per norms	Yes / No
XXII	FURNITURE	
	Adequate Furniture for :	
	Faculty	Yes / No
	Non-teaching Staff	Yes / No
	Adequate Furniture :	Yes / No
	Lockers for students	Boys : Yes / No Girls : Yes / No
	Common hall	Boys : Yes / No Girls : Yes / No

XXIII	EXAMINATION HALL FACILITIES (Required area 3600 sq. ft)		
	Sl. No.	Description	Quantity

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	1.	Pentium – IV Computer /Laptop /Windows 2000/windows XP / Internet explorer/Mozilla Firefox, Adobe Acrobat Reader / Anti virus software.	2
	2.	Laser Printer/Inkjet Printer	2
	3.	1 KVA UPS with min. of 2 hours of backup	2
	4.	Copier machine with min. of 90 PPM	1
	5.	Broadband Internet	1
	6.	Fax Machine / USB wireless Internet Data Card	1
	7.	Power Generator	1
1.	Whether all the facilities available in the examination?		Yes /No
2.	Whether CC TV Camera Footages available in Examination Halls?		Yes /No
3.	Whether CCTV Camera is functioning?		Yes /No
4.	Whether the metal detector in the centre?		Yes /No
5.	Whether the jammer in the centre?		Yes /No

XXIV	SECURITY DEPOSIT for BDS			
	Details of creation of Security Deposits			
Installment	Amount	FDR No. & Date	Bank	Maturity Date
I Inst	Rs.20,00,000/-			
II Inst	Rs.10,00,000/-			
III Inst	Rs.10,00,000/-			
VI Inst	Rs.10,00,000/-			

XXV	UNIVERSITY FEES WITH GST 18% FOR ISSUE OF PROVISIONAL AFFILIATION		
	Inspection Fee: - Rs. 59,000/- (LCA Rs.50,000 + GST 18% 9000)	Receipt No.	
	RTGS Details	Date	
	GST No. of the Institution		

XXVI	SHOW CAUSE NOTICE	
	Whether show cause notice, if any, was issued for the inadequacy of facilities / teaching staff etc. /	
	if so, furnish details	
	Whether the institution has fulfilled all the conditions: for B.D.S. Degree course as referred to various provisions in the Dental council of India Regulations and in the Tamil Nadu Dr.M.G.R. Medical University Statutes for the Affiliation of Dental colleges	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XXVII	PAST DEFICIENCIES:	
	Details of rectification of past deficiencies observed by the previous year inspection commission	

XXVIII. OVERALL IMPRESSION :-

	Comments
Infrastructure	
Hostel Facility	
Clinical Material	
Staff Assessment	
Student Assessment	
Library facilities	
Equipment	
Overall Department Assessment	
Any other Observations	

XXIX	OBSERVATION OF THE INSPECTION COMMISSION: 1) 2)	
XXX	Whether the Trust / Society / Institute has fulfilled all the conditions and requirements as specified in the statutes to grant of Provisional Affiliation for M.D.S Degree course from the academic year 20 - 20	Yes / No
XXXI	We hereby declare that all the documents have been physically verified by us.	
Signature of Principal/Dean with seal		
Signatures of Inspector (Member) with date		Signatures of Inspector (Convener) with date
Residential address:		Residential address:
Phone: Office :		Phone: Office :
Residence :		Residence :
Mobile No.		Mobile No.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

MDS COURSE**The inspection report should be confidential.**

S.No	<u>Check list for the Inspectors:</u>	Mark (☐) any one	
1.	Is the Inspection Proforma filled Completely and each page <u>signed by both the inspectors?</u>	Yes	No
2.	Has the University affiliation been checked and found in order? (copy should be attached with the inspection proforma)	Yes	No
3.	Has the Essentiality Certificate been checked and found in order?	Yes	No
4.	Has the infrastructure and equipment with the vouchers for clearance of payment to the suppliers been checked and verified as per the prescribed DCI norms?	Yes	No
5.	Is the attached hospital (100 bedded) as per the norms and located within 10 kms from the Dental College?	Yes	No
6.	Are the teachers posted as per DCI/MCI norms and the updated registration certificate from respective State Councils attached?	Yes	No
7.	Medical College / Hospital Attached	Yes	No
	a) MCI Approved / Recognised Medical College.	Yes	No
	b) 100 Bedded General Hospital.	Yes	No
	c) Authority of attachment	Yes	No
	d) Medical Teaching Staff for BDS/MDS	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	e)	Bed Occupancy	Yes	No
8.		Is the list of teaching staff as per DCI format enclosed?	Yes	No
9.		Have the Dental and Medical faculty been checked for the following?	Yes	No
	a)	Appointment: The appointment of faculty in private dental colleges should be made through proper selection committee (as per University Act of the concerned state and as per Dental Council of India (Miscellaneous) Regulations 2007, The Gazette of India Part III Section (IV) page 3 serial No. 8	Yes	No
	b)	Affidavit	Yes	No
	c)	Teaching experience	Yes	No
	d)	Relieving certificates from the previous institutions	Yes	No
	e)	Appointment, Promotion and Reliving orders from previous Institutions	Yes	No
	f)	TDS Certificate	Yes	No
	g)	Form 16 through Traces	Yes	No
	h)	Proof of Residence	Yes	No
	i)	Aadhaar Card	Yes	No
	j)	PAN No.	Yes	No
	k)	State Council Registration renewed till current year	Yes	No
	l)	Certified Copy of Bank Statement / Pass Book by the bank (6 months)	Yes	No
	m)	Is the list of teaching staff as per DCI format enclosed?	Yes	No
	n)	Biometric Attendance	Yes	No
	o)	Signature of Teaching Faculty on both days of inspection.	Yes	No
	m)	Any staff on Notice Period (not to be considered after submission of resignation.	Yes	No
10.		Signature of PG students on both days of Inspection.	Yes	No
11.		Has the details of Students been checked?	Yes	No
		Biometric Attendance made functional so far. If not, given reason	Yes	No
12.		Has the clinical material till <u>the end of both the days</u> and patient inflow, as per norms, been checked?	Yes	No
13.		Has the e-Library/Library been checked for Books /Journals/e-journals and other facilities?	Yes	No
14.		Have the detailed comments been submitted along with the Inspection Report? (strengths and shortcomings).	Yes	No
15.		Have the details of the publications as given in the format of the Inspection Proforma been verified?	Yes	No
16.		Has the <u>list of special cases treated with details in the speciality</u> for the last three years (In case of increase of seats only) been checked?	Yes	No
17.		Any case of Ragging in the institution in the last one year has been reported?	Yes	No
18.		Have the Satellite Clinics been checked?	Yes	No
19.		Have the Publications of Faculty been checked?	Yes	No
20.		Have the Bio Medical waste details been checked?	Yes	No
21.		Have the Fire and Safety Certificate been obtained and renewed annually?	Yes	No
22.		Has the CCTV Camera been checked and found in order?	Yes	No
23.		Has the details regarding “Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Guidelines 2018” in the institution been checked?		
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**All below submitted document indexed as per
the Annexure and Soft bound**

	ANNEXURE
I	Trust Documents
II	Permission letters :- State Government University Dental Council of India Ministry of Health (GOI)
III	Land and infrastructure Documents Building Completion Certificate,
IV	Medical College Attachment Details
V	General Hospital Details
VI	Constructed area
VII	Details of Accommodation for Staff Quarters and Hostel
VIII	Central Library
IX	Clinical material details

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

X	Affidavit – Medical, Dental teaching staff List of non teaching staff on the date of inspection
XI	Documents for fee details
XII	Others Pollution Control Board Certificate, Sewage treatment Plant, Bio Medical Waste Management Certificate, Bio-Waste incinerator, Fire & Safety Certificate, Sanitary Certificate, AERB Certificate for Equipments, Anatomical Act Certificate, Proof of Biometric Attendance, Evidence for CCTV, Anti Ragging Committee, Satellite Clinic for Rural Area, Establishment of Tobacco Cessation Center, Copy of RC book for Bus, Audited statement for annual accounts for last year

INSTRUCTIONS FOR INSPECTORS AND PRINCIPAL

The institution details to be duly typed and filled by the Principal/Dean.
Soft copy of filled Proforma should be submitted to the Inspectors on their arrival.
A separate computer system with printer and scanner along with a supporting staff should be provided for purpose of inspection.
After verification of the details mentioned in inspection proforma, each page should be duly signed by the Principal/Dean and both the inspectors (Convener and Member).
The completed proforma along with all annexures must be submitted to this University with in 48 hours of inspection.
The scanned copy of the signed inspection report must be sent to the University by email to the Registrar of this University (registrar@tnmgrmu.ac.in).

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

All supportive evidence / documents should be annexed in a Soft bound (Not Spiral)

Please retain one copy of the Inspection Report duly signed by the Inspectors for future eventualities for a period of 06 (six) months.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**THE TAMIL NADU DR. M.G.R. MEDICAL
UNIVERSITY, CHENNAI – 600 032.**



INSPECTION PROFORMA – M.D.S.

**PROVISIONAL AFFILIATION FOR
STARTING OF NEW M.D.S. COURSE
PERIODONTOLOGY**

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI - 600 032
MASTER OF DENTAL SURGERY (M.D.S.) DEGREE COURSE
TO GRANT OF PROVISIONAL AFFILIATION FOR
STARTING OF M.D.S. COURSE

INSPECTION REPORT

DEPARTMENT OF PERIODONTOLOGY

I	Name of the Convenor with Designation and Address, Mobile No.	
	Names of Member(s) with Designation and Address, Mobile No.	
II	University Letter No. & date in which the Inspection Commission Constituted	Lr.No. Date :
III	Date of Inspection	
IV	Date of Last Inspection	
V	ORGANIZATION APPLYING FOR PERMISSION	
	a) State Government	
	b) University	
	c) An autonomous body promoted by the Central / State Government	
	d) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding enactments in States; or Public religious or Charitable Trust registered under the Trust Act 1882 (2 of 1882) or the Wakf Act 1954 (29 of 1954)	
VI	DETAILS	
1.	a. Name of the Managing Trustee and Name of the Society / Trust and its full registered address with telephone Numbers (Telex No., Fax No., e-mail No.)	
	b. Enclose trust details with audited accounts for the last 3 years.	
2.	Name of the other courses run by the Trust	
3.	Name of the proposed Dental College Full Address of the Dental College , Fax No. & e-mail ID	
4.	Name and details of authorities representing the Management present at the time of Inspection	
5.	Name of the Principal / Dean	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	Institutional e-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

6.	a) Name of the Speciality applied	
	b) No. of seats applied	

7.	Name of the Head of Department	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	E-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

VII	PERMISSION LETTERS	
a.	DETAILS OF B.D.S. COURSE	
	State Govt. Permission / Essentiality Certificate	Lr.No: Dt. from the year :
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	DCI /GOI's formal permission for starting the B.D.S course	Lr.No: Dt. from the year :
	Provisional Affiliation issued by the University – B.D.S Course	Proc.No. Dt.
	Year of commencement of the I B.D.S Degree course	From the year
	Continuance of Provisional Affiliation issued by the University with intake from commencement of BDS Course till date (1 st , 2 nd , 3 rd , 4 th and CRI)	Proc.No. Dt. Intake
	Govt. of India notification of the recognition of the Entire B.D.S degree course conducted by the institution	Lr.No: Dt. Intake

b.	DETAILS OF M.D.S. COURSE	
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Name of the Speciality	
	No. of seats approved	
	DCI /GOI's formal permission for starting the course	Lr.No: Dt. from the year :
	No. of seats sanctioned	

VIII	LAND & INFRASTRUCTURE DETAILS (Sale Deed/ Lease Deed (not less than 30 years) - (Attested Copies of original documents must be attached))	
1.	Total Area of Land (Minimum 5 acres of land)	
2.	Year of Lease	
3.	Lease Valid Till (not less than 30 years – Lease Deed obtained from the Government authority)	
4.	Survey Numbers	
5.	Is the land contiguous and makes a single piece of land	Yes / No
6.	Approval Plans/ Land Use Conversion (Approved by LDA/ Municipality/ Competent Authority that the land does not attract the TN Urban Land Ceiling Act 1978, TN Town & Country Planning Act 1971, TN Land Reform Act 1961)	Yes / No
7.	Verification of Ownership from Land Records	Lr.No: Dt.
8.	Total Constructed Area (in Sq.ft)	
9.	Whether Completion Certificate furnished from the competent authority	Lr.No: Dated:
10.	Whether Pollution Control Board Certificate obtained	Yes /Applied for / No Lr.No. Date :
11.	Whether sewage treatment plant is available	Yes / No Lr.No. Date .:
12.	Whether Bio-Medical waste management is followed as per PCBI	Yes / No Lr.No. Date :
13.	Whether Hospital Waste Management (Bio-Waste incinerator) is available as per the 2018 regulations	Yes / No Lr.No. Date :
14.	Whether obtained from the competent authority 1. Fire and Safety Certificate 2. Sanitary Certificate	Yes /Applied for / No Lr.No. Date :
15.	Whether AERB Certificate for Equipments obtained from the competent authority	Yes / No Lr.No. Date :

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

16.	Anatomical Act certificate from Director Medical Education (to be obtained from Medical College)	Yes / No Lr.No. Date :
17.	“Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018”	Yes / No
18.	CC TV Camera :	
	OPD Registration Counter	Yes / No
	Bio-metric attendance registration	Yes / No
	Department of Conservative Dentistry and Endodontics	Yes / No
	Lecture halls	Yes / No
	Examination Hall	Yes / No
	Note: Please ensure that all the land documents duly certified by the Revenue Authority have been checked by you	

IX	MEDICAL COLLEGE ATTACHMENT:	
1.	Type	Own Private Government
2.	Name & Address of the Medical College	
3.	Name of the Principal/Dean	
4.	Email address and contact number	
5.	Medical College duly recognized by Medical Council of India	Yes/No Lr.No. Date :
6.	Distance from Dental college to Medical college by road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes/No
7.	Whether MOU is signed by competent Authorities between Medical and Dental College for teaching B.D.S & M.D.S. Course Students	Yes/No
8.	Validity Period of MOU	
9.	Whether the above mentioned Medical College has given attachment to any other Dental College other than the proposed dental college	Yes/No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

X	100 BEDDED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms away).	
	Requirement of the 100 bedded General Hospital in accordance with the parameters prescribed by the Bureau of Indian Standards BIS/NABH with in the campus of the proposed Dental College	
1.	Type	Own Private Hospital Government General Hospital
2.	Name of the Issuing Competent Authority Whether the permission of the attached 100 bedded hospital is issued by the competent authority?	Yes / No. Lr.No. Date:
3.	Name and Address of Hospital:	
4.	Name of the Allopathic CMO with Tel No. & Mobile No.:	
5.	Distance of the hospital from the Dental College by Road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes / No
6.	Number of Beds in Hospital	Total :

Department	Required	Allotted	Occupancy		Remarks of Inspector
			During last 6 months	On the day of inspection	
General Ward –Medical including allied specialities	30				
General Ward –Surgical including allied specialities	30				
Private Ward (A/C & Non A/c)	09				
Maternity Ward	15				
Paediatric Ward	06				
Intensive Care Services (4% of bed strength)	04				
Critical Care Services (6% of bed strength)	06				

Area Requirements (As per Bureau of Indian Standards (BIS)/NABH)

	Required	Available	Remarks of Inspector
Covered Area	20 sq.m./bed		
Inpatient Services	40%		
Outpatient Services	35%		
Department and supportive services	25%		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Man Power Requirement**Medical Staff**

Designation	Required	Available	Remarks of Inspector
General Surgery	2		
General Medicine	2		
Obstetrics & Gynaecology	2		
ENT	2		
Paediatrics	2		
Anaesthesia	2		
Orthopaedics	2		
Pharmacologist	1		
Radiologist	1		
GDMO	1		
Community Medicine	1		
Hospital Administration	1		

Note: Medical teachers in all Medical Colleges except the Tutors, Residents, Registrars and Demonstrators must possess the requisite recognized Postgraduate Medical qualification in their respective subject.

The teachers in a medical college or institution having a total of 8 years teaching experience out of which at least 4 years teaching experience as Assistant Professor with two research publication in indexed journals gained after obtaining postgraduate degree qualification MD/MS in the concerned subject and as per the TEQ Regulation shall be recognized Post Graduate teacher in broad specialties.

Reader /Associate Professor (5 year Post PG experience) : A post graduate qualification MD/MS in the concerned subject and as per TEQ Regulation. As Assistant Professor in the subject for 4 years in a permitted/approved/recognized Medical college/institution with 2 Research Publication in Indexed Journals as Ist Author or as corresponding author.

Assistant Professor / Lecturer: A post graduate qualification MD/MS in the concerned subject and as per the TEQ Regulations. 3 years Junior Resident in a recognized medical college in the concerned subject and one year as Senior Resident in the concerned subject in a recognized Medical College / institution.

Nursing Staff

Designation	Required	Available	Remarks of Inspector
Matron	1		
Sister incharge	6		
O.T. Nurses	6		
General Nurses	20		
Labour Room Nurses	4		

Health Staff

Designation	Required	Available	Remarks of Inspector
Female Health Assistant	1		
Extension Educator Paramedical Staff	1		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Lab Technician/Blood Bank Tech	4		
ECG Technician	1		
Pharmacist	4		
Sr. Radiographer	1		
CSSD	2		
Medical Records	1		

Engineering Staff

Designation	Required	Available	Remarks of Inspector
Civil	2		
Mechanical	2		
Electrical	2		
Engineering Aid	4		

Other Staff

Designation	Required	Available	Remarks of Inspector
Drivers	2		
Carpenter	1		
Cooks	2		
Barber	1		
Class IV including chowkiders	55		

Administrative Staff

Designation	Required	Available	Remarks of Inspector
Office Superintendent	1		
Head Clerk	1		
Cashier	1		
Stenographer	1		
UDC	2		
LDC	4		

XI CONSTRUCTED AREA - DENTAL COLLEGE BUILDING						
Total completed Constructed Carpet Area Required : 1,00,000 Sq.ft.						
Floor	Area (Sqft)	Clinical Facilities	Academic Departments	Admin / Logistics / Support	Major Facilities	
Basement						
Ground						
First						
Second						
Third						
Fourth						
Other						
TOTAL	AREA (sq.ft.)					

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XII	INFRASTRUCTURE & FUNCTIONAL REQUIREMENTS		
Infrastructure	Requirement	Availability	Remarks of Inspector
Administrative block	3000 sq. ft.		
Clinical Area (for common Clinic)	2500 sq. ft.		
Library	8000 sq. ft.		
Lecture Halls – 4	6400 sq. ft.		
Central Stores	800 sq. ft.		
Maintenance room	1000 sq. ft.		
Photography and artist room	300 sq. ft.		
Medical Stores cum Pharmacy	300 sq. ft.		
Faculty Room – Dental	1000 sq. ft.		
Amenities area	1500 sq. ft.		
Boys Common Room	300 sq. ft.		
Girls Common Room	300 sq. ft.		
Room for Gas Cylinder (ventilated)	150 sq. ft.		
Compressor Room	300 sq. ft.		
Cafeteria	1500 sq. ft.		
Examination hall	3600 sq. ft.		
Auditorium (To accommodate at least 700 people)	4000 sq. ft.		
Laboratories (Dental Subjects)			
Pre-clinical Prosthodontics and dental material lab	3000 sq. ft.		
Pre-clinical conservative lab	2500 sq. ft.		
Dental Anatomy, Embryology, Oral Histology and Oral Pathology Lab	2500 sq. ft.		
LABORATORIES (Clinical)			
Prosthodontics Cast Partial and Ceramic	2500 sq. ft.		
Conservative Clinical Lab	600 sq. ft.		
Histopathology Lab for Oral Pathology	300 sq. ft.		
Haematology and Clinical Biochemistry	400 sq. ft.		
AERB certified Radiographic Room along with Dark Room	600 sq. ft.		

XIII	SPECIALITY DEPARTMENT INFRA STRUCTURE DETAILS :-
	Constructed Area for P.G. Study (Applicable for one unit)
	INFRASTRUCTURE FUNCTIONAL REQUIREMENTS FOR MDS:
	Space: In addition to the BDS functional programme the following physical facilities shall be made available to start postgraduate training programmes leading to MDS degree
	c) A minimum of 125 sq. ft. area for each dental chair in the clinic. The area of the clinic shall be in accordance with the number of dental chairs required to be placed in the department.
	d) Each department shall be equipped with a seminar hall, library, sterilization room, (800 to 1000 sq.ft.)

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Facility	Area (sq.ft.)	Available	Not Available
Faculty Rooms			
Clinics			
Laboratory Space			
Seminar Room			
Department Library			
PG Common Room			
Preclinical Lab			
Patient Waiting Room			
Total Area (2000 sq.ft.)			

XIV	DENTAL CHAIRS / UNITS	
	Electrical Dental Chairs Installed with all the attachments thereon	
	Whether all the chairs and units are functioning and electrically operated?	Yes / No
	Total No. of functional Chairs	/ 200
	* Specification: Electrically operated, Spittoon attachment, Halogen Light with 2 intensity, high power evacuation system, 3 way syringe, X-ray viewer attachment for Airrotor, Micromotor with straight and contrangle Hand piece, instrument tray and suction, Dental operator stool with height adjustment	

Sl. No.	Required for 100 admissions	BDS required	BDS Available	MDS required	MDS Available
				post-graduate student and two for faculty per Unit	
1.	Prosthodontics and Crown & Bridge	34		-do-	
2.	Periodontics	34		-do-	
3.	Oral Maxillofacial Surgery	30		-do-	
4.	Conservative Dentistry and Endodontics	34		-do-	
5.	Orthodontics and Dentofacial Orthopaedics	18		-do-	
6.	Oral and Maxillofacial Pathology and Oral Microbiology	02		-do-	
7.	Public Health Dentistry	16		-do-	
8.	Pediatric Dentistry	20		-do-	
9.	Oral Medicine and Radiology	12		-do-	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XV	ACCOMMODATION		
	i) STAFF QUARTERS (SEPARATE FROM HOSTEL)		
1	Whether separate quarters for Principal / Dean of the Dental College building within the campus	Yes /No	
2	Staff quarters	Yes /No _____ / 19 Nos.	
3	Type (No. of rooms)	No.	Occupancy Rate (verified)
	Guest House with minimum 2 double bed rooms.	1	

	ii) HOSTEL FOR BOYS & GIRLS. (To extent of 50% of strength)		
1	Whether the building of Hostels for Boys & Girls is separate for the dental college building within the campus.	Boys: Yes /No Girls: Yes /No	
2	Hostel facility is available for minimum 50% of total intake	Yes /No	
3	Whether hostel is shared by other colleges/institutions	Boys: Yes /No Girls: Yes /No	
4	Hostel Facility is available for PG students	Boys: Yes /No Girls: Yes /No	
5	Whether there are separate wardens for both the boys & Girls Hostel	Boys: Yes /No Girls: Yes /No	
6	If yes their names & telephone numbers.	Boys: Girls:	
7	Whether Inmate Register maintained in both Hostel	Boys: Yes /No Girls: Yes /No	
8	Whether Kitchen inside the campus are available	Boys: Yes /No Girls: Yes /No	
9	Whether there is a separate Mess for boys and Girls	Boys: Yes /No Girls: Yes /No	
10	Whether Basic facilities in the Hostel room for students (1 Cot, 1 Cupboard / Table / Chair / fan)	Boys: Yes /No Girls: Yes /No	
11	Whether basic amenities (electricity, Ventilation, Telephone, Internet, water treatment Plant, wash room for every 4 students, etc.,) are available	Boys: Yes /No Girls: Yes /No	
12	Whether there is a separate area for recreation (TV), play area for indoor / out door games, gymnasium for boys & Girls & reading room with books & megazines	Boys: Yes /No Girls: Yes /No	
13	Hostel Facility for PG:	Boys: Yes /No Girls: Yes /No	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Dwelling	Single Seater	Twin Seater	Triple Seater	% of Accommodation against total strength	No. of equipped Common Rooms	No. of messes	Remarks of Inspector
UG Boys							
UG Girls							
PG Boys							
PG Girls							

XVI	CENTRAL LIBRARY	Available	Remarks of Inspector
1	Name of the Chief Librarian with qualifications (MLIS)		
2	Assistant Librarian with qualifications (MLIS)		
3	Timing of functioning of the Library (minimum 8 hours)		
4	Total Number of Books (Minimum 600) 6 Titles for all specialties plus 5 copies each of all the subjects of first year, 2 nd year & 3 rd Year students		
5	Total Number of Journals No. 26		
	i) Indian Journals - (1 National Journal in each subject of the 9 Dental specialties)		
	ii) Indian Journals - (1 National Journal in each subject of the 8 basic medical science		
	iii) International Journals - (1 International Journals for each 9 dental specialty)		
	iv) Back Volumes - (Back Volumes of all National Journal of 9 Dental Specialties)		
	iv) e- Journals / e-Consortium details	Yes / No	
6	Total Area (Minimum 8000 sq.ft.)	Yes / No	
7	Seating Capacity (it should be minimum 50% of total strength)	Yes / No	
	Under graduate students	Yes / No	
	Post graduate students	Yes / No	
	Staff	Yes / No	
8	List of books recommended by the Dental Council of India. There should be 5 copies for 100 admissions	Yes / No	
9	Journal Room		
10	Internet Room with 5 Nos. of Computer		
11	Room for Librarian		
12	Photo copying area		
13	Staff available in the Library		
	Audio Visual aids available		
	Number of CD's		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Academic		
	Educational		
14	Annual budget for Books, Journals, Audiovisual aids provided & utilized to be verified with invoice		

S.No.	Amenities	Available / Not Available	Sq. Ft.
1	Reception and waiting		
2	Issue Counter		
3	Photocopying area		
4	Journal Room		
5	Staff Reading Room		
6	Store and Stocking Room		
7	Digital Library		
8	Chief librarian /Assistant Librarian Room		
9	Students Cloak Area		
10	Seating Area		

XVII LIBRARY DETAILS FOR PG STUDENTS:

Books	No. of Titles		No. of Books	
	Required	Available	Required	Available
Central Library (Pertaining to the specialty)	20		100	
No. of Books purchased in last 5 years	-		-	
Department Library	10		50	

Journals	International		National	
	Required	Available	Required	Available
Speciality & Related	4 - 6		2 - 4	
Back Volumes for 10 years	3		-	

Year/month up to which latest Indian Journals available :	
Year/month up to which latest Foreign Journals available:	
Note: All the journals of the speciality and allied subjects shall be available out of which 50 % should be in print form.	

XVIII. STAFF ASSESSMENT FOR PUBLICATIONS :-

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

S.No	Faculty name & Designation	Name of the Journal	Category I / II / III	Authorship (1 st /2 nd /3 rd etc.)	Year of Publication	Points

S.No.	Category	Points
1.	Category I: (2) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Speciality Associations approved by Dental Council of India.	15
	Category II: (1) Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS	10
	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book	5
Note	For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and up to a maximum of 5 co-authors will be considered.	
	For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.	
	Maximum of 3 publications would be considered for allotting points in Category III.	
	Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.	
	For the purposes of this table, the crucial date for consideration of the publications shall be the last date for submission of application i.e. 30 th of June of every year either for starting of MDS Course or increase of admission capacity in MDS Course, as the case may be, to the Central Government u/s 10A of the Dentists Act, 1948, for each academic year, as prescribed in the Time Schedule annexed to the Dental Council of India Regulations 2006 as amended from time to time.	
	Total Score Required:	
	For Professor and HOD:	40 marks
	Professor:	30 marks
	Reader/Associate Professor:	20 marks

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XIX	CLINICAL MATERIALS to be checked at the end of the OPD (Attendance Register to be checked & signed at the beginning and the end of the OPD and duly filled by the Inspectors)	
	No. of Patients:	
	MEDICAL COLLEGE	
	OPD Attendance	Average (Last 6 months)
	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms)	
	OPD Attendance	Average (Last 6 months)
	DENTAL COLLEGE HOSPITAL	
	OPD Attendance	Average (Last 6 months)
	* Minimum requirement of 100 to 150 patient's per day.	
	*Minimum requirement of new patient's for Medical College is 800 Patients per day as per MCI Regulations.	

CLINICAL WORK LOAD

i	ATTACHED MEDICAL COLLEGE <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

ii	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms). <i>(should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iii	DENTAL HOSPITAL <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection
		New
		Old

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iv	Speciality <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection				
		UG				
		PG				
		TOTAL				

Average of Patients in Last Six months

Month						
No. of Patients						
UG						
PG						
TOTAL						

FOR COLLEGES WITH 50 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Periodontology

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	30	35	40	40
2 nd Unit	50	60	70	70

FOR COLLEGES WITH 100 UG ADMISSIONS:
Minimum Requirement (both UG & PG together)

Periodontology

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	40	50	60	60
2 nd Unit	80	90	100	100

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XX. EQUIPMENTS :-

DEPARTMENT OF PERIODONTOLOGY						
S. No.	Name	Specification	Quantity		Availability	Remarks of inspector
1.	Dental Chairs and Units	Electrically operated with shadowless lamp, spittoon, 3 way syringe, instrument tray and motorized suction, micromotor attachment with contra angle handpiece,airoter attachment, ultrasonic scaler (Piezo) with detachable autoclavable hand piece	One chair and unit per post-graduate student and Two chairs with unit for the faculty			
			1 Unit	2 Units		
2.	Auto clave (fully automatic) front loading		1	2		
3.	Steel bin		4	6		
4.	Airoter hand pieces		2	2		
5.	UV chamber		1	1		
6.	Formalin chamber		1	1		
7.	W.H.O probe		2	2		
8.	Nabers probe		2	2		
9.	Williams probe		2	2		
10.	UNC-15 probe		4	4		
11.	Gold Man fox probe		1	1		
12.	Pressure sensitive probe		1	1		
13.	Marquis color coded probe		1	1		
14.	Supra gingival scalers	Set	2	2		
15.	Sub gingival scaler	Set	2	2		
16.	Arkansas sharpening stone		1	1		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Surgical Instruments					Remarks of inspector
1.	Routine surgical instrument kit (Benquis periosteal elevator, periosteal elevator)	Set	2	3		
2.	Surgery trolleys		6	6		
3.	X ray viewer		1	2		
4.	Surgical cassette with sterilisation pouches		4	6		
5.	Electro surgery unit		1	1		
	Special Surgical Instruments					
1.	Kirkland's knife	Set	1	1		
2.	Orban's knife	Set	1	1		
3.	Paquette blade handle		1	1		
4.	Krane kaplan pocket marker	Set	1	1		
5.	Mc Calls universal curettes	Set	1	1		
6.	Gracey's curettes (No.1-18)	Set	2	2		
7.	Mini five curettes	Set	1	1		
8.	Cumine scaler		1	1		
9.	Mallet		1	1		
10.	Chisel		1	1		
11.	Oschenbein chisel	straight, curved	1	1		
12.	Schluger bone file		1	1		
13.	Bone fixation screw kit		1	1		
14.	Bone scrapper		1	1		
15.	Bone trephines for harvesting autografts	1 Set	1	1		
16.	Bone regenerative materials	Bone graft and GTR membranes	5	5		
17.	Local drug delivery systems	At least two different drugs delivery agents	1 each	1		
18.	Root conditioning agent	At least two different agents	2	2		
19.	Micro needle holder		1	1		
20.	Micro scissors		1	1		
21.	Magnifying loop (2.5 – 3.5)		1	2		
22.	Operating microscope	Optional	1	1		
23.	3 rd generation digital probe	Optional	1	1		
24.	Bone expander and bone crester	Optional	1	1		
25.	Distraction osteogenesis kit	Optional	1	1		
26.	Bone mill	Optional	1	1		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

27.	Bone graft / membrane placement spoon		1	1		
28.	Bone condenser		1	1		
29.	Peizo-surgery unit	Optional	1	1		
30.	Centrifuge for PRP/PRF preparation	Optional	1	1		
31.	Soft tissue laser (8 watt)		1	1		
32.	Osteotome	Set Optional	1	1		
MISCELLANEOUS INSTRUMENTS						
1.	Composite gun with material kit		1	1		
2.	Splinting kit with material		2	3		
3.	Composite finishing kit		1	1		
4.	Glass Ionomer cement		1	1		
5.	Digital camera		1	1		
6.	Intra Oral camera		1	1		
7.	Ultrasonic cleaner		1	1		
8.	Emergency kit		1	1		
9.	Refrigerator		1	1		
10.	X-ray viewer		2	2		
11.	LCD projector		1	1		
12.	Computer with internet connection with attached printer and scanner		1	1		
<u>Implant Clinic Equipments</u>						
13.	Electrical dental chair and unit		1	1		
14.	Physio dispenser		1	1		
15.	Implant kit	At least two different systems	2	2		
16.	Implants		10	10		
17.	Implant maintenance kit (plastic instruments)		1 set	1 set		
18.	Implant guide		1	1		
19.	X-ray viewer		1	2		
20.	Needle destroyer		1	2		
21.	Ultrasonic cleaner capacity 3.5 lts		1	1		
22.	Autoclave programmable for all recommended cycles		1	1		
23.	RVG with x-ray machine		1	1		
24.	Refrigerator		1	1		
25.	Surgical kit		2	2		
26.	Sinus lift kit		1	1		
27.	Educating models		1	1		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

28.	Implant removing kit	1	1		
	Whether all the above mentioned equipment's are functioning?	Yes / No			
	Whether detailed list of equipment's as furnished by the college authority is attached	Yes / No			

Research Facility	Yes / No
Stipend for PG Students	Yes / No
Stipend Amount for PG students per month	Rs.

XXI	OTHER FACILITIES	
	i) Rural centres with suitable staff and equipments	Yes / No
	ii) To Satellite Centre with suitable staff and equipments	Yes / No
	iii) One bus earmarked for Dental College alone	Yes / No
	iv) Anti Ragging Committee as per norms	Yes / No
XXII	FURNITURE	
	Adequate Furniture for :	
	Faculty	Yes / No
	Non-teaching Staff	Yes / No
	Adequate Furniture :	Yes / No
	Lockers for students	Boys : Yes / No Girls : Yes / No
	Common hall	Boys : Yes / No Girls : Yes / No

XXIII	EXAMINATION HALL FACILITIES (Required area 3600 sq. ft)		
	Sl. No.	Description	Quantity
	1.	Pentium – IV Computer /Laptop /Windows 2000/windows XP / Internet explorer/Mozilla Firefox, Adobe Acrobat Reader / Anti virus software.	2
	2.	Laser Printer/Inkjet Printer	2
	3.	1 KVA UPS with min. of 2 hours of backup	2
	4.	Copier machine with min. of 90 PPM	1
	5.	Broadband Internet	1
	6.	Fax Machine / USB wireless Internet Data Card	1
	7.	Power Generator	1
1.	Whether all the facilities available in the examination?		Yes /No
2.	Whether CC TV Camera Footages available in Examination Halls?		Yes /No
3.	Whether CCTV Camera is functioning?		Yes /No
4.	Whether the metal detector in the centre?		Yes /No
5.	Whether the jammer in the centre?		Yes /No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XXIV	SECURITY DEPOSIT for BDS			
	Details of creation of Security Deposits			
Installment	Amount	FDR No. & Date	Bank	Maturity Date
I Inst	Rs.20,00,000/-			
II Inst	Rs.10,00,000/-			
III Inst	Rs.10,00,000/-			
VI Inst	Rs.10,00,000/-			

XXV	UNIVERSITY FEES WITH GST 18% FOR ISSUE OF PROVISIONAL AFFILIATION	
	Inspection Fee: - Rs. 59,000/- (LCA Rs.50,000 + GST 18% 9000)	Receipt No.
	RTGS Details	Date
	GST No. of the Institution	

XXVI	SHOW CAUSE NOTICE	
	Whether show cause notice, if any, was issued for the inadequacy of facilities / teaching staff etc. /	
	if so, furnish details	
	Whether the institution has fulfilled all the conditions: for B.D.S. Degree course as referred to various provisions in the Dental council of India Regulations and in the Tamil Nadu Dr.M.G.R. Medical University Statutes for the Affiliation of Dental colleges	
XXVII	PAST DEFICIENCIES:	
	Details of rectification of past deficiencies observed by the previous year inspection commission	

XXVIII. OVERALL IMPRESSION :-

	Comments
Infrastructure	
Hostel Facility	
Clinical Material	
Staff Assessment	
Student Assessment	
Library facilities	
Equipment	
Overall Department Assessment	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Any other Observations		
XXIX	OBSERVATION OF THE INSPECTION COMMISSION: 1) 2)	
XXX	Whether the Trust / Society / Institute has fulfilled all the conditions and requirements as specified in the statutes to grant of Provisional Affiliation for M.D.S Degree course form the academic year 20 - 20	Yes / No
XXXI	We hereby declare that all the documents have been physically verified by us.	
Signature of Principal/Dean with seal		
Signatures of Inspector (Member) with date		Signatures of Inspector (Convener) with date
Residential address:		Residential address:
Phone: Office :		Phone: Office :
Residence :		Residence :
Mobile No.		Mobile No.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

MDS COURSE**The inspection report should be confidential.**

S.No	<u>Check list for the Inspectors:</u>	Mark (☐) any one	
1.	Is the Inspection Proforma filled Completely and each page <u>signed by both the inspectors?</u>	Yes	No
2.	Has the University affiliation been checked and found in order? (copy should be attached with the inspection proforma)	Yes	No
3.	Has the Essentiality Certificate been checked and found in order?	Yes	No
4.	Has the infrastructure and equipment with the vouchers for clearance of payment to the suppliers been checked and verified as per the prescribed DCI norms?	Yes	No
5.	Is the attached hospital (100 bedded) as per the norms and located within 10 kms from the Dental College?	Yes	No
6.	Are the teachers posted as per DCI/MCI norms and the updated registration certificate from respective State Councils attached?	Yes	No
7.	Medical College / Hospital Attached	Yes	No
	a) MCI Approved / Recognised Medical College.	Yes	No
	b) 100 Bedded General Hospital.	Yes	No
	c) Authority of attachment	Yes	No
	d) Medical Teaching Staff for BDS/MDS	Yes	No
	e) Bed Occupancy	Yes	No
8.	Is the list of teaching staff as per DCI format enclosed?	Yes	No
9.	Have the Dental and Medical faculty been checked for the following?	Yes	No
	a) Appointment: The appointment of faculty in private dental colleges should be made through proper selection committee (as per University Act of the concerned state and as per Dental Council of India (Miscellaneous) Regulations 2007, The Gazette of India Part III Section (IV) page 3 serial No. 8	Yes	No
	b) Affidavit	Yes	No
	c) Teaching experience	Yes	No
	d) Relieving certificates from the previous institutions	Yes	No
	e) Appointment, Promotion and Reliving orders from previous Institutions	Yes	No
	f) TDS Certificate	Yes	No
	g) Form 16 through Traces	Yes	No
	h) Proof of Residence	Yes	No
	i) Aadhaar Card	Yes	No
	j) PAN No.	Yes	No
	k) State Council Registration renewed till current year	Yes	No
	l) Certified Copy of Bank Statement / Pass Book by the bank (6 months)	Yes	No
	m) Is the list of teaching staff as per DCI format enclosed?	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	n)	Biometric Attendance	Yes	No
	o)	Signature of Teaching Faculty on both days of inspection.	Yes	No
	m)	Any staff on Notice Period (not to be considered after submission of resignation.	Yes	No
10.		Signature of PG students on both days of Inspection.	Yes	No
11.		Has the details of Students been checked?	Yes	No
		Biometric Attendance made functional so far. If not, given reason	Yes	No
12.		Has the clinical material till <u>the end of both the days</u> and patient inflow, as per norms, been checked?	Yes	No
13.		Has the e-Library/Library been checked for Books /Journals/e-journals and other facilities?	Yes	No
14.		Have the detailed comments been submitted along with the Inspection Report? (strengths and shortcomings).	Yes	No
15.		Have the details of the publications as given in the format of the Inspection Proforma been verified?	Yes	No
16.		Has the <u>list of special cases treated with details in the speciality</u> for the last three years (In case of increase of seats only) been checked?	Yes	No
17.		Any case of Ragging in the institution in the last one year has been reported?	Yes	No
18.		Have the Satellite Clinics been checked?	Yes	No
19.		Have the Publications of Faculty been checked?	Yes	No
20.		Have the Bio Medical waste details been checked?	Yes	No
21.		Have the Fire and Safety Certificate been obtained and renewed annually?	Yes	No
22.		Has the CCTV Camera been checked and found in order?	Yes	No
23.		Has the details regarding “Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018” in the institution been checked?	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**All below submitted document indexed as per
the Annexure and Soft bound**

	ANNEXURE
I	Trust Documents
II	Permission letters :- State Government University Dental Council of India Ministry of Health (GOI)
III	Land and infrastructure Documents Building Completion Certificate,
IV	Medical College Attachment Details
V	General Hospital Details
VI	Constructed area
VII	Details of Accommodation for Staff Quarters and Hostel
VIII	Central Library
IX	Clinical material details
X	Affidavit – Medical, Dental teaching staff List of non teaching staff on the date of inspection
XI	Documents for fee details
XII	Others Pollution Control Board Certificate, Sewage treatment Plant, Bio Medical Waste Management Certificate, Bio-Waste incinerator, Fire & Safety Certificate, Sanitary Certificate, AERB Certificate for Equipments, Anatomical Act Certificate, Proof of Biometric Attendance, Evidence for CCTV, Anti Ragging Committee, Satellite Clinic for Rural Area, Establishment of Tobacco Cessation Center, Copy of RC book for Bus, Audited statement for annual accounts for last year

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

INSTRUCTIONS FOR INSPECTORS AND PRINCIPAL

The institution details to be duly typed and filled by the Principal/Dean.
Soft copy of filled Proforma should be submitted to the Inspectors on their arrival.
A separate computer system with printer and scanner along with a supporting staff should be provided for purpose of inspection.
After verification of the details mentioned in inspection proforma, each page should be duly signed by the Principal/Dean and both the inspectors (Convener and Member).
The completed proforma along with all annexures must be submitted to this University with in 48 hours of inspection.
The scanned copy of the signed inspection report must be sent to the University by email to the Registrar of this University (registrar@tnmgrmu.ac.in).
All supportive evidence / documents should be annexed in a Soft bound (Not Spiral)
Please retain one copy of the Inspection Report duly signed by the Inspectors for future eventualities for a period of 06 (six) months.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**THE TAMIL NADU DR. M.G.R. MEDICAL
UNIVERSITY, CHENNAI – 600 032.**



INSPECTION PROFORMA – M.D.S.

**PROVISIONAL AFFILIATION FOR
STARTING OF NEW M.D.S. COURSE
ORAL & MAXILLOFACIAL SURGERY**

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI - 600 032 MASTER
OF DENTAL SURGERY (M.D.S.) DEGREE COURSE
TO GRANT OF PROVISIONAL AFFILIATION FOR
STARTING OF M.D.S. COURSE**

INSPECTION REPORT

DEPARTMENT OF ORAL & MAXILLOFACIAL SURGERY

I	Name of the Convenor with Designation and Address, Mobile No.	
	Names of Member(s) with Designation and Address, Mobile No.	
II	University Letter No. & date in which the Inspection Commission Constituted	Lr.No. Date :
III	Date of Inspection	
IV	Date of Last Inspection	
V	ORGANIZATION APPLYING FOR PERMISSION	
	a) State Government	
	b) University	
	c) An autonomous body promoted by the Central / State Government	
	d) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding enactments in States; or Public religious or Charitable Trust registered under the Trust Act 1882 (2 of 1882) or the Wakf Act 1954 (29 of 1954)	
VI	DETAILS	
1.	a. Name of the Managing Trustee and Name of the Society / Trust and its full registered address with telephone Numbers (Telex No., Fax No., e-mail No.)	
	b. Enclose trust details with audited accounts for the last 3 years.	
2.	Name of the other courses run by the Trust	
3.	Name of the proposed Dental College Full Address of the Dental College , Fax No. & e-mail ID	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

4.	Name and details of authorities representing the Management present at the time of Inspection	
5.	Name of the Principal / Dean	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	Institutional e-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

6.	a) Name of the Speciality applied	
	b) No. of seats applied	

7.	Name of the Head of Department	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	E-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

VII	PERMISSION LETTERS	
a.	DETAILS OF B.D.S. COURSE	
	State Govt. Permission / Essentiality Certificate	Lr.No: Dt. from the year :
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	DCI /GOI's formal permission for starting the B.D.S course	Lr.No: Dt. from the year :
	Provisional Affiliation issued by the University – B.D.S Course	Proc.No. Dt.
	Year of commencement of the I B.D.S Degree course	From the year
	Continuance of Provisional Affiliation issued by the University with intake from commencement of BDS Course till date (1 st , 2 nd , 3 rd , 4 th and CRI)	Proc.No. Dt. Intake
	Govt. of India notification of the recognition of the Entire B.D.S degree course conducted by the institution	Lr.No: Dt. Intake

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

b.	DETAILS OF M.D.S. COURSE	
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	Name of the Speciality	
	No. of seats approved	
	DCI /GOI's formal permission for starting the course	Lr.No: Dt. from the year :
	No. of seats sanctioned	

VIII	LAND & INFRASTRUCTURE DETAILS (Sale Deed/ Lease Deed (not less than 30 years) - (Attested Copies of original documents must be attached)	
1.	Total Area of Land (Minimum 5 acres of land)	
2.	Year of Lease	
3.	Lease Valid Till (not less than 30 years – Lease Deed obtained from the Government authority)	
4.	Survey Numbers	
5.	Is the land contiguous and makes a single piece of land	Yes / No
6.	Approval Plans/ Land Use Conversion (Approved by LDA/ Municipality/ Competent Authority that the land does not attract the TN Urban Land Ceiling Act 1978, TN Town & Country Planning Act 1971, TN Land Reform Act 1961)	Yes / No
7.	Verification of Ownership from Land Records	Lr.No: Dt.
8.	Total Constructed Area (in Sq.ft)	
9.	Whether Completion Certificate furnished from the competent authority	Lr.No: Dated:
10.	Whether Pollution Control Board Certificate obtained	Yes /Applied for / No Lr.No. Date :
11.	Whether sewage treatment plant is available	Yes / No Lr.No. Date :.
12.	Whether Bio-Medical waste management is followed as per PCBI	Yes / No Lr.No. Date :
13.	Whether Hospital Waste Management (Bio-Waste incinerator) is available as per the 2018 regulations	Yes / No Lr.No. Date :

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

14.	Whether obtained from the competent authority 1. Fire and Safety Certificate 2. Sanitary Certificate	Yes /Applied for / No Lr.No. Date :
15.	Whether AERB Certificate for Equipments obtained from the competent authority	Yes / No Lr.No. Date :
16.	Anatomical Act certificate from Director Medical Education (to be obtained from Medical College)	Yes / No Lr.No. Date :
17.	“Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018”	Yes / No
18.	CC TV Camera :	
	OPD Registration Counter	Yes / No
	Bio-metric attendance registration	Yes / No
	Department of Conservative Dentistry and Endodontics	Yes / No
	Lecture halls	Yes / No
	Examination Hall	Yes / No
	Note: Please ensure that all the land documents duly certified by the Revenue Authority have been checked by you	

IX	MEDICAL COLLEGE ATTACHMENT:	
1.	Type	Own Private Government
2.	Name & Address of the Medical College	
3.	Name of the Principal/Dean	
4.	Email address and contact number	
5.	Medical College duly recognized by Medical Council of India	Yes/No Lr.No. Date :
6.	Distance from Dental college to Medical college by road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes/No
7.	Whether MOU is signed by competent Authorities between Medical and Dental College for teaching B.D.S & M.D.S. Course Students	Yes/No
8.	Validity Period of MOU	
9.	Whether the above mentioned Medical College has given attachment to any other Dental College other than the proposed dental college	Yes/No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

X	100 BEDDED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms away).	
	Requirement of the 100 bedded General Hospital in accordance with the parameters prescribed by the Bureau of Indian Standards BIS/NABH with in the campus of the proposed Dental College	
1.	Type	Own Private Hospital Government General Hospital
2.	Name of the Issuing Competent Authority Whether the permission of the attached 100 bedded hospital is issued by the competent authority?	Yes / No. Lr.No. Date:
3.	Name and Address of Hospital:	
4.	Name of the Allopathic CMO with Tel No. & Mobile No.:	
5.	Distance of the hospital from the Dental College by Road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes / No
6.	Number of Beds in Hospital	Total :

Department	Required	Allotted	Occupancy		Remarks of Inspector
			During last 6 months	On the day of inspection	
General Ward –Medical including allied specialities	30				
General Ward –Surgical including allied specialities	30				
Private Ward (A/C & Non A/c)	09				
Maternity Ward	15				
Paediatric Ward	06				
Intensive Care Services (4% of bed strength)	04				
Critical Care Services (6% of bed strength)	06				

Area Requirements (As per Bureau of Indian Standards (BIS)/NABH)

	Required	Available	Remarks of Inspector
Covered Area	20 sq.m./bed		
Inpatient Services	40%		
Outpatient Services	35%		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Department and supportive services	25%		
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Man Power Requirement

Medical Staff

Designation	Required	Available	Remarks of Inspector
General Surgery	2		
General Medicine	2		
Obstetrics & Gynaecology	2		
ENT	2		
Paediatrics	2		
Anaesthesia	2		
Orthopaedics	2		
Pharmacologist	1		
Radiologist	1		
GDMO	1		
Community Medicine	1		
Hospital Administration	1		

Note: Medical teachers in all Medical Colleges except the Tutors, Residents, Registrars and Demonstrators must possess the requisite recognized Postgraduate Medical qualification in their respective subject.

The teachers in a medical college or institution having a total of 8 years teaching experience out of which at least 4 years teaching experience as Assistant Professor with two research publication in indexed journals gained after obtaining postgraduate degree qualification MD/MS in the concerned subject and as per the TEQ Regulation shall be recognized Post Graduate teacher in broad specialties.

Reader /Associate Professor (5 year Post PG experience) : A post graduate qualification MD/MS in the concerned subject and as per TEQ Regulation. As Assistant Professor in the subject for 4 years in a permitted/approved/recognized Medical college/institution with 2 Research Publication in Indexed Journals as Ist Author or as corresponding author.

Assistant Professor / Lecturer: A post graduate qualification MD/MS in the concerned subject and as per the TEQ Regulations. 3 years Junior Resident in a recognized medical college in the concerned subject and one year as Senior Resident in the concerned subject in a recognized Medical College / institution.

Nursing Staff

Designation	Required	Available	Remarks of Inspector
Matron	1		
Sister incharge	6		
O.T. Nurses	6		
General Nurses	20		
Labour Room Nurses	4		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Health Staff

Designation	Required	Available	Remarks of Inspector
Female Health Assistant	1		
Extension Educator Paramedical Staff	1		
Lab Technician/Blood Bank Tech	4		
ECG Technician	1		
Pharmacist	4		
Sr. Radiographer	1		
CSSD	2		
Medical Records	1		

Engineering Staff

Designation	Required	Available	Remarks of Inspector
Civil	2		
Mechanical	2		
Electrical	2		
Engineering Aid	4		

Other Staff

Designation	Required	Available	Remarks of Inspector
Drivers	2		
Carpenter	1		
Cooks	2		
Barber	1		
Class IV including chowkidars	55		

Administrative Staff

Designation	Required	Available	Remarks of Inspector
Office Superintendent	1		
Head Clerk	1		
Cashier	1		
Stenographer	1		
UDC	2		
LDC	4		

XI	CONSTRUCTED AREA - DENTAL COLLEGE BUILDING					
	Total completed Constructed Carpet Area Required : 1,00,000 Sq.ft.					
Floor	Area (Sqft)	Clinical Facilities	Academic Departments	Admin / Logistics / Support	Major Facilities	
Basement						
Ground						
First						
Second						
Third						
Fourth						

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Other						
TOTAL	AREA (sq.ft.)					

XII INFRASTRUCTURE & FUNCTIONAL REQUIREMENTS				
Infrastructure	Requirement	Availability	Remarks of Inspector	
Administrative block	3000 sq. ft.			
Clinical Area (for common Clinic)	2500 sq. ft.			
Library	8000 sq. ft.			
Lecture Halls – 4	6400 sq. ft.			
Central Stores	800 sq. ft.			
Maintenance room	1000 sq. ft.			
Photography and artist room	300 sq. ft.			
Medical Stores cum Pharmacy	300 sq. ft.			
Faculty Room – Dental	1000 sq. ft.			
Amenities area	1500 sq. ft.			
Boys Common Room	300 sq. ft.			
Girls Common Room	300 sq. ft.			
Room for Gas Cylinder (ventilated)	150 sq. ft.			
Compressor Room	300 sq. ft.			
Cafeteria	1500 sq. ft.			
Examination hall	3600 sq. ft.			
Auditorium (To accommodate at least 700 people)	4000 sq. ft.			
Laboratories (Dental Subjects)				
Pre-clinical Prosthodontics and dental material lab	3000 sq. ft.			
Pre-clinical conservative lab	2500 sq. ft.			
Dental Anatomy, Embryology, Oral Histology and Oral Pathology Lab	2500 sq. ft.			
LABORATORIES (Clinical)				
Prosthodontics Cast Partial and Ceramic	2500 sq. ft.			
Conservative Clinical Lab	600 sq. ft.			
Histopathology Lab for Oral Pathology	300 sq. ft.			
Haematology and Clinical Biochemistry	400 sq. ft.			
AERB certified Radiographic Room along with Dark Room	600 sq. ft.			

XIII SPECIALITY DEPARTMENT INFRA STRUCTURE DETAILS :-	
	Constructed Area for P.G. Study (Applicable for one unit)
	INFRASTRUCTURE FUNCTIONAL REQUIREMENTS FOR MDS:
	Space: In addition to the BDS functional programme the following physical facilities shall be made available to start postgraduate training programmes leading to MDS degree

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	e) A minimum of 125 sq. ft. area for each dental chair in the clinic. The area of the clinic shall be in accordance with the number of dental chairs required to be placed in the department.		
	f) Each department shall be equipped with a seminar hall, library, sterilization room, (800 to 1000 sq.ft.)		
Facility	Area (sq.ft.)	Available	Not Available
Faculty Rooms			
Clinics			
Laboratory Space			
Seminar Room			
Department Library			
PG Common Room			
Preclinical Lab			
Patient Waiting Room			
Total Area (2000 sq.ft.)			

XIV	DENTAL CHAIRS / UNITS	
	Electrical Dental Chairs Installed with all the attachments thereon	
	Whether all the chairs and units are functioning and electrically operated?	Yes / No
	Total No. of functional Chairs	/ 200
	* Specification: Electrically operated, Spittoon attachment, Halogen Light with 2 intensity, high power evacuation system, 3 way syringe, X-ray viewer attachment for Airrotor, Micromotor with straight and contrangle Hand piece, instrument tray and suction, Dental operator stool with height adjustment	

Sl. No.	Required for 100 admissions	BDS required	BDS Available	MDS required	MDS Available
				post-graduate student and two for faculty per Unit	
1.	Prosthodontics and Crown & Bridge	34		-do-	
2.	Periodontics	34		-do-	
3.	Oral Maxillofacial Surgery	30		-do-	
4.	Conservative Dentistry and Endodontics	34		-do-	
5.	Orthodontics and Dentofacial Orthopaedics	18		-do-	
6.	Oral and Maxillofacial Pathology	02		-do-	

Signature of Member :

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Convenor :

Signature of

	and Oral Microbiology				
7.	Public Health Dentistry	16		-do-	
8.	Pediatric Dentistry	20		-do-	
9.	Oral Medicine and Radiology	12		-do-	
XV	ACCOMMODATION				
	i) STAFF QUARTERS (SEPARATE FROM HOSTEL)				
1	Whether separate quarters for Principal / Dean of the Dental College building within the campus	Yes /No			
2	Staff quarters	Yes /No _____ / 19 Nos.			
3	Type (No. of rooms)	No.	Occupancy Rate (verified)		
	Guest House with minimum 2 double bed rooms.	1			

	ii) HOSTEL FOR BOYS & GIRLS. (To extent of 50% of strength)	
1	Whether the building of Hostels for Boys & Girls is separate for the dental college building within the campus.	Boys: Yes /No Girls: Yes /No
2	Hostel facility is available for minimum 50% of total intake	Yes /No
3	Whether hostel is shared by other colleges/institutions	Boys: Yes /No Girls: Yes /No
4	Hostel Facility is available for PG students	Boys: Yes /No Girls: Yes /No
5	Whether there are separate wardens for both the boys & Girls Hostel	Boys: Yes /No Girls: Yes /No
6	If yes their names & telephone numbers.	Boys: Girls:
7	Whether Inmate Register maintained in both Hostel	Boys: Yes /No Girls: Yes /No
8	Whether Kitchen inside the campus are available	Boys: Yes /No Girls: Yes /No
9	Whether there is a separate Mess for boys and Girls	Boys: Yes /No Girls: Yes /No
10	Whether Basic facilities in the Hostel room for students (1 Cot, 1 Cupboard / Table / Chair / fan)	Boys: Yes /No Girls: Yes /No
11	Whether basic amenities (electricity, Ventilation, Telephone, Internet, water treatment Plant, wash room for every 4 students, etc.,) are available	Boys: Yes /No Girls: Yes /No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

12	Whether there is a separate area for recreation (TV), play area for indoor / out door games, gymnasium for boys & Girls & reading room with books & megazines	Boys: Yes /No Girls: Yes /No
13	Hostel Facility for PG:	Boys: Yes /No Girls: Yes /No

Dwelling	Single Seater	Twin Seater	Triple Seater	% of Accommodation against total strength	No. of equipped Common Rooms	No. of messes	Remarks of Inspector
UG Boys							
UG Girls							
PG Boys							
PG Girls							

XVI	CENTRAL LIBRARY	Available	Remarks of Inspector
1	Name of the Chief Librarian with qualifications (MLIS)		
2	Assistant Librarian with qualifications (MLIS)		
3	Timing of functioning of the Library (minimum 8 hours)		
4	Total Number of Books (Minimum 600) 6 Titles for all specialties plus 5 copies each of all the subjects of first year, 2 nd year & 3 rd Year students		
5	Total Number of Journals No. 26		
	i) Indian Journals - (1 National Journal in each subject of the 9 Dental specialties)		
	ii) Indian Journals - (1 National Journal in each subject of the 8 basic medical science		
	iii) International Journals - (1 International Journals for each 9 dental specialty)		
	iv) Back Volumes - (Back Volumes of all National Journal of 9 Dental Specialties)		
	iv) e- Journals / e-Consortium details	Yes / No	
6	Total Area (Minimum 8000 sq.ft.)	Yes / No	
7	Seating Capacity (it should be minimum 50% of total strength)	Yes / No	
	Under graduate students	Yes / No	
	Post graduate students	Yes / No	
	Staff	Yes / No	
8	List of books recommended by the Dental Council of India. There should be 5 copies for 100 admissions	Yes / No	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

9	Journal Room		
10	Internet Room with 5 Nos. of Computer		
11	Room for Librarian		
12	Photo copying area		
13	Staff available in the Library		
	Audio Visual aids available		
	Number of CD's		
	Academic		
	Educational		
14	Annual budget for Books, Journals, Audiovisual aids provided & utilized to be verified with invoice		

S.No.	Amenities	Available / Not Available	Sq. Ft.
1	Reception and waiting		
2	Issue Counter		
3	Photocopying area		
4	Journal Room		
5	Staff Reading Room		
6	Store and Stocking Room		
7	Digital Library		
8	Chief librarian /Assistant Librarian Room		
9	Students Cloak Area		
10	Seating Area		

XVII LIBRARY DETAILS FOR PG STUDENTS:

Books	No. of Titles		No. of Books	
	Required	Available	Required	Available
Central Library (Pertaining to the specialty)	20		100	
No. of Books purchased in last 5 years	-		-	
Department Library	10		50	

Journals	International		National	
	Required	Available	Required	Available
Speciality & Related	4 - 6		2 - 4	
Back Volumes for 10 years	3		-	

Year/month up to which latest Indian Journals available :	
Year/month up to which latest Foreign Journals available:	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Note: All the journals of the speciality and allied subjects shall be available out of which 50 % should be in print form.

XVIII. STAFF ASSESSMENT FOR PUBLICATIONS :-

S.No	Faculty name & Designation	Name of the Journal	Category I / II / III	Authorship (1 st /2 nd /3 rd etc.)	Year of Publication	Points

S.No.	Category	Points
1.	Category I: (3) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Speciality Associations approved by Dental Council of India.	15
	Category II: (1) Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS	10
	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book	5
Note	For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and up to a maximum of 5 co-authors will be considered.	
	For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.	
	Maximum of 3 publications would be considered for allotting points in Category III.	
	Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	For the purposes of this table, the crucial date for consideration of the publications shall be the last date for submission of application i.e. 30 th of June of every year either for starting of MDS Course or increase of admission capacity in MDS Course, as the case may be, to the Central Government u/s 10A of the Dentists Act, 1948, for each academic year, as prescribed in the Time Schedule annexed to the Dental Council of India Regulations 2006 as amended from time to time.		
	Total Score Required:		
	For Professor and HOD:	40 marks	
	Professor:	30 marks	
	Reader/Associate Professor:	20 marks	
XIX	CLINICAL MATERIALS to be checked at the end of the OPD (Attendance Register to be checked & signed at the beginning and the end of the OPD and duly filled by the Inspectors)		
	No. of Patients:		
	MEDICAL COLLEGE		
	OPD Attendance	Average (Last 6 months)	
	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms)		
	OPD Attendance	Average (Last 6 months)	
	DENTAL COLLEGE HOSPITAL		
	OPD Attendance	Average (Last 6 months)	
	* Minimum requirement of 100 to 150 patient's per day.		
	*Minimum requirement of new patient's for Medical College is 800 Patients per day as per MCI Regulations.		

CLINICAL WORK LOAD

i	MCI RECOGNIZED MEDICAL COLLEGE <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

OR

ii	ATTACHED GENERAL HOSPITAL <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection
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Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

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Average Number of Patients in Last Six Months

Month						
No. of Patients						

(a) Details of Wards:

Department	Required	Allotted	Occupied
General Ward – Medical including allied specialities	30		
General Ward –Surgical including allied specialities	30		
Private Ward (A/C & Non A/c)	9		
Maternity Ward	15		
Paediatric Ward	6		
Intensive Care Services (4% of bed strength)	4		
Critical Care Services (6% of bed strength)			

(b) Medical Staff:

Department	Required	Available
General Surgery	2	
General Medicine	2	
Obstetrics & Gynaecology	2	
ENT	2	
Paediatrics	2	
Anaesthesia	2	
Orthopaedics	2	
Pharmacologist	1	
Radiologist	1	
Plastic surgeon	1	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Community Medicine	1	
Neurosurgeon	1	
Hospital Administration	1	

(c) **Nursing Staff:**

Designation	Required	Available
Matron	1	
Sister Incharge	6	
O.T. Nurses	6	
General Nurses	20	
Labour Room Nurses	4	

(d) **Health Staff:**

Designation	Required	Available
Female Health Assistant	1	
Extension Educator Paramedical Staff	1	
Lab Technician/Blood Bank Tech	4	
ECG Technician	1	
Pharmacist	4	
Sr. Radiographer	1	
CSSD	2	
Medical Records	1	

ii	DENTAL HOSPITAL <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	
		New	
		Old	

Average Number of Patients in Last Six Months

Month						
No. of Patients						

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

iii	Speciality <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection		
		UG		
		PG		
		TOTAL		

Average of Patients in Last Six months

Month						
No. of Patients						
UG						
PG						
TOTAL						

FOR COLLEGES WITH 50 UG ADMISSIONS Minimum Requirement (both UG & PG together)

Oral & Maxillofacial Surgery

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	30 (1+4)	35 (1+8)	40 (2+10)	40 (2+10)
2 nd Unit	50 (2+12)	60 (2+14)	70 (2+16)	70 (2+16)

The average of Major Surgeries + Minor Surgeries per week are mentioned above in the brackets

FOR COLLEGES WITH 100 UG ADMISSIONS Minimum Requirement (both UG & PG together)

Oral & Maxillofacial Surgery

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	40 (1+4)	50 (1+8)	60 (2+10)	60 (2+10)
2 nd Unit	70 (2+12)	80 (2+14)	100 (2+16)	100 (2+16)

The average of Major Surgeries + Minor Surgeries per week are mentioned above in the brackets

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XX . EQUIPMENTS						
3. DEPARTMENT OF ORAL AND MAXILLOFACIAL SURGERY						
S. No.	Name	Specification	Quantity		Availability	Remarks of inspector
1.	Dental Chairs and Units	Electrically operated with shadowless lamp, spittoon, 3 way syringe, instrument tray and high motorised suction, with micromotor and micro motor attachment	One chair per post-graduate student and Two chairs for the faculty in each unit.			
			1 Unit	2 Units		
2.	Autoclave	Front loading	2	3		
3.	Fumigators		1	1		
4.	Oscillating saw, Reciprocating, Saggital saw with module	With all hand pieces	1	1		
5.	<i>Surgical instruments</i> General surgery kit including tracheotomy kit Minor oral surgery kit Osteotomy kit		2	2		
			5	10		
			1	1		
	Cleft surgery kit Bone grafting kit Emergency kit Trauma set including bone plating kit Implantology kit with implants	Minimum 2 systems	1	1		
			1	1		
			1	1		
			2	2		
			1	1		
			2	2		
			10	10		
6.	Distraction osteogenesis kit		1	1		
7.	Piezo surgical unit		1	1		
8.	Surgical Magnifying loops 3x		1	1		
9.	Operating microscope and Microsurgery kit	desirable	1	1		
10.	Dermatomes		1	1		
11.	Needle destroyer		2	3		
12.	Ultrasonic Cleaner capacity 3.5 lts		1	1		
13.	Formalin chamber		1	1		
14.	Pulse oxymeter/NIBP		1	1		
15.	Ventilator		1	1		
16.	Major operation theatre with all facilities as per MCI guidelines		1	1		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

17.	Recovery and Intensive Care Unit with all necessary life support equipments		2 beds	2 beds		
18.	Fiber optic light		1	1		
19.	In-patient beds		20	20		
20.	Fiber optic laryngoscope		1	1		
21.	Computer with internet connection with attached printer and scanner		1	1		
22.	LCD projector		1	1		
23.	Refrigerator		1	1		

	Whether all the above mentioned equipment's are functioning?	Yes / No
	Whether detailed list of equipment's as furnished by the college authority is attached	Yes / No

Research Facility	Yes / No
Stipend for PG Students	Yes / No
Stipend Amount for PG students per month	Rs.

XXI	OTHER FACILITIES	
	i) Rural centres with suitable staff and equipments	Yes / No
	ii) To Satellite Centre with suitable staff and equipments	Yes / No
	iii) One bus earmarked for Dental College alone	Yes / No
	iv) Anti Ragging Committee as per norms	Yes / No
XXII	FURNITURE	
	Adequate Furniture for :	
	Faculty	Yes / No
	Non-teaching Staff	Yes / No
	Adequate Furniture :	Yes / No
	Lockers for students	Boys : Yes / No Girls : Yes / No
	Common hall	Boys : Yes / No Girls : Yes / No

XXIII	EXAMINATION HALL FACILITIES (Required area 3600 sq. ft)		
	Sl. No.	Description	Quantity
	1.	Pentium – IV Computer /Laptop /Windows 2000/windows XP / Internet explorer/Mozilla Firefox, Adobe Acrobat Reader / Anti virus software.	2
	2.	Laser Printer/Inkjet Printer	2

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	3.	1 KVA UPS with min. of 2 hours of backup	2
	4.	Copier machine with min. of 90 PPM	1
	5.	Broadband Internet	1
	6.	Fax Machine / USB wireless Internet Data Card	1
	7.	Power Generator	1
1.	Whether all the facilities available in the examination?		Yes /No
2.	Whether CC TV Camera Footages available in Examination Halls?		Yes /No
3.	Whether CCTV Camera is functioning?		Yes /No
4.	Whether the metal detector in the centre?		Yes /No
5.	Whether the jammer in the centre?		Yes /No

XXIV	SECURITY DEPOSIT for BDS			
	Details of creation of Security Deposits			
Installment	Amount	FDR No. & Date	Bank	Maturity Date
I Inst	Rs.20,00,000/-			
II Inst	Rs.10,00,000/-			
III Inst	Rs.10,00,000/-			
VI Inst	Rs.10,00,000/-			

XXV	UNIVERSITY FEES WITH GST 18% FOR ISSUE OF PROVISIONAL AFFILIATION	
	Inspection Fee: - Rs. 59,000/- (LCA Rs.50,000 + GST 18% 9000)	Receipt No. Date
	RTGS Details	
	GST No. of the Institution	

XXVI	SHOW CAUSE NOTICE	
	Whether show cause notice, if any, was issued for the inadequacy of facilities / teaching staff etc. /	
	if so, furnish details	
	Whether the institution has fulfilled all the conditions: for B.D.S. Degree course as referred to various provisions in the Dental council of India Regulations and in the Tamil Nadu Dr.M.G.R. Medical University Statutes for the Affiliation of Dental colleges	
XXVII	PAST DEFICIENCIES:	
	Details of rectification of past deficiencies observed by the previous year inspection commission	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XXVIII. OVERALL IMPRESSION :-

	Comments
Infrastructure	
Hostel Facility	
Clinical Material	
Staff Assessment	
Student Assessment	
Library facilities	
Equipment	
Overall Department Assessment	
Any other Observations	

XXIX	OBSERVATION OF THE INSPECTION COMMISSION: 1) 2)	
XXX	Whether the Trust / Society / Institute has fulfilled all the conditions and requirements as specified in the statutes to grant of Provisional Affiliation for M.D.S Degree course from the academic year 20 - 20	Yes / No
XXXI	We hereby declare that all the documents have been physically verified by us.	

Signature of Principal/Dean with seal	
Signatures of Inspector (Member) with date	Signatures of Inspector (Convener) with date
Residential address:	Residential address:
Phone: Office :	Phone: Office :
Residence :	Residence :
Mobile No.	Mobile No.

Signature of Member :

Signature of Principal / Dean :

Convener :

Signature of

MDS COURSE**The inspection report should be confidential.**

S.No	Check list for the Inspectors:	Mark (☐) any one	
1.	Is the Inspection Proforma filled Completely and each page <u>signed by both the inspectors?</u>	Yes	No
2.	Has the University affiliation been checked and found in order? (copy should be attached with the inspection proforma)	Yes	No
3.	Has the Essentiality Certificate been checked and found in order?	Yes	No
4.	Has the infrastructure and equipment with the vouchers for clearance of payment to the suppliers been checked and verified as per the prescribed DCI norms?	Yes	No
5.	Is the attached hospital (100 bedded) as per the norms and located within 10 kms from the Dental College?	Yes	No
6.	Are the teachers posted as per DCI/MCI norms and the updated registration certificate from respective State Councils attached?	Yes	No
7.	Medical College / Hospital Attached	Yes	No
	a) MCI Approved / Recognised Medical College.	Yes	No
	b) 100 Bedded General Hospital.	Yes	No
	c) Authority of attachment	Yes	No
	d) Medical Teaching Staff for BDS/MDS	Yes	No
	e) Bed Occupancy	Yes	No
8.	Is the list of teaching staff as per DCI format enclosed?	Yes	No
9.	Have the Dental and Medical faculty been checked for the following?	Yes	No
	a) Appointment: The appointment of faculty in private dental colleges should be made through proper selection committee (as per University Act of the concerned state and as per Dental Council of India (Miscellaneous) Regulations 2007, The Gazette of India Part III Section (IV) page 3 serial No. 8	Yes	No
	b) Affidavit	Yes	No
	c) Teaching experience	Yes	No
	d) Relieving certificates from the previous institutions	Yes	No
	e) Appointment, Promotion and Reliving orders from previous Institutions	Yes	No
	f) TDS Certificate	Yes	No
	g) Form 16 through Traces	Yes	No
	h) Proof of Residence	Yes	No
	i) Aadhaar Card	Yes	No
	j) PAN No.	Yes	No
	k) State Council Registration renewed till current year	Yes	No
	l) Certified Copy of Bank Statement / Pass Book by the bank (6 months)	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	m)	Is the list of teaching staff as per DCI format enclosed?	Yes	No
	n)	Biometric Attendance	Yes	No
	o)	Signature of Teaching Faculty on both days of inspection.	Yes	No
	m)	Any staff on Notice Period (not to be considered after submission of resignation.	Yes	No
10.		Signature of PG students on both days of Inspection.	Yes	No
11.		Has the details of Students been checked?	Yes	No
		Biometric Attendance made functional so far. If not, given reason	Yes	No
12.		Has the clinical material till <u>the end of both the days</u> and patient inflow, as per norms, been checked?	Yes	No
13.		Has the e-Library/Library been checked for Books /Journals/e-journals and other facilities?	Yes	No
14.		Have the detailed comments been submitted along with the Inspection Report? (strengths and shortcomings).	Yes	No
15.		Have the details of the publications as given in the format of the Inspection Proforma been verified?	Yes	No
16.		Has the <u>list of special cases treated with details in the speciality</u> for the last three years (In case of increase of seats only) been checked?	Yes	No
17.		Any case of Ragging in the institution in the last one year has been reported?	Yes	No
18.		Have the Satellite Clinics been checked?	Yes	No
19.		Have the Publications of Faculty been checked?	Yes	No
20.		Have the Bio Medical waste details been checked?	Yes	No
21.		Have the Fire and Safety Certificate been obtained and renewed annually?	Yes	No
22.		Has the CCTV Camera been checked and found in order?	Yes	No
23.		Has the details regarding “Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018” in the institution been checked?	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**All below submitted document indexed as per
the Annexure and Soft bound**

	ANNEXURE
I	Trust Documents
II	Permission letters :- State Government University Dental Council of India Ministry of Health (GOI)
III	Land and infrastructure Documents Building Completion Certificate,
IV	Medical College Attachment Details
V	General Hospital Details
VI	Constructed area
VII	Details of Accommodation for Staff Quarters and Hostel
VIII	Central Library
IX	Clinical material details
X	Affidavit – Medical, Dental teaching staff List of non teaching staff on the date of inspection
XI	Documents for fee details
XII	Others Pollution Control Board Certificate, Sewage treatment Plant, Bio Medical Waste Management Certificate, Bio-Waste incinerator, Fire & Safety Certificate, Sanitary Certificate, AERB Certificate for Equipments, Anatomical Act Certificate, Proof of Biometric Attendance, Evidence for CCTV, Anti Ragging Committee, Satellite Clinic for Rural Area, Establishment of Tobacco Cessation Center, Copy of RC book for Bus, Audited statement for annual accounts for last year

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

INSTRUCTIONS FOR INSPECTORS AND PRINCIPAL

The institution details to be duly typed and filled by the Principal/Dean.
Soft copy of filled Proforma should be submitted to the Inspectors on their arrival.
A separate computer system with printer and scanner along with a supporting staff should be provided for purpose of inspection.
After verification of the details mentioned in inspection proforma, each page should be duly signed by the Principal/Dean and both the inspectors (Convener and Member).
The completed proforma along with all annexures must be submitted to this University with in 48 hours of inspection.
The scanned copy of the signed inspection report must be sent to the University by email to the Registrar of this University (registrar@tnmgrmu.ac.in).
All supportive evidence / documents should be annexed in a Soft bound (Not Spiral)
Please retain one copy of the Inspection Report duly signed by the Inspectors for future eventualities for a period of 06 (six) months.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI – 600 032.



INSPECTION PROFORMA – M.D.S

PROVISIONAL AFFILIATION FOR STARTING OF NEW M.D.S. COURSE

CONSERVATIVE DENTISTRY & ENDODONTICS

THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI - 600 032
MASTER OF DENTAL SURGERY (M.D.S.) DEGREE COURSE

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**TO GRANT OF PROVISIONAL AFFILIATION FOR
STARTING OF M.D.S. COURSE**

INSPECTION REPORT

DEPARTMENT OF CONSERVATIVE DENTISTRY AND ENDODONTICS

I	Name of the Convenor with Designation and Address, Mobile No.	
	Names of Member(s) with Designation and Address, Mobile No.	
II	University Letter No. & date in which the Inspection Commission Constituted	Lr.No. Date :
III	Date of Inspection	
IV	Date of Last Inspection	
V	ORGANIZATION APPLYING FOR PERMISSION	
	a) State Government	
	b) University	
	c) An autonomous body promoted by the Central / State Government	
	d) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding enactments in States; or Public religious or Charitable Trust registered under the Trust Act 1882 (2 of 1882) or the Wakf Act 1954 (29 of 1954)	
VI	DETAILS	
1.	a. Name of the Managing Trustee and Name of the Society / Trust and its full registered address with telephone Numbers (Telex No., Fax No., e-mail No.)	
	b. Enclose trust details with audited accounts for the last 3 years.	
2.	Name of the other courses run by the Trust	
3.	Name of the proposed Dental College Full Address of the Dental College , Fax No. & e-mail ID	
4.	Name and details of authorities representing the Management present at the time of Inspection	
5.	Name of the Principal / Dean	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	Institutional e-mail Id	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Aadhaar Card No.	
	State Dental Council Registration No.	

6.	a) Name of the Speciality applied	
	b) No. of seats applied	

7.	Name of the Head of Department	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	E-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

VII	PERMISSION LETTERS	
a.	DETAILS OF B.D.S. COURSE	
	State Govt. Permission / Essentiality Certificate	Lr.No: Dt. from the year :
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	DCI /GOI's formal permission for starting the B.D.S course	Lr.No: Dt. from the year :
	Provisional Affiliation issued by the University – B.D.S Course	Proc.No. Dt.
	Year of commencement of the I B.D.S Degree course	From the year
	Continuance of Provisional Affiliation issued by the University with intake from commencement of BDS Course till date (1 st , 2 nd , 3 rd , 4 th and CRI)	Proc.No. Dt. Intake
	Govt. of India notification of the recognition of the Entire B.D.S degree course conducted by the institution	Lr.No: Dt. Intake

b.	DETAILS OF M.D.S. COURSE	
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	Name of the Speciality	
	No. of seats approved	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	DCI /GOI's formal permission for starting the course	Lr.No: Dt. from the year :
	No. of seats sanctioned	

VIII LAND & INFRASTRUCTURE DETAILS (Sale Deed/ Lease Deed (not less than 30 years) - (Attested Copies of original documents must be attached))		
1.	Total Area of Land (Minimum 5 acres of land)	
2.	Year of Lease	
3.	Lease Valid Till (not less than 30 years – Lease Deed obtained from the Government authority)	
4.	Survey Numbers	
5.	Is the land contiguous and makes a single piece of land	Yes / No
6.	Approval Plans/ Land Use Conversion (Approved by LDA/ Municipality/ Competent Authority that the land does not attract the TN Urban Land Ceiling Act 1978, TN Town & Country Planning Act 1971, TN Land Reform Act 1961)	Yes / No
7.	Verification of Ownership from Land Records	Lr.No: Dt.
8.	Total Constructed Area (in Sq.ft)	
9.	Whether Completion Certificate furnished from the competent authority	Lr.No: Dated:
10.	Whether Pollution Control Board Certificate obtained	Yes /Applied for / No Lr.No. Date :
11.	Whether sewage treatment plant is available	Yes / No Lr.No. Date :.
12.	Whether Bio-Medical waste management is followed as per PCBI	Yes / No Lr.No. Date :
13.	Whether Hospital Waste Management (Bio-Waste incinerator) is available as per the 2018 regulations	Yes / No Lr.No. Date :
14.	Whether obtained from the competent authority 1. Fire and Safety Certificate 2. Sanitary Certificate	Yes /Applied for / No Lr.No. Date :
15.	Whether AERB Certificate for Equipments obtained from the competent authority	Yes / No Lr.No. Date :

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

16.	Anatomical Act certificate from Director Medical Education (to be obtained from Medical College)	Yes / No Lr.No. Date :
17.	“Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018”	Yes / No
18.	CC TV Camera :	
	OPD Registration Counter	Yes / No
	Bio-metric attendance registration	Yes / No
	Department of Conservative Dentistry and Endodontics	Yes / No
	Lecture halls	Yes / No
	Examination Hall	Yes / No
	Note: Please ensure that all the land documents duly certified by the Revenue Authority have been checked by you	

IX	MEDICAL COLLEGE ATTACHMENT:	
1.	Type	Own Private Government
2.	Name & Address of the Medical College	
3.	Name of the Principal/Dean	
4.	Email address and contact number	
5.	Medical College duly recognized by Medical Council of India	Yes/No Lr.No. Date :
6.	Distance from Dental college to Medical college by road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes/No
7.	Whether MOU is signed by competent Authorities between Medical and Dental College for teaching B.D.S & M.D.S. Course Students	Yes/No
8.	Validity Period of MOU	
9.	Whether the above mentioned Medical College has given attachment to any other Dental College other than the proposed dental college	Yes/No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

X	100 BEDDED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms away).	
	Requirement of the 100 bedded General Hospital in accordance with the parameters prescribed by the Bureau of Indian Standards BIS/NABH with in the campus of the proposed Dental College	
1.	Type	Own Private Hospital Government General Hospital
2.	Name of the Issuing Competent Authority Whether the permission of the attached 100 bedded hospital is issued by the competent authority?	Yes / No. Lr.No. Date:
3.	Name and Address of Hospital:	
4.	Name of the Allopathic CMO with Tel No. & Mobile No.:	
5.	Distance of the hospital from the Dental College by Road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes / No
6.	Number of Beds in Hospital	Total :

Department	Required	Allotted	Occupancy		Remarks of Inspector
			During last 6 months	On the day of inspection	
General Ward –Medical including allied specialities	30				
General Ward –Surgical including allied specialities	30				
Private Ward (A/C & Non A/c)	09				
Maternity Ward	15				
Paediatric Ward	06				
Intensive Care Services (4% of bed strength)	04				
Critical Care Services (6% of bed strength)	06				

Area Requirements (As per Bureau of Indian Standards (BIS)/NABH)

	Required	Available	Remarks of Inspector
Covered Area	20 sq.m./bed		
Inpatient Services	40%		
Outpatient Services	35%		
Department and supportive services	25%		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Man Power Requirement**Medical Staff**

Designation	Required	Available	Remarks of Inspector
General Surgery	2		
General Medicine	2		
Obstetrics & Gynaecology	2		
ENT	2		
Paediatrics	2		
Anaesthesia	2		
Orthopaedics	2		
Pharmacologist	1		
Radiologist	1		
GDMO	1		
Community Medicine	1		
Hospital Administration	1		

Note: Medical teachers in all Medical Colleges except the Tutors, Residents, Registrars and Demonstrators must possess the requisite recognized Postgraduate Medical qualification in their respective subject.

The teachers in a medical college or institution having a total of 8 years teaching experience out of which at least 4 years teaching experience as Assistant Professor with two research publication in indexed journals gained after obtaining postgraduate degree qualification MD/MS in the concerned subject and as per the TEQ Regulation shall be recognized Post Graduate teacher in broad specialties.

Reader /Associate Professor (5 year Post PG experience) : A post graduate qualification MD/MS in the concerned subject and as per TEQ Regulation. As Assistant Professor in the subject for 4 years in a permitted/approved/recognized Medical college/institution with 2 Research Publication in Indexed Journals as Ist Author or as corresponding author.

Assistant Professor / Lecturer: A post graduate qualification MD/MS in the concerned subject and as per the TEQ Regulations. 3 years Junior Resident in a recognized medical college in the concerned subject and one year as Senior Resident in the concerned subject in a recognized Medical College / institution.

Nursing Staff

Designation	Required	Available	Remarks of Inspector
Matron	1		
Sister incharge	6		
O.T. Nurses	6		
General Nurses	20		
Labour Room Nurses	4		

Health Staff

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Designation	Required	Available	Remarks of Inspector
Female Health Assistant	1		
Extension Educator Paramedical Staff	1		
Lab Technician/Blood Bank Tech	4		
ECG Technician	1		
Pharmacist	4		
Sr. Radiographer	1		
CSSD	2		
Medical Records	1		

Engineering Staff

Designation	Required	Available	Remarks of Inspector
Civil	2		
Mechanical	2		
Electrical	2		
Engineering Aid	4		

Other Staff

Designation	Required	Available	Remarks of Inspector
Drivers	2		
Carpenter	1		
Cooks	2		
Barber	1		
Class IV including chowkidars	55		

Administrative Staff

Designation	Required	Available	Remarks of Inspector
Office Superintendent	1		
Head Clerk	1		
Cashier	1		
Stenographer	1		
UDC	2		
LDC	4		

XI	CONSTRUCTED AREA - DENTAL COLLEGE BUILDING					
	Total completed Constructed Carpet Area Required : 1,00,000 Sq.ft.					
Floor	Area (Sqft)	Clinical Facilities	Academic Departments	Admin /Logistics / Support	Major Facilities	
Basement						
Ground						
First						
Second						
Third						
Fourth						
Other						
TOTAL	AREA (sq.ft.)					

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XII	INFRASTRUCTURE & FUNCTIONAL REQUIREMENTS		
Infrastructure	Requirement	Availability	Remarks of Inspector
Administrative block	3000 sq. ft.		
Clinical Area (for common Clinic)	2500 sq. ft.		
Library	8000 sq. ft.		
Lecture Halls – 4	6400 sq. ft.		
Central Stores	800 sq. ft.		
Maintenance room	1000 sq. ft.		
Photography and artist room	300 sq. ft.		
Medical Stores cum Pharmacy	300 sq. ft.		
Faculty Room – Dental	1000 sq. ft.		
Amenities area	1500 sq. ft.		
Boys Common Room	300 sq. ft.		
Girls Common Room	300 sq. ft.		
Room for Gas Cylinder (ventilated)	150 sq. ft.		
Compressor Room	300 sq. ft.		
Cafeteria	1500 sq. ft.		
Examination hall	3600 sq. ft.		
Auditorium (To accommodate at least 700 people)	4000 sq. ft.		
Laboratories (Dental Subjects)			
Pre-clinical Prosthodontics and dental material lab	3000 sq. ft.		
Pre-clinical conservative lab	2500 sq. ft.		
Dental Anatomy, Embryology, Oral Histology and Oral Pathology Lab	2500 sq. ft.		
LABORATORIES (Clinical)			
Prosthodontics Cast Partial and Ceramic	2500 sq. ft.		
Conservative Clinical Lab	600 sq. ft.		
Histopathology Lab for Oral Pathology	300 sq. ft.		
Haematology and Clinical Biochemistry	400 sq. ft.		
AERB certified Radiographic Room along with Dark Room	600 sq. ft.		

XIII	SPECIALITY DEPARTMENT INFRA STRUCTURE DETAILS :-
	Constructed Area for P.G. Study (Applicable for one unit)
	INFRASTRUCTURE FUNCTIONAL REQUIREMENTS FOR MDS:
	Space: In addition to the BDS functional programme the following physical facilities shall be made available to start postgraduate training programmes leading to MDS degree
	g) A minimum of 125 sq. ft. area for each dental chair in the clinic. The area of the clinic shall be in accordance with the number of dental chairs required to be placed in the department.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

h) Each department shall be equipped with a seminar hall, library, sterilization room, (800 to 1000 sq.ft.)			
Facility	Area (sq.ft.)	Available	Not Available
Faculty Rooms			
Clinics			
Laboratory Space			
Seminar Room			
Department Library			
PG Common Room			
Preclinical Lab			
Patient Waiting Room			
Total Area (2000 sq.ft.)			

XIV	DENTAL CHAIRS / UNITS	
	Electrical Dental Chairs Installed with all the attachments thereon	
	Whether all the chairs and units are functioning and electrically operated?	Yes / No
	Total No. of functional Chairs	/ 200
	* Specification: Electrically operated, Spittoon attachment, Halogen Light with 2 intensity, high power evacuation system, 3 way syringe, X-ray viewer attachment for Airrotor, Micromotor with straight and contrangle Hand piece, instrument tray and suction, Dental operator stool with height adjustment	

Sl. No.	Required for 100 admissions	BDS required	BDS Available	MDS required	MDS Available
				post-graduate student and two for faculty per Unit	
1.	Prosthodontics and Crown & Bridge	34		-do-	
2.	Periodontics	34		-do-	
3.	Oral Maxillofacial Surgery	30		-do-	
4.	Conservative Dentistry and Endodontics	34		-do-	
5.	Orthodontics and Dentofacial Orthopaedics	18		-do-	
6.	Oral and Maxillofacial Pathology and Oral Microbiology	02		-do-	
7.	Public Health Dentistry	16		-do-	
8.	Pediatric Dentistry	20		-do-	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

9.	Oral Medicine and Radiology	12		-do-	
XV	ACCOMMODATION				
	i) STAFF QUARTERS (SEPARATE FROM HOSTEL)				
1	Whether separate quarters for Principal / Dean of the Dental College building within the campus	Yes /No			
2	Staff quarters	Yes /No ____ / 19 Nos.			
3	Type (No. of rooms)	No.	Occupancy Rate (verified)		
	Guest House with minimum 2 double bed rooms.	1			

	ii) HOSTEL FOR BOYS & GIRLS. (To extent of 50% of strength)	
1	Whether the building of Hostels for Boys & Girls is separate for the dental college building within the campus.	Boys: Yes /No Girls: Yes /No
2	Hostel facility is available for minimum 50% of total intake	Yes /No
3	Whether hostel is shared by other colleges/institutions	Boys: Yes /No Girls: Yes /No
4	Hostel Facility is available for PG students	Boys: Yes /No Girls: Yes /No
5	Whether there are separate wardens for both the boys & Girls Hostel	Boys: Yes /No Girls: Yes /No
6	If yes their names & telephone numbers.	Boys: Girls:
7	Whether Inmate Register maintained in both Hostel	Boys: Yes /No Girls: Yes /No
8	Whether Kitchen inside the campus are available	Boys: Yes /No Girls: Yes /No
9	Whether there is a separate Mess for boys and Girls	Boys: Yes /No Girls: Yes /No
10	Whether Basic facilities in the Hostel room for students (1 Cot, 1 Cupboard / Table / Chair / fan)	Boys: Yes /No Girls: Yes /No
11	Whether basic amenities (electricity, Ventilation, Telephone, Internet, water treatment Plant, wash room for every 4 students, etc.,) are available	Boys: Yes /No Girls: Yes /No
12	Whether there is a separate area for recreation (TV), play area for indoor / out door games, gymnasium for boys & Girls & reading room with books & megazines	Boys: Yes /No Girls: Yes /No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

13	Hostel Facility for PG:	Boys: Yes /No Girls: Yes /No
----	-------------------------	---------------------------------

Dwelling	Single Seater	Twin Seater	Triple Seater	% of Accommodation against total strength	No. of equipped Common Rooms	No. of messes	Remarks of Inspector
UG Boys							
UG Girls							
PG Boys							
PG Girls							

XVI	CENTRAL LIBRARY	Available	Remarks of Inspector
1	Name of the Chief Librarian with qualifications (MLIS)		
2	Assistant Librarian with qualifications (MLIS)		
3	Timing of functioning of the Library (minimum 8 hours)		
4	Total Number of Books (Minimum 600) 6 Titles for all specialties plus 5 copies each of all the subjects of first year, 2 nd year & 3 rd Year students		
5	Total Number of Journals No. 26		
	i) Indian Journals - (1 National Journal in each subject of the 9 Dental specialties)		
	ii) Indian Journals - (1 National Journal in each subject of the 8 basic medical science		
	iii) International Journals - (1 International Journals for each 9 dental specialty)		
	iv) Back Volumes - (Back Volumes of all National Journal of 9 Dental Specialties)		
	iv) e- Journals / e-Consortium details	Yes / No	
6	Total Area (Minimum 8000 sq.ft.)	Yes / No	
7	Seating Capacity (it should be minimum 50% of total strength)	Yes / No	
	Under graduate students	Yes / No	
	Post graduate students	Yes / No	
	Staff	Yes / No	
8	List of books recommended by the Dental Council of India. There should be 5 copies for 100 admissions	Yes / No	
9	Journal Room		
10	Internet Room with 5 Nos. of Computer		
11	Room for Librarian		
12	Photo copying area		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

13	Staff available in the Library		
	Audio Visual aids available		
	Number of CD's		
	Academic		
	Educational		
14	Annual budget for Books, Journals, Audiovisual aids provided & utilized to be verified with invoice		

S.No.	Amenities	Available / Not Available	Sq. Ft.
1	Reception and waiting		
2	Issue Counter		
3	Photocopying area		
4	Journal Room		
5	Staff Reading Room		
6	Store and Stocking Room		
7	Digital Library		
8	Chief librarian /Assistant Librarian Room		
9	Students Cloak Area		
10	Seating Area		

XVII LIBRARY DETAILS FOR PG STUDENTS:

Books	No. of Titles		No. of Books	
	Required	Available	Required	Available
Central Library (Pertaining to the specialty)	20		100	
No. of Books purchased in last 5 years	-		-	
Department Library	10		50	

Journals	International		National	
	Required	Available	Required	Available
Speciality & Related	4 - 6		2 - 4	
Back Volumes for 10 years	3		-	

Year/month up to which latest Indian Journals available :	
Year/month up to which latest Foreign Journals available:	
Note: All the journals of the speciality and allied subjects shall be available out of which 50 % should be in print form.	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XVIII. STAFF ASSESSMENT FOR PUBLICATIONS :-

S.No	Faculty name & Designation	Name of the Journal	Category I / II / III	Authorship (1 st /2 nd /3 rd etc.)	Year of Publication	Points

S.No.	Category	Points
1.	Category I: (4) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Speciality Associations approved by Dental Council of India.	15
	Category II: (1) Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS	10
	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book	5
Note	For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and up to a maximum of 5 co-authors will be considered.	
	For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.	
	Maximum of 3 publications would be considered for allotting points in Category III.	
	Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.	
	For the purposes of this table, the crucial date for consideration of the publications shall be the last date for submission of application i.e. 30 th of June of every year either for starting of MDS Course or increase of admission capacity in MDS Course, as the case may be, to the Central Government u/s 10A of the Dentists Act, 1948, for each academic year, as prescribed in the Time Schedule annexed to the Dental Council of India Regulations 2006 as amended from time to time.	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Total Score Required:		
	For Professor and HOD:	40 marks	
	Professor:	30 marks	
	Reader/Associate Professor:	20 marks	
XIX	CLINICAL MATERIALS to be checked at the end of the OPD (Attendance Register to be checked & signed at the beginning and the end of the OPD and duly filled by the Inspectors)		
	No. of Patients:		
	MEDICAL COLLEGE		
	OPD Attendance	Average (Last 6 months)	
	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms)		
	OPD Attendance	Average (Last 6 months)	
	DENTAL COLLEGE HOSPITAL		
	OPD Attendance	Average (Last 6 months)	
	* Minimum requirement of 100 to 150 patient's per day.		
	*Minimum requirement of new patient's for Medical College is 800 Patients per day as per MCI Regulations.		

CLINICAL WORK LOAD

i	ATTACHED MEDICAL COLLEGE (should be recorded at the end of the OPD hour up to 2 pm)	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

ii	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms). (should be recorded at the end of the OPD hour up to 2 pm)	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iii	DENTAL HOSPITAL	On the day of Inspection
------------	------------------------	--------------------------

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	should be recorded at the end of the OPD hour up to 2 pm)	New	
		Old	

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iv	Speciality should be recorded at the end of the OPD hour up to 2 pm)	On the day of Inspection		
		UG		
		PG		
		TOTAL		

Average of Patients in Last Six months

Month						
No. of Patients						
UG						
PG						
TOTAL						

FOR COLLEGES WITH 50 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Conservative Dentistry and Endodontics

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	35	40	50	50
2 nd Unit	60	70	80	80

FOR COLLEGES WITH 100 UG ADMISSIONS:
Minimum Requirement (both UG & PG together)

Conservative Dentistry and Endodontics

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	50	60	70	70

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

2 nd Unit	80	90	100	100
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XX. EQUIPMENTS :-**DEPARTMENT: CONSERVATIVE DENTISTRY AND ENDODONTICS**

S. No.	Name	Specification	Quantity		Availability	Remarks of Inspector
1.	Dental Chairs and Units	Electrically operated with shadowless lamp, spittoon, 3 way syringe, instrument tray and motorized suction, micromotor, airtor attachment with hand pieces (Fibre optic) and scaller	One chair per post-graduate student and two for faculty per Unit			
			Unit 1	Unit 2		
2.	ENDOSONIC HANDPIECES – Micro endosonic Tips, retro treatment		2	3		
3.	Mechanised rotary instruments including hand pieces (speed and torque control) and hand instruments various systems		3	6		
4.	Rubber dam kit		1 per chair	1 per chair		
5.	Autoclaves for bulk instrument sterilization vacuum (Front loading)		2	3		
6.	Autoclaves for hand piece sterilization		1	1		
7.	Apex locators		2	4		
8.	Pulp tester		2	4		
9.	Equipments for injectable thermo plasticized gutta percha		1	2		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

10.	Operating microscopes 3 step or 5 step magnification		1	1		
11.	Surgical endo kits (Microsurgery)		2	2		
12.	Set of hand cutting instruments		1	2		
13.	Sterilizer trays for autoclave		4	6		
14.	Ultrasonic cleaner capacity 3.5 lts		1	1		
15.	Variable Intensity polymerization equipments - VLC units	Desirable	1	1		
16.	Conventional VLC units		2	4		
17.	Needle destroyer		2	2		
18.	Magnifying loupes		1	2		
19.	LCD projector		1	1		
20.	Composite kits with different shades and polishing kits		2	4		
21.	Ceramic finishing kits, metal finishing kits	In ceramic labs	2	3		
22.	Amalgam finishing kits		2	3		
23.	RVG with x-ray machine developing kit		1	1		
24.	Chair side micro abrasion		1	1		
25.	Bleaching unit		1	1		
26.	Instrument retrieval kits with Piezo Electric ultrasonic tips		1	1		
27.	Computer with internet connection with attached printer and scanner		1	1		
28.	Refrigerator		1	1		
29.	Equipments for casting procedures					
30.	Equipments for		1	1		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	ceramics including induction casting machines/ burnout preheat furnaces/ wax elimination furnaces					
31.	Lab micro motor/ metal grinders / sand blasters/ polishing lathes/ duplicator equipment/ vacuum investment equipments		1	1		
32.	Laser (preferably hard tissue)		1	1		
33.	Face bow with semi adjustable articulator		1	1		
34.	GP cutter		3	6		
35.	Proffin system	Optional	1	1		
36.	Phantom Heads		3	6		

	Whether all the above mentioned equipment's are functioning?	Yes / No
	Whether detailed list of equipment's as furnished by the college authority is attached	Yes / No

Research Facility	Yes / No
Stipend for PG Students	Yes / No
Stipend Amount for PG students per month	Rs.

XXI	OTHER FACILITIES	
	i) Rural centres with suitable staff and equipments	Yes / No
	ii) To Satellite Centre with suitable staff and equipments	Yes / No
	iii) One bus earmarked for Dental College alone	Yes / No
	iv) Anti Ragging Committee as per norms	Yes / No
XXII	FURNITURE	
	Adequate Furniture for :	
	Faculty	Yes / No
	Non-teaching Staff	Yes / No
	Adequate Furniture :	Yes / No
	Lockers for students	Boys : Yes / No Girls : Yes / No
	Common hall	Boys : Yes / No Girls : Yes / No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XXIII EXAMINATION HALL FACILITIES (Required area 3600 sq. ft)			
	Sl. No.	Description	Quantity
	1.	Pentium – IV Computer /Laptop /Windows 2000/windows XP / Internet explorer/Mozilla Firefox, Adobe Acrobat Reader / Anti virus software.	2
	2.	Laser Printer/Inkjet Printer	2
	3.	1 KVA UPS with min. of 2 hours of backup	2
	4.	Copier machine with min. of 90 PPM	1
	5.	Broadband Internet	1
	6.	Fax Machine / USB wireless Internet Data Card	1
	7.	Power Generator	1
1.	Whether all the facilities available in the examination?		Yes /No
2.	Whether CC TV Camera Footages available in Examination Halls?		Yes /No
3.	Whether CCTV Camera is functioning?		Yes /No
4.	Whether the metal detector in the centre?		Yes /No
5.	Whether the jammer in the centre?		Yes /No

XXIV SECURITY DEPOSIT for BDS				
Details of creation of Security Deposits				
Installment	Amount	FDR No. & Date	Bank	Maturity Date
I Inst	Rs.20,00,000/-			
II Inst	Rs.10,00,000/-			
III Inst	Rs.10,00,000/-			
VI Inst	Rs.10,00,000/-			

XXV UNIVERSITY FEES WITH GST 18% FOR ISSUE OF PROVISIONAL AFFILIATION		
Inspection Fee: - Rs. 59,000/- (LCA Rs.50,000 + GST 18% 9000)		Receipt No.
RTGS Details		Date
GST No. of the Institution		

XXVI SHOW CAUSE NOTICE		
Whether show cause notice, if any, was issued for the inadequacy of facilities / teaching staff etc. /		
if so, furnish details		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Whether the institution has fulfilled all the conditions: for B.D.S. Degree course as referred to various provisions in the Dental council of India Regulations and in the Tamil Nadu Dr.M.G.R. Medical University Statutes for the Affiliation of Dental colleges	
XXVII	PAST DEFICIENCIES:	
	Details of rectification of past deficiencies observed by the previous year inspection commission	

XXVIII. OVERALL IMPRESSION :-

	Comments
Infrastructure	
Hostel Facility	
Clinical Material	
Staff Assessment	
Student Assessment	
Library facilities	
Equipment	
Overall Department Assessment	
Any other Observations	

XXIX	OBSERVATION OF THE INSPECTION COMMISSION: 1) 2)	
XXX	Whether the Trust / Society / Institute has fulfilled all the conditions and requirements as specified in the statutes to grant of Provisional Affiliation for MDS Degree Course from the academic year 20 - 20	Yes / No
XXXI	We hereby declare that all the documents have been physically verified by us.	
Signature of Principal/Dean with seal		
Signatures of Inspector (Member) with date		Signatures of Inspector (Convener) with date
Residential address:		Residential address:
Phone: Office :		Phone: Office :
Residence :		Residence :
Mobile No.		Mobile No.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

MDS COURSE**The inspection report should be confidential.**

S.No	<u>Check list for the Inspectors:</u>	Mark (☐) any one	
1.	Is the Inspection Proforma filled Completely and each page <u>signed by both the inspectors?</u>	Yes	No
2.	Has the University affiliation been checked and found in order? (copy should be attached with the inspection proforma)	Yes	No
3.	Has the Essentiality Certificate been checked and found in order?	Yes	No
4.	Has the infrastructure and equipment with the vouchers for clearance of payment to the suppliers been checked and verified as per the prescribed DCI norms?	Yes	No
5.	Is the attached hospital (100 bedded) as per the norms and located within 10 kms from the Dental College?	Yes	No
6.	Are the teachers posted as per DCI/MCI norms and the updated registration certificate from respective State Councils attached?	Yes	No
7.	Medical College / Hospital Attached	Yes	No
	a) MCI Approved / Recognised Medical College.	Yes	No
	b) 100 Bedded General Hospital.	Yes	No
	c) Authority of attachment	Yes	No
	d) Medical Teaching Staff for BDS/MDS	Yes	No
	e) Bed Occupancy	Yes	No
8.	Is the list of teaching staff as per DCI format enclosed?	Yes	No
9.	Have the Dental and Medical faculty been checked for the following?	Yes	No
	a) Appointment: The appointment of faculty in private dental colleges should be made through proper selection committee (as per University Act of the concerned state and as per Dental Council of India (Miscellaneous) Regulations 2007, The Gazette of India Part III Section (IV) page 3 serial No. 8	Yes	No
	b) Affidavit	Yes	No
	c) Teaching experience	Yes	No
	d) Relieving certificates from the previous institutions	Yes	No
	e) Appointment, Promotion and Reliving orders from previous Institutions	Yes	No
	f) TDS Certificate	Yes	No
	g) Form 16 through Traces	Yes	No
	h) Proof of Residence	Yes	No
	i) Aadhaar Card	Yes	No
	j) PAN No.	Yes	No
	k) State Council Registration renewed till current year	Yes	No
	l) Certified Copy of Bank Statement / Pass Book by the bank (6 months)	Yes	No
	m) Is the list of teaching staff as per DCI format enclosed?	Yes	No
	n) Biometric Attendance	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	o)	Signature of Teaching Faculty on both days of inspection.	Yes	No
	m)	Any staff on Notice Period (not to be considered after submission of resignation.	Yes	No
10.		Signature of PG students on both days of Inspection.	Yes	No
11.		Has the details of Students been checked?	Yes	No
		Biometric Attendance made functional so far. If not, given reason	Yes	No
12.		Has the clinical material till <u>the end of both the days</u> and patient inflow, as per norms, been checked?	Yes	No
13.		Has the e-Library/Library been checked for Books /Journals/e-journals and other facilities?	Yes	No
14.		Have the detailed comments been submitted along with the Inspection Report? (strengths and shortcomings).	Yes	No
15.		Have the details of the publications as given in the format of the Inspection Proforma been verified?	Yes	No
16.		Has the <u>list of special cases treated with details in the speciality</u> for the last three years (In case of increase of seats only) been checked?	Yes	No
17.		Any case of Ragging in the institution in the last one year has been reported?	Yes	No
18.		Have the Satellite Clinics been checked?	Yes	No
19.		Have the Publications of Faculty been checked?	Yes	No
20.		Have the Bio Medical waste details been checked?	Yes	No
21.		Have the Fire and Safety Certificate been obtained and renewed annually?	Yes	No
22.		Has the CCTV Camera been checked and found in order?	Yes	No
23.		Has the details regarding “Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018” in the institution been checked?	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**All below submitted document indexed as per
the Annexure and Soft bound**

	ANNEXURE
I	Trust Documents
II	Permission letters :- State Government University Dental Council of India Ministry of Health (GOI)
III	Land and infrastructure Documents Building Completion Certificate,
IV	Medical College Attachment Details
V	General Hospital Details
VI	Constructed area
VII	Details of Accommodation for Staff Quarters and Hostel
VIII	Central Library
IX	Clinical material details
X	Affidavit – Medical, Dental teaching staff List of non teaching staff on the date of inspection
XI	Documents for fee details
XII	Others Pollution Control Board Certificate, Sewage treatment Plant, Bio Medical Waste Management Certificate, Bio-Waste incinerator, Fire & Safety Certificate, Sanitary Certificate, AERB Certificate for Equipments, Anatomical Act Certificate, Proof of Biometric Attendance, Evidence for CCTV, Anti Ragging Committee, Satellite Clinic for Rural Area, Establishment of Tobacco Cessation Center, Copy of RC book for Bus, Audited statement for annual accounts for last year

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

INSTRUCTIONS FOR INSPECTORS AND PRINCIPAL

The institution details to be duly typed and filled by the Principal/Dean.
Soft copy of filled Proforma should be submitted to the Inspectors on their arrival.
A separate computer system with printer and scanner along with a supporting staff should be provided for purpose of inspection.
After verification of the details mentioned in inspection proforma, each page should be duly signed by the Principal/Dean and both the inspectors (Convener and Member).
The completed proforma along with all annexures must be submitted to this University with in 48 hours of inspection.
The scanned copy of the signed inspection report must be sent to the University by email to the Registrar of this University (registrar@tnmgrmu.ac.in).
All supportive evidence / documents should be annexed in a Soft bound (Not Spiral)
Please retain one copy of the Inspection Report duly signed by the Inspectors for future eventualities for a period of 06 (six) months.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**THE TAMIL NADU DR. M.G.R. MEDICAL
UNIVERSITY, CHENNAI – 600 032.**



INSPECTION PROFORMA – M.D.S.

**PROVISIONAL AFFILIATION FOR
STARTING OF NEW M.D.S. COURSE**

**ORTHODONTICS AND DENTOFACIAL
ORTHOPEDICS**

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI - 600 032 MASTER OF
DENTAL SURGERY (M.D.S.) DEGREE COURSE
TO GRANT OF PROVISIONAL AFFILIATION FOR
STARTING OF M.D.S. COURSE**

INSPECTION REPORT

DEPARTMENT OF ORTHODONTICS AND DENTOFACIAL ORTHOPEDICS

I	Name of the Convenor with Designation and Address, Mobile No.	
	Names of Member(s) with Designation and Address, Mobile No.	
II	University Letter No. & date in which the Inspection Commission Constituted	Lr.No. Date :
III	Date of Inspection	
IV	Date of Last Inspection	
V	ORGANIZATION APPLYING FOR PERMISSION	
	a) State Government	
	b) University	
	c) An autonomous body promoted by the Central / State Government	
	d) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding enactments in States; or Public religious or Charitable Trust registered under the Trust Act 1882 (2 of 1882) or the Wakf Act 1954 (29 of 1954)	
VI	DETAILS	
1.	a. Name of the Managing Trustee and Name of the Society / Trust and its full registered address with telephone Numbers (Telex No., Fax No., e-mail No.)	
	b. Enclose trust details with audited accounts for the last 3 years.	
2.	Name of the other courses run by the Trust	
3.	Name of the proposed Dental College Full Address of the Dental College , Fax No. & e-mail ID	
4.	Name and details of authorities representing the Management present at the time of Inspection	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

5.	Name of the Principal / Dean	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	Institutional e-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

6.	a) Name of the Speciality applied	
	b) No. of seats applied	

7.	Name of the Head of Department	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	E-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

VII	PERMISSION LETTERS	
a.	DETAILS OF B.D.S. COURSE	
	State Govt. Permission / Essentiality Certificate	Lr.No: Dt. from the year :
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	DCI /GOI's formal permission for starting the B.D.S course	Lr.No: Dt. from the year :
	Provisional Affiliation issued by the University – B.D.S Course	Proc.No. Dt.
	Year of commencement of the I B.D.S Degree course	From the year
	Continuance of Provisional Affiliation issued by the University with intake from commencement of BDS Course till date (1 st , 2 nd , 3 rd , 4 th and CRI)	Proc.No. Dt. Intake
	Govt. of India notification of the recognition of the Entire B.D.S degree course conducted by the institution	Lr.No: Dt. Intake

b.	DETAILS OF M.D.S. COURSE	
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Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	Name of the Speciality	
	No. of seats approved	
	DCI /GOI's formal permission for starting the course	Lr.No: Dt. from the year :
	No. of seats sanctioned	

VIII	LAND & INFRASTRUCTURE DETAILS (Sale Deed/ Lease Deed (not less than 30 years) - (Attested Copies of original documents must be attached))	
1.	Total Area of Land (Minimum 5 acres of land)	
2.	Year of Lease	
3.	Lease Valid Till (not less than 30 years – Lease Deed obtained from the Government authority)	
4.	Survey Numbers	
5.	Is the land contiguous and makes a single piece of land	Yes / No
6.	Approval Plans/ Land Use Conversion (Approved by LDA/ Municipality/ Competent Authority that the land does not attract the TN Urban Land Ceiling Act 1978, TN Town & Country Planning Act 1971, TN Land Reform Act 1961)	Yes / No
7.	Verification of Ownership from Land Records	Lr.No: Dt.
8.	Total Constructed Area (in Sq.ft)	
9.	Whether Completion Certificate furnished from the competent authority	Lr.No: Dated:
10.	Whether Pollution Control Board Certificate obtained	Yes /Applied for / No Lr.No. Date :
11.	Whether sewage treatment plant is available	Yes / No Lr.No. Date :.
12.	Whether Bio-Medical waste management is followed as per PCBI	Yes / No Lr.No. Date :
13.	Whether Hospital Waste Management (Bio-Waste incinerator) is available as per the 2018 regulations	Yes / No Lr.No. Date :
14.	Whether obtained from the competent authority 1. Fire and Safety Certificate 2. Sanitary Certificate	Yes /Applied for / No Lr.No. Date :

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

15.	Whether AERB Certificate for Equipments obtained from the competent authority	Yes / No Lr.No. Date :
16.	Anatomical Act certificate from Director Medical Education (to be obtained from Medical College)	Yes / No Lr.No. Date :
17.	“Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018”	Yes / No
18.	CC TV Camera :	
	OPD Registration Counter	Yes / No
	Bio-metric attendance registration	Yes / No
	Department of Conservative Dentistry and Endodontics	Yes / No
	Lecture halls	Yes / No
	Examination Hall	Yes / No
	Note: Please ensure that all the land documents duly certified by the Revenue Authority have been checked by you	

IX	MEDICAL COLLEGE ATTACHMENT:	
1.	Type	Own Private Government
2.	Name & Address of the Medical College	
3.	Name of the Principal/Dean	
4.	Email address and contact number	
5.	Medical College duly recognized by Medical Council of India	Yes/No Lr.No. Date :
6.	Distance from Dental college to Medical college by road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes/No
7.	Whether MOU is signed by competent Authorities between Medical and Dental College for teaching B.D.S & M.D.S. Course Students	Yes/No
8.	Validity Period of MOU	
9.	Whether the above mentioned Medical College has given attachment to any other Dental College other than the proposed dental college	Yes/No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

X	100 BEDDED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms away).	
	Requirement of the 100 bedded General Hospital in accordance with the parameters prescribed by the Bureau of Indian Standards BIS/NABH with in the campus of the proposed Dental College	
1.	Type	Own Private Hospital Government General Hospital
2.	Name of the Issuing Competent Authority Whether the permission of the attached 100 bedded hospital is issued by the competent authority?	Yes / No. Lr.No. Date:
3.	Name and Address of Hospital:	
4.	Name of the Allopathic CMO with Tel No. & Mobile No.:	
5.	Distance of the hospital from the Dental College by Road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes / No
6.	Number of Beds in Hospital	Total :

Department	Required	Allotted	Occupancy		Remarks of Inspector
			During last 6 months	On the day of inspection	
General Ward –Medical including allied specialities	30				
General Ward –Surgical including allied specialities	30				
Private Ward (A/C & Non A/c)	09				
Maternity Ward	15				
Paediatric Ward	06				
Intensive Care Services (4% of bed strength)	04				
Critical Care Services (6% of bed strength)	06				

Area Requirements (As per Bureau of Indian Standards (BIS)/NABH)

	Required	Available	Remarks of Inspector
Covered Area	20 sq.m./bed		
Inpatient Services	40%		
Outpatient Services	35%		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Department and supportive services	25%		
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Man Power Requirement

Medical Staff

Designation	Required	Available	Remarks of Inspector
General Surgery	2		
General Medicine	2		
Obstetrics & Gynaecology	2		
ENT	2		
Paediatrics	2		
Anaesthesia	2		
Orthopaedics	2		
Pharmacologist	1		
Radiologist	1		
GDMO	1		
Community Medicine	1		
Hospital Administration	1		

Note: Medical teachers in all Medical Colleges except the Tutors, Residents, Registrars and Demonstrators must possess the requisite recognized Postgraduate Medical qualification in their respective subject.

The teachers in a medical college or institution having a total of 8 years teaching experience out of which at least 4 years teaching experience as Assistant Professor with two research publication in indexed journals gained after obtaining postgraduate degree qualification MD/MS in the concerned subject and as per the TEQ Regulation shall be recognized Post Graduate teacher in broad specialties.

Reader /Associate Professor (5 year Post PG experience) : A post graduate qualification MD/MS in the concerned subject and as per TEQ Regulation. As Assistant Professor in the subject for 4 years in a permitted/approved/recognized Medical college/institution with 2 Research Publication in Indexed Journals as Ist Author or as corresponding author.

Assistant Professor / Lecturer: A post graduate qualification MD/MS in the concerned subject and as per the TEQ Regulations. 3 years Junior Resident in a recognized medical college in the concerned subject and one year as Senior Resident in the concerned subject in a recognized Medical College / institution.

Nursing Staff

Designation	Required	Available	Remarks of Inspector
Matron	1		
Sister incharge	6		
O.T. Nurses	6		
General Nurses	20		
Labour Room Nurses	4		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Health Staff

Designation	Required	Available	Remarks of Inspector
Female Health Assistant	1		
Extension Educator Paramedical Staff	1		
Lab Technician/Blood Bank Tech	4		
ECG Technician	1		
Pharmacist	4		
Sr. Radiographer	1		
CSSD	2		
Medical Records	1		

Engineering Staff

Designation	Required	Available	Remarks of Inspector
Civil	2		
Mechanical	2		
Electrical	2		
Engineering Aid	4		

Other Staff

Designation	Required	Available	Remarks of Inspector
Drivers	2		
Carpenter	1		
Cooks	2		
Barber	1		
Class IV including chowkidars	55		

Administrative Staff

Designation	Required	Available	Remarks of Inspector
Office Superintendent	1		
Head Clerk	1		
Cashier	1		
Stenographer	1		
UDC	2		
LDC	4		

XI	CONSTRUCTED AREA - DENTAL COLLEGE BUILDING					
	Total completed Constructed Carpet Area Required : 1,00,000 Sq.ft.					
Floor	Area (Sqft)	Clinical Facilities	Academic Departments	Admin / Logistics / Support	Major Facilities	
Basement						
Ground						
First						
Second						
Third						

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Fourth						
Other						
TOTAL	AREA (sq.ft.)					

XII	INFRASTRUCTURE & FUNCTIONAL REQUIREMENTS			
Infrastructure	Requirement	Availability	Remarks of Inspector	
Administrative block	3000 sq. ft.			
Clinical Area (for common Clinic)	2500 sq. ft.			
Library	8000 sq. ft.			
Lecture Halls – 4	6400 sq. ft.			
Central Stores	800 sq. ft.			
Maintenance room	1000 sq. ft.			
Photography and artist room	300 sq. ft.			
Medical Stores cum Pharmacy	300 sq. ft.			
Faculty Room – Dental	1000 sq. ft.			
Amenities area	1500 sq. ft.			
Boys Common Room	300 sq. ft.			
Girls Common Room	300 sq. ft.			
Room for Gas Cylinder (ventilated)	150 sq. ft.			
Compressor Room	300 sq. ft.			
Cafeteria	1500 sq. ft.			
Examination hall	3600 sq. ft.			
Auditorium (To accommodate at least 700 people)	4000 sq. ft.			
Laboratories (Dental Subjects)				
Pre-clinical Prosthodontics and dental material lab	3000 sq. ft.			
Pre-clinical conservative lab	2500 sq. ft.			
Dental Anatomy, Embryology, Oral Histology and Oral Pathology Lab	2500 sq. ft.			
LABORATORIES (Clinical)				
Prosthodontics Cast Partial and Ceramic	2500 sq. ft.			
Conservative Clinical Lab	600 sq. ft.			
Histopathology Lab for Oral Pathology	300 sq. ft.			
Haematology and Clinical Biochemistry	400 sq. ft.			
AERB certified Radiographic Room along with Dark Room	600 sq. ft.			

XIII	SPECIALITY DEPARTMENT INFRA STRUCTURE DETAILS :-
	Constructed Area for P.G. Study (Applicable for one unit)
	INFRASTRUCTURE FUNCTIONAL REQUIREMENTS FOR MDS:
	Space: In addition to the BDS functional programme the following physical facilities shall be made available to start postgraduate training programmes leading to MDS degree

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	i) A minimum of 125 sq. ft. area for each dental chair in the clinic. The area of the clinic shall be in accordance with the number of dental chairs required to be placed in the department.
	j) Each department shall be equipped with a seminar hall, library, sterilization room, (800 to 1000 sq.ft.)

Facility	Area (sq.ft.)	Available	Not Available
Faculty Rooms			
Clinics			
Laboratory Space			
Seminar Room			
Department Library			
PG Common Room			
Preclinical Lab			
Patient Waiting Room			
Total Area (2000 sq.ft.)			

XIV	DENTAL CHAIRS / UNITS	
	Electrical Dental Chairs Installed with all the attachments thereon	
	Whether all the chairs and units are functioning and electrically operated?	Yes / No
	Total No. of functional Chairs	/ 200
	* Specification: Electrically operated, Spittoon attachment, Halogen Light with 2 intensity, high power evacuation system, 3 way syringe, X-ray viewer attachment for Airrotor, Micromotor with straight and contrangle Hand piece, instrument tray and suction, Dental operator stool with height adjustment	

Sl. No.	Required for 100 admissions	BDS required	BDS Available	MDS required	MDS Available
				post-graduate student and two for faculty per Unit	
1.	Prosthodontics and Crown & Bridge	34		-do-	
2.	Periodontics	34		-do-	
3.	Oral Maxillofacial Surgery	30		-do-	
4.	Conservative Dentistry and Endodontics	34		-do-	
5.	Orthodontics and Dentofacial Orthopaedics	18		-do-	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

6.	Oral and Maxillofacial Pathology and Oral Microbiology	02		-do-	
7.	Public Health Dentistry	16		-do-	
8.	Pediatric Dentistry	20		-do-	
9.	Oral Medicine and Radiology	12		-do-	
XV	ACCOMMODATION				
	i) STAFF QUARTERS (SEPARATE FROM HOSTEL)				
1	Whether separate quarters for Principal / Dean of the Dental College building within the campus	Yes /No			
2	Staff quarters	Yes /No ____ / 19 Nos.			
3	Type (No. of rooms)	No.	Occupancy Rate (verified)		
	Guest House with minimum 2 double bed rooms.	1			

	ii) HOSTEL FOR BOYS & GIRLS. (To extent of 50% of strength)	
1	Whether the building of Hostels for Boys & Girls is separate for the dental college building within the campus.	Boys: Yes /No Girls: Yes /No
2	Hostel facility is available for minimum 50% of total intake	Yes /No
3	Whether hostel is shared by other colleges/institutions	Boys: Yes /No Girls: Yes /No
4	Hostel Facility is available for PG students	Boys: Yes /No Girls: Yes /No
5	Whether there are separate wardens for both the boys & Girls Hostel	Boys: Yes /No Girls: Yes /No
6	If yes their names & telephone numbers.	Boys: Girls:
7	Whether Inmate Register maintained in both Hostel	Boys: Yes /No Girls: Yes /No
8	Whether Kitchen inside the campus are available	Boys: Yes /No Girls: Yes /No
9	Whether there is a separate Mess for boys and Girls	Boys: Yes /No Girls: Yes /No
10	Whether Basic facilities in the Hostel room for students (1 Cot, 1 Cupboard / Table / Chair / fan)	Boys: Yes /No Girls: Yes /No
11	Whether basic amenities (electricity, Ventilation, Telephone, Internet, water treatment Plant, wash room for every 4 students, etc.,) are available	Boys: Yes /No Girls: Yes /No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

12	Whether there is a separate area for recreation (TV), play area for indoor / out door games, gymnasium for boys & Girls & reading room with books & megazines	Boys: Yes /No Girls: Yes /No
13	Hostel Facility for PG:	Boys: Yes /No Girls: Yes /No

Dwelling	Single Seater	Twin Seater	Triple Seater	% of Accommodation against total strength	No. of equipped Common Rooms	No. of messes	Remarks of Inspector
UG Boys							
UG Girls							
PG Boys							
PG Girls							

XVI	CENTRAL LIBRARY	Available	Remarks of Inspector
1	Name of the Chief Librarian with qualifications (MLIS)		
2	Assistant Librarian with qualifications (MLIS)		
3	Timing of functioning of the Library (minimum 8 hours)		
4	Total Number of Books (Minimum 600) 6 Titles for all specialties plus 5 copies each of all the subjects of first year, 2 nd year & 3 rd Year students		
5	Total Number of Journals No. 26		
	i) Indian Journals - (1 National Journal in each subject of the 9 Dental specialties)		
	ii) Indian Journals - (1 National Journal in each subject of the 8 basic medical science		
	iii) International Journals - (1 International Journals for each 9 dental specialty)		
	iv) Back Volumes - (Back Volumes of all National Journal of 9 Dental Specialties)		
	iv) e- Journals / e-Consortium details	Yes / No	
6	Total Area (Minimum 8000 sq.ft.)	Yes / No	
7	Seating Capacity (it should be minimum 50% of total strength)	Yes / No	
	Under graduate students	Yes / No	
	Post graduate students	Yes / No	
	Staff	Yes / No	
8	List of books recommended by the Dental Council of India. There should be 5 copies for 100 admissions	Yes / No	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

9	Journal Room		
10	Internet Room with 5 Nos. of Computer		
11	Room for Librarian		
12	Photo copying area		
13	Staff available in the Library		
	Audio Visual aids available		
	Number of CD's		
	Academic		
	Educational		
14	Annual budget for Books, Journals, Audiovisual aids provided & utilized to be verified with invoice		

S.No.	Amenities	Available / Not Available	Sq. Ft.
1	Reception and waiting		
2	Issue Counter		
3	Photocopying area		
4	Journal Room		
5	Staff Reading Room		
6	Store and Stocking Room		
7	Digital Library		
8	Chief librarian /Assistant Librarian Room		
9	Students Cloak Area		
10	Seating Area		

XVII LIBRARY DETAILS FOR PG STUDENTS:

Books	No. of Titles		No. of Books	
	Required	Available	Required	Available
Central Library (Pertaining to the specialty)	20		100	
No. of Books purchased in last 5 years	-		-	
Department Library	10		50	

Journals	International		National	
	Required	Available	Required	Available
Speciality & Related	4 - 6		2 - 4	
Back Volumes for 10 years	3		-	

Year/month up to which latest Indian Journals available :	
---	--

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Year/month up to which latest Foreign Journals available:	
Note: All the journals of the speciality and allied subjects shall be available out of which 50 % should be in print form.	

XVIII. STAFF ASSESSMENT FOR PUBLICATIONS :-

S.No	Faculty name & Designation	Name of the Journal	Category I / II / III	Authorship (1 st /2 nd /3 rd etc.)	Year of Publication	Points

S.No.	Category	Points
1.	Category I: (5) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Speciality Associations approved by Dental Council of India.	15
	Category II: (1) Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS	10
	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book	5
Note	For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and up to a maximum of 5 co-authors will be considered.	
	For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.	
	Maximum of 3 publications would be considered for allotting points in Category III.	
	Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	For the purposes of this table, the crucial date for consideration of the publications shall be the last date for submission of application i.e. 30 th of June of every year either for starting of MDS Course or increase of admission capacity in MDS Course, as the case may be, to the Central Government u/s 10A of the Dentists Act, 1948, for each academic year, as prescribed in the Time Schedule annexed to the Dental Council of India Regulations 2006 as amended from time to time.		
	Total Score Required:		
	For Professor and HOD:	40 marks	
	Professor:	30 marks	
	Reader/Associate Professor:	20 marks	

XIX	CLINICAL MATERIALS to be checked at the end of the OPD (Attendance Register to be checked & signed at the beginning and the end of the OPD and duly filled by the Inspectors)		
	No. of Patients:		
	MEDICAL COLLEGE		
	OPD Attendance	Average (Last 6 months)	
	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms)		
	OPD Attendance	Average (Last 6 months)	
	DENTAL COLLEGE HOSPITAL		
	OPD Attendance	Average (Last 6 months)	
	* Minimum requirement of 100 to 150 patient's per day.		
	*Minimum requirement of new patient's for Medical College is 800 Patients per day as per MCI Regulations.		

CLINICAL WORK LOAD

i	ATTACHED MEDICAL COLLEGE <i>(should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

ii	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms). <i>(should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iii	DENTAL HOSPITAL <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection				
		New				
		Old				

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iv	Speciality <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection				
		UG				
		PG				
		TOTAL				

Average of Patients in Last Six months

Month						
No. of Patients						
UG						
PG						
TOTAL						

FOR COLLEGES WITH 50 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Orthodontics & Dentofacial Orthopedics

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	15	20	25	25
2 nd Unit	30	35	40	40

FOR COLLEGES WITH 100 UG ADMISSIONS

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Minimum Requirement (both UG & PG together)**Orthodontics & Dentofacial Orthopedics**

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	20	25	30	30
2 nd Unit	40	45	50	50

XX. EQUIPMENTS :-

DEPARTMENT : ORTHODONTICS AND DENTOFACIAL ORTHOPEDICS						
S.No.	Name	Specification	Quantity		Availability	Remarks of inspector
1.	Dental Chairs and Unit	Electrically operated with shadow less lamp, spittoon, 3 way syringe, instrument tray and motorized suction	One chair & unit per PG student and Two chairs with unit for the faculty			
			1 Unit	2 Units		
2	Vacuum /pressure moulding unit		1	1		
3.	Hydrogen soldering unit		1	1		
4.	Lab micromotor		3	5		
5.	Spot welders		3	5		
6.	Model trimmer (Double disc)		2	3		
7.	Light curing unit		2	2		
8.	High intensity light curing unit		1	2		
9.	Polishing lathes		2	3		
10.	Tracing tables		3	5		
11.	SLR digital camera		1	1		
12.	Scanner with transparency adapter		1	1		
13.	X-ray viewer		3	4		
14.	LCD projector		1	1		
15.	Autoclaves for bulk instrument Sterilization vacuum (Front loading)		1	1		
16.	Needle destroyer		1	1		
17.	Dry heat sterilizer		1	1		
18.	Ultrasonic scaler		1	1		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

19.	Sets of Orthodontic pliers		3	3		
20.	Orthodontic impression trays		3	5		
21.	Ultrasonic cleaner capacity 3.5 lts		1	1		
22.	Electropolisher		1	1		
23.	Typhodonts with full teeth set		3	3		
24.	Anatomical articulator with face bow attachments		1	1		
25.	Free plane articulators		1	1		
26.	Hinge articulators		4	4		
27.	Computer software for cephalometrics		1	1		
28.	Computer with internet connection with attached printer and scanner		1	1		
29.	Refrigerator		1	1		

	Whether all the above mentioned equipment's are functioning?	Yes / No
	Whether detailed list of equipment's as furnished by the college authority is attached	Yes / No

Research Facility	Yes / No
Stipend for PG Students	Yes / No
Stipend Amount for PG students per month	Rs.

XXI	OTHER FACILITIES	
	i) Rural centres with suitable staff and equipments	Yes / No
	ii) To Satellite Centre with suitable staff and equipments	Yes / No
	iii) One bus earmarked for Dental College alone	Yes / No
	iv) Anti Ragging Committee as per norms	Yes / No
XXII	FURNITURE	
	Adequate Furniture for :	
	Faculty	Yes / No
	Non-teaching Staff	Yes / No
	Adequate Furniture :	Yes / No
	Lockers for students	Boys : Yes / No Girls : Yes / No
	Common hall	Boys : Yes / No Girls : Yes / No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XXIII EXAMINATION HALL FACILITIES (Required area 3600 sq. ft)			
	Sl. No.	Description	Quantity
	1.	Pentium – IV Computer /Laptop /Windows 2000/windows XP / Internet explorer/Mozilla Firefox, Adobe Acrobat Reader / Anti virus software.	2
	2.	Laser Printer/Inkjet Printer	2
	3.	1 KVA UPS with min. of 2 hours of backup	2
	4.	Copier machine with min. of 90 PPM	1
	5.	Broadband Internet	1
	6.	Fax Machine / USB wireless Internet Data Card	1
	7.	Power Generator	1
1.	Whether all the facilities available in the examination?		Yes /No
2.	Whether CC TV Camera Footages available in Examination Halls?		Yes /No
3.	Whether CCTV Camera is functioning?		Yes /No
4.	Whether the metal detector in the centre?		Yes /No
5.	Whether the jammer in the centre?		Yes /No

XXIV SECURITY DEPOSIT for BDS				
Details of creation of Security Deposits				
Installment	Amount	FDR No. & Date	Bank	Maturity Date
I Inst	Rs.20,00,000/-			
II Inst	Rs.10,00,000/-			
III Inst	Rs.10,00,000/-			
VI Inst	Rs.10,00,000/-			

XXV UNIVERSITY FEES WITH GST 18% FOR ISSUE OF PROVISIONAL AFFILIATION		
Inspection Fee: - Rs. 59,000/- (LCA Rs.50,000 + GST 18% 9000)		Receipt No.
RTGS Details		Date
GST No. of the Institution		

XXVI SHOW CAUSE NOTICE		
	Whether show cause notice, if any, was issued for the inadequacy of facilities / teaching staff etc. /	
	if so, furnish details	
	Whether the institution has fulfilled all the conditions: for B.D.S. Degree course as referred to various provisions in the Dental council of India Regulations and in the Tamil Nadu Dr.M.G.R. Medical University Statutes for the Affiliation of Dental colleges	
XXVII PAST DEFICIENCIES:		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Details of rectification of past deficiencies observed by the previous year inspection commission	
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XXVIII. OVERALL IMPRESSION :-

	Comments
Infrastructure	
Hostel Facility	
Clinical Material	
Staff Assessment	
Student Assessment	
Library facilities	
Equipment	
Overall Department Assessment	
Any other Observations	

XXIX	OBSERVATION OF THE INSPECTION COMMISSION: 1) 2)	
XXX	Whether the Trust / Society / Institute has fulfilled all the conditions and requirements as specified in the statutes to grant of Provisional Affiliation for M.D.S Degree course from the academic year 20 - 20	Yes / No
XXXI	We hereby declare that all the documents have been physically verified by us.	
Signature of Principal/Dean with seal		
Signatures of Inspector (Member) with date		Signatures of Inspector (Convener) with date
Residential address:		Residential address:
Phone: Office :		Phone: Office :
Residence :		Residence :
Mobile No.		Mobile No.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

MDS COURSE**The inspection report should be confidential.**

S.No	Check list for the Inspectors:	Mark (☐) any one	
1.	Is the Inspection Proforma filled Completely and each page <u>signed by both the inspectors?</u>	Yes	No
2.	Has the University affiliation been checked and found in order? (copy should be attached with the inspection proforma)	Yes	No
3.	Has the Essentiality Certificate been checked and found in order?	Yes	No
4.	Has the infrastructure and equipment with the vouchers for clearance of payment to the suppliers been checked and verified as per the prescribed DCI norms?	Yes	No
5.	Is the attached hospital (100 bedded) as per the norms and located within 10 kms from the Dental College?	Yes	No
6.	Are the teachers posted as per DCI/MCI norms and the updated registration certificate from respective State Councils attached?	Yes	No
7.	Medical College / Hospital Attached	Yes	No
	a) MCI Approved / Recognised Medical College.	Yes	No
	b) 100 Bedded General Hospital.	Yes	No
	c) Authority of attachment	Yes	No
	d) Medical Teaching Staff for BDS/MDS	Yes	No
	e) Bed Occupancy	Yes	No
8.	Is the list of teaching staff as per DCI format enclosed?	Yes	No
9.	Have the Dental and Medical faculty been checked for the following?	Yes	No
	a) Appointment: The appointment of faculty in private dental colleges should be made through proper selection committee (as per University Act of the concerned state and as per Dental Council of India (Miscellaneous) Regulations 2007, The Gazette of India Part III Section (IV) page 3 serial No. 8	Yes	No
	b) Affidavit	Yes	No
	c) Teaching experience	Yes	No
	d) Relieving certificates from the previous institutions	Yes	No
	e) Appointment, Promotion and Reliving orders from previous Institutions	Yes	No
	f) TDS Certificate	Yes	No
	g) Form 16 through Traces	Yes	No
	h) Proof of Residence	Yes	No
	i) Aadhaar Card	Yes	No
	j) PAN No.	Yes	No
	k) State Council Registration renewed till current year	Yes	No
	l) Certified Copy of Bank Statement / Pass Book by the bank (6 months)	Yes	No
	m) Is the list of teaching staff as per DCI format enclosed?	Yes	No
	n) Biometric Attendance	Yes	No
	o) Signature of Teaching Faculty on both days of inspection.	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	m)	Any staff on Notice Period (not to be considered after submission of resignation.	Yes	No
10.		Signature of PG students on both days of Inspection.	Yes	No
11.		Has the details of Students been checked?	Yes	No
		Biometric Attendance made functional so far. If not, given reason	Yes	No
12.		Has the clinical material till the end of both the days and patient inflow, as per norms, been checked?	Yes	No
13.		Has the e-Library/Library been checked for Books /Journals/e-journals and other facilities?	Yes	No
14.		Have the detailed comments been submitted along with the Inspection Report? (strengths and shortcomings).	Yes	No
15.		Have the details of the publications as given in the format of the Inspection Proforma been verified?	Yes	No
16.		Has the list of special cases treated with details in the speciality for the last three years (In case of increase of seats only) been checked?	Yes	No
17.		Any case of Ragging in the institution in the last one year has been reported?	Yes	No
18.		Have the Satellite Clinics been checked?	Yes	No
19.		Have the Publications of Faculty been checked?	Yes	No
20.		Have the Bio Medical waste details been checked?	Yes	No
21.		Have the Fire and Safety Certificate been obtained and renewed annually?	Yes	No
22.		Has the CCTV Camera been checked and found in order?	Yes	No
23.		Has the details regarding “Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018” in the institution been checked?	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**All below submitted document indexed as per
the Annexure and Soft bound**

	ANNEXURE
I	Trust Documents
II	Permission letters :- State Government University Dental Council of India Ministry of Health (GOI)
III	Land and infrastructure Documents Building Completion Certificate,
IV	Medical College Attachment Details
V	General Hospital Details
VI	Constructed area
VII	Details of Accommodation for Staff Quarters and Hostel
VIII	Central Library
IX	Clinical material details
X	Affidavit – Medical, Dental teaching staff List of non teaching staff on the date of inspection
XI	Documents for fee details
XII	Others Pollution Control Board Certificate, Sewage treatment Plant, Bio Medical Waste Management Certificate, Bio-Waste incinerator, Fire & Safety Certificate, Sanitary Certificate, AERB Certificate for Equipments, Anatomical Act Certificate, Proof of Biometric Attendance, Evidence for CCTV, Anti Ragging Committee, Satellite Clinic for Rural Area, Establishment of Tobacco Cessation Center, Copy of RC book for Bus, Audited statement for annual accounts for last year

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

INSTRUCTIONS FOR INSPECTORS AND PRINCIPAL

The institution details to be duly typed and filled by the Principal/Dean.
Soft copy of filled Proforma should be submitted to the Inspectors on their arrival.
A separate computer system with printer and scanner along with a supporting staff should be provided for purpose of inspection.
After verification of the details mentioned in inspection proforma, each page should be duly signed by the Principal/Dean and both the inspectors (Convener and Member).
The completed proforma along with all annexures must be submitted to this University with in 48 hours of inspection.
The scanned copy of the signed inspection report must be sent to the University by email to the Registrar of this University (registrar@tnmgrmu.ac.in).
All supportive evidence / documents should be annexed in a Soft bound (Not Spiral)
Please retain one copy of the Inspection Report duly signed by the Inspectors for future eventualities for a period of 06 (six) months.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**THE TAMIL NADU DR. M.G.R. MEDICAL
UNIVERSITY, CHENNAI – 600 032.**



INSPECTION PROFORMA – M.D.S

**PROVISIONAL AFFILIATION FOR
STARTING OF NEW M.D.S. COURSE**

**ORAL & MAXILLOFACIAL
PATHOLOGY AND MICROBIOLOGY**

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI - 600 032
MASTER OF DENTAL SURGERY (M.D.S.) DEGREE COURSE
TO GRANT OF PROVISIONAL AFFILIATION FOR
STARTING OF M.D.S. COURSE

INSPECTION REPORT

DEPARTMENT OF ORAL & MAXILLOFACIAL PATHOLOGY AND MICROBIOLOGY

I	Name of the Convenor with Designation and Address, Mobile No.	
	Names of Member(s) with Designation and Address, Mobile No.	
II	University Letter No. & date in which the Inspection Commission Constituted	Lr.No. Date :
III	Date of Inspection	
IV	Date of Last Inspection	
V	ORGANIZATION APPLYING FOR PERMISSION	
	a) State Government	
	b) University	
	c) An autonomous body promoted by the Central / State Government	
	d) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding enactments in States; or Public religious or Charitable Trust registered under the Trust Act 1882 (2 of 1882) or the Wakf Act 1954 (29 of 1954)	
VI	DETAILS	
1.	a. Name of the Managing Trustee and Name of the Society / Trust and its full registered address with telephone Numbers (Telex No., Fax No., e-mail No.)	
	b. Enclose trust details with audited accounts for the last 3 years.	
2.	Name of the other courses run by the Trust	
3.	Name of the proposed Dental College Full Address of the Dental College , Fax No. & e-mail ID	
4.	Name and details of authorities representing the Management present at the time of Inspection	

5.	Name of the Principal / Dean	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	Institutional e-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

6.	a) Name of the Speciality applied	
	b) No. of seats applied	

7.	Name of the Head of Department	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	E-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

VII	PERMISSION LETTERS	
a.	DETAILS OF B.D.S. COURSE	
	State Govt. Permission / Essentiality Certificate	Lr.No: Dt. from the year :
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	DCI /GOI's formal permission for starting the B.D.S course	Lr.No: Dt. from the year :
	Provisional Affiliation issued by the University – B.D.S Course	Proc.No. Dt.
	Year of commencement of the I B.D.S Degree course	From the year
	Continuance of Provisional Affiliation issued by the University with intake from commencement of BDS Course till date (1 st , 2 nd , 3 rd , 4 th and CRI)	Proc.No. Dt. Intake
	Govt. of India notification of the recognition of the Entire B.D.S degree course conducted by the institution	Lr.No: Dt. Intake

b.	DETAILS OF M.D.S. COURSE	
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	Name of the Speciality	
	No. of seats approved	
	DCI /GOI's formal permission for starting the course	Lr.No: Dt. from the year :
	No. of seats sanctioned	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

VIII	LAND & INFRASTRUCTURE DETAILS (Sale Deed/ Lease Deed (not less than 30 years) - (Attested Copies of original documents must be attached))	
1.	Total Area of Land (Minimum 5 acres of land)	
2.	Year of Lease	
3.	Lease Valid Till (not less than 30 years – Lease Deed obtained from the Government authority)	
4.	Survey Numbers	
5.	Is the land contiguous and makes a single piece of land	Yes / No
6.	Approval Plans/ Land Use Conversion (Approved by LDA/ Municipality/ Competent Authority that the land does not attract the TN Urban Land Ceiling Act 1978, TN Town & Country Planning Act 1971, TN Land Reform Act 1961)	Yes / No
7.	Verification of Ownership from Land Records	Lr.No: Dt.
8.	Total Constructed Area (in Sq.ft)	
9.	Whether Completion Certificate furnished from the competent authority	Lr.No: Dated:
10.	Whether Pollution Control Board Certificate obtained	Yes /Applied for / No Lr.No. Date :
11.	Whether sewage treatment plant is available	Yes / No Lr.No. Date .:
12.	Whether Bio-Medical waste management is followed as per PCBI	Yes / No Lr.No. Date :
13.	Whether Hospital Waste Management (Bio-Waste incinerator) is available as per the 2018 regulations	Yes / No Lr.No. Date :
14.	Whether obtained from the competent authority 1. Fire and Safety Certificate 2. Sanitary Certificate	Yes /Applied for / No Lr.No. Date :
15.	Whether AERB Certificate for Equipments obtained from the competent authority	Yes / No Lr.No. Date :
16.	Anatomical Act certificate from Director Medical Education (to be obtained from Medical College)	Yes / No Lr.No. Date :
17.	“Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018”	Yes / No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

18.	CC TV Camera :	
	OPD Registration Counter	Yes / No
	Bio-metric attendance registration	Yes / No
	Department of Conservative Dentistry and Endodontics	Yes / No
	Lecture halls	Yes / No
	Examination Hall	Yes / No
	Note: Please ensure that all the land documents duly certified by the Revenue Authority have been checked by you	

IX	MEDICAL COLLEGE ATTACHMENT:	
1.	Type	Own Private Government
2.	Name & Address of the Medical College	
3.	Name of the Principal/Dean	
4.	Email address and contact number	
5.	Medical College duly recognized by Medical Council of India	Yes/No Lr.No. Date :
6.	Distance from Dental college to Medical college by road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes/No
7.	Whether MOU is signed by competent Authorities between Medical and Dental College for teaching B.D.S & M.D.S. Course Students	Yes/No
8.	Validity Period of MOU	
9.	Whether the above mentioned Medical College has given attachment to any other Dental College other than the proposed dental college	Yes/No

X	100 BEDDED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms away).
----------	--

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Requirement of the 100 bedded General Hospital in accordance with the parameters prescribed by the Bureau of Indian Standards BIS/NABH with in the campus of the proposed Dental College		
1.	Type	Own Private Hospital Government General Hospital
2.	Name of the Issuing Competent Authority Whether the permission of the attached 100 bedded hospital is issued by the competent authority?	Yes / No. Lr.No. Date:
3.	Name and Address of Hospital:	
4.	Name of the Allopathic CMO with Tel No. & Mobile No.:	
5.	Distance of the hospital from the Dental College by Road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes / No
6.	Number of Beds in Hospital	Total :

Department	Required	Allotted	Occupancy		Remarks of Inspector
			During last 6 months	On the day of inspection	
General Ward –Medical including allied specialities	30				
General Ward –Surgical including allied specialities	30				
Private Ward (A/C & Non A/c)	09				
Maternity Ward	15				
Paediatric Ward	06				
Intensive Care Services (4% of bed strength)	04				
Critical Care Services (6% of bed strength)	06				

Area Requirements (As per Bureau of Indian Standards (BIS)/NABH)

	Required	Available	Remarks of Inspector
Covered Area	20 sq.m./bed		
Inpatient Services	40%		
Outpatient Services	35%		
Department and supportive services	25%		

Man Power Requirement

Medical Staff

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Designation	Required	Available	Remarks of Inspector
General Surgery	2		
General Medicine	2		
Obstetrics & Gynaecology	2		
ENT	2		
Paediatrics	2		
Anaesthesia	2		
Orthopaedics	2		
Pharmacologist	1		
Radiologist	1		
GDMO	1		
Community Medicine	1		
Hospital Administration	1		

Note: Medical teachers in all Medical Colleges except the Tutors, Residents, Registrars and Demonstrators must possess the requisite recognized Postgraduate Medical qualification in their respective subject.

The teachers in a medical college or institution having a total of 8 years teaching experience out of which at least 4 years teaching experience as Assistant Professor with two research publication in indexed journals gained after obtaining postgraduate degree qualification MD/MS in the concerned subject and as per the TEQ Regulation shall be recognized Post Graduate teacher in broad specialties.

Reader /Associate Professor (5 year Post PG experience) : A post graduate qualification MD/MS in the concerned subject and as per TEQ Regulation. As Assistant Professor in the subject for 4 years in a permitted/approved/recognized Medical college/institution with 2 Research Publication in Indexed Journals as Ist Author or as corresponding author.

Assistant Professor / Lecturer: A post graduate qualification MD/MS in the concerned subject and as per the TEQ Regulations. 3 years Junior Resident in a recognized medical college in the concerned subject and one year as Senior Resident in the concerned subject in a recognized Medical College / institution.

Nursing Staff

Designation	Required	Available	Remarks of Inspector
Matron	1		
Sister incharge	6		
O.T. Nurses	6		
General Nurses	20		
Labour Room Nurses	4		

Health Staff

Designation	Required	Available	Remarks of Inspector
Female Health Assistant	1		
Extension Educator Paramedical Staff	1		
Lab Technician/Blood Bank Tech	4		
ECG Technician	1		
Pharmacist	4		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Sr. Radiographer	1		
CSSD	2		
Medical Records	1		

Engineering Staff

Designation	Required	Available	Remarks of Inspector
Civil	2		
Mechanical	2		
Electrical	2		
Engineering Aid	4		

Other Staff

Designation	Required	Available	Remarks of Inspector
Drivers	2		
Carpenter	1		
Cooks	2		
Barber	1		
Class IV including chowkiders	55		

Administrative Staff

Designation	Required	Available	Remarks of Inspector
Office Superintendent	1		
Head Clerk	1		
Cashier	1		
Stenographer	1		
UDC	2		
LDC	4		

XI CONSTRUCTED AREA - DENTAL COLLEGE BUILDING						
Total completed Constructed Carpet Area Required : 1,00,000 Sq.ft.						
Floor	Area (Sqft)	Clinical Facilities	Academic Departments	Admin / Logistics / Support	Major Facilities	
Basement						
Ground						
First						
Second						
Third						
Fourth						
Other						
TOTAL	AREA (sq.ft.)					

XII INFRASTRUCTURE & FUNCTIONAL REQUIREMENTS			
Infrastructure	Requirement	Availability	Remarks of Inspector
Administrative block	3000 sq. ft.		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Clinical Area (for common Clinic)	2500 sq. ft.		
Library	8000 sq. ft.		
Lecture Halls – 4	6400 sq. ft.		
Central Stores	800 sq. ft.		
Maintenance room	1000 sq. ft.		
Photography and artist room	300 sq. ft.		
Medical Stores cum Pharmacy	300 sq. ft.		
Faculty Room – Dental	1000 sq. ft.		
Amenities area	1500 sq. ft.		
Boys Common Room	300 sq. ft.		
Girls Common Room	300 sq. ft.		
Room for Gas Cylinder (ventilated)	150 sq. ft.		
Compressor Room	300 sq. ft.		
Cafeteria	1500 sq. ft.		
Examination hall	3600 sq. ft.		
Auditorium (To accommodate at least 700 people)	4000 sq. ft.		
Laboratories (Dental Subjects)			
Pre-clinical Prosthodontics and dental material lab	3000 sq. ft.		
Pre-clinical conservative lab	2500 sq. ft.		
Dental Anatomy, Embryology, Oral Histology and Oral Pathology Lab	2500 sq. ft.		
LABORATORIES (Clinical)			
Prosthodontics Cast Partial and Ceramic	2500 sq. ft.		
Conservative Clinical Lab	600 sq. ft.		
Histopathology Lab for Oral Pathology	300 sq. ft.		
Haematology and Clinical Biochemistry	400 sq. ft.		
AERB certified Radiographic Room along with Dark Room	600 sq. ft.		

XIII	SPECIALITY DEPARTMENT INFRA STRUCTURE DETAILS :-		
	Constructed Area for P.G. Study (Applicable for one unit)		
	INFRASTRUCTURE FUNCTIONAL REQUIREMENTS FOR MDS:		
	Space: In addition to the BDS functional programme the following physical facilities shall be made available to start postgraduate training programmes leading to MDS degree		
	k) A minimum of 125 sq. ft. area for each dental chair in the clinic. The area of the clinic shall be in accordance with the number of dental chairs required to be placed in the department.		
	l) Each department shall be equipped with a seminar hall, library, sterilization room, (800 to 1000 sq.ft.)		
Facility	Area (sq.ft.)	Available	Not Available
Faculty Rooms			
Clinics			

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Laboratory Space			
Seminar Room			
Department Library			
PG Common Room			
Preclinical Lab			
Patient Waiting Room			
Total Area (2000 sq.ft.)			

XIV	DENTAL CHAIRS / UNITS	
	Electrical Dental Chairs Installed with all the attachments thereon	
	Whether all the chairs and units are functioning and electrically operated?	Yes / No
	Total No. of functional Chairs	/ 200
	* Specification: Electrically operated, Spittoon attachment, Halogen Light with 2 intensity, high power evacuation system, 3 way syringe, X-ray viewer attachment for Airrotor, Micromotor with straight and contrangle Hand piece, instrument tray and suction, Dental operator stool with height adjustment	

Sl. No.	Required for 100 admissions	BDS required	BDS Available	MDS required	MDS Available
				post-graduate student and two for faculty per Unit	
1.	Prosthodontics and Crown & Bridge	34		-do-	
2.	Periodontics	34		-do-	
3.	Oral Maxillofacial Surgery	30		-do-	
4.	Conservative Dentistry and Endodontics	34		-do-	
5.	Orthodontics and Dentofacial Orthopaedics	18		-do-	
6.	Oral and Maxillofacial Pathology and Oral Microbiology	02		-do-	
7.	Public Health Dentistry	16		-do-	
8.	Pediatric Dentistry	20		-do-	
9.	Oral Medicine and Radiology	12		-do-	

XV	ACCOMMODATION
	i) STAFF QUARTERS (SEPARATE FROM HOSTEL)

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

1	Whether separate quarters for Principal / Dean of the Dental College building within the campus	Yes /No
2	Staff quarters	Yes /No ____ / 19 Nos.
3	Type (No. of rooms)	No.
	Guest House with minimum 2 double bed rooms.	1

	ii) HOSTEL FOR BOYS & GIRLS. (To extent of 50% of strength)	
1	Whether the building of Hostels for Boys & Girls is separate for the dental college building within the campus.	Boys: Yes /No Girls: Yes /No
2	Hostel facility is available for minimum 50% of total intake	Yes /No
3	Whether hostel is shared by other colleges/institutions	Boys: Yes /No Girls: Yes /No
4	Hostel Facility is available for PG students	Boys: Yes /No Girls: Yes /No
5	Whether there are separate wardens for both the boys & Girls Hostel	Boys: Yes /No Girls: Yes /No
6	If yes their names & telephone numbers.	Boys: Girls:
7	Whether Inmate Register maintained in both Hostel	Boys: Yes /No Girls: Yes /No
8	Whether Kitchen inside the campus are available	Boys: Yes /No Girls: Yes /No
9	Whether there is a separate Mess for boys and Girls	Boys: Yes /No Girls: Yes /No
10	Whether Basic facilities in the Hostel room for students (1 Cot, 1 Cupboard / Table / Chair / fan)	Boys: Yes /No Girls: Yes /No
11	Whether basic amenities (electricity, Ventilation, Telephone, Internet, water treatment Plant, wash room for every 4 students, etc.,) are available	Boys: Yes /No Girls: Yes /No
12	Whether there is a separate area for recreation (TV), play area for indoor / out door games, gymnasium for boys & Girls & reading room with books & megazines	Boys: Yes /No Girls: Yes /No
13	Hostel Facility for PG:	Boys: Yes /No Girls: Yes /No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Dwelling	Single Seater	Twin Seater	Triple Seater	% of Accommodation against total strength	No. of equipped Common Rooms	No. of messes	Remarks of Inspector
UG Boys							
UG Girls							
PG Boys							
PG Girls							

XVI	CENTRAL LIBRARY	Available	Remarks of Inspector
1	Name of the Chief Librarian with qualifications (MLIS)		
2	Assistant Librarian with qualifications (MLIS)		
3	Timing of functioning of the Library (minimum 8 hours)		
4	Total Number of Books (Minimum 600) 6 Titles for all specialties plus 5 copies each of all the subjects of first year, 2 nd year & 3 rd Year students		
5	Total Number of Journals No. 26		
	i) Indian Journals - (1 National Journal in each subject of the 9 Dental specialties)		
	ii) Indian Journals - (1 National Journal in each subject of the 8 basic medical science		
	iii) International Journals - (1 International Journals for each 9 dental specialty)		
	iv) Back Volumes - (Back Volumes of all National Journal of 9 Dental Specialties)		
	iv) e- Journals / e-Consortium details	Yes / No	
6	Total Area (Minimum 8000 sq.ft.)	Yes / No	
7	Seating Capacity (it should be minimum 50% of total strength)	Yes / No	
	Under graduate students	Yes / No	
	Post graduate students	Yes / No	
	Staff	Yes / No	
8	List of books recommended by the Dental Council of India. There should be 5 copies for 100 admissions	Yes / No	
9	Journal Room		
10	Internet Room with 5 Nos. of Computer		
11	Room for Librarian		
12	Photo copying area		
13	Staff available in the Library		
	Audio Visual aids available		
	Number of CD's		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Academic		
	Educational		
14	Annual budget for Books, Journals, Audiovisual aids provided & utilized to be verified with invoice		

S.No.	Amenities	Available / Not Available	Sq. Ft.
1	Reception and waiting		
2	Issue Counter		
3	Photocopying area		
4	Journal Room		
5	Staff Reading Room		
6	Store and Stocking Room		
7	Digital Library		
8	Chief librarian /Assistant Librarian Room		
9	Students Cloak Area		
10	Seating Area		

XVII LIBRARY DETAILS FOR PG STUDENTS:

Books	No. of Titles		No. of Books	
	Required	Available	Required	Available
Central Library (Pertaining to the specialty)	20		100	
No. of Books purchased in last 5 years	-		-	
Department Library	10		50	

Journals	International		National	
	Required	Available	Required	Available
Speciality & Related	4 - 6		2 - 4	
Back Volumes for 10 years	3		-	

Year/month up to which latest Indian Journals available :	
Year/month up to which latest Foreign Journals available:	
Note: All the journals of the speciality and allied subjects shall be available out of which 50 % should be in print form.	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XVIII. STAFF ASSESSMENT FOR PUBLICATIONS :-

S.No	Faculty name & Designation	Name of the Journal	Category I / II / III	Authorship (1 st /2 nd /3 rd etc.)	Year of Publication	Points

S.No.	Category	Points
1.	Category I: (6) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Speciality Associations approved by Dental Council of India.	15
	Category II: (1) Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS	10
	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book	5
Note	For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and up to a maximum of 5 co-authors will be considered.	
	For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.	
	Maximum of 3 publications would be considered for allotting points in Category III.	
	Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.	
	For the purposes of this table, the crucial date for consideration of the publications shall be the last date for submission of application i.e. 30 th of June of every year either for starting of MDS Course or increase of admission capacity in MDS Course, as the case may be, to the Central Government u/s 10A of the Dentists Act, 1948, for each academic year, as prescribed in the Time Schedule annexed to the Dental Council of India Regulations 2006 as amended from time to time.	
	Total Score Required:	
	For Professor and HOD:	40 marks
	Professor:	30 marks

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Reader/Associate Professor:	20 marks	
XIX	CLINICAL MATERIALS to be checked at the end of the OPD (Attendance Register to be checked & signed at the beginning and the end of the OPD and duly filled by the Inspectors)		
	No. of Patients:		
	MEDICAL COLLEGE		
	OPD Attendance	Average (Last 6 months)	
	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms)		
	OPD Attendance	Average (Last 6 months)	
	DENTAL COLLEGE HOSPITAL		
	OPD Attendance	Average (Last 6 months)	
	* Minimum requirement of 100 to 150 patient's per day.		
	*Minimum requirement of new patient's for Medical College is 800 Patients per day as per MCI Regulations.		

CLINICAL WORK LOAD

i	ATTACHED MEDICAL COLLEGE <i>(should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

ii	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms). <i>(should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iii	DENTAL HOSPITAL <i>(should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection
		New
		Old

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iv	Speciality <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection				
		UG				
		PG				
		TOTAL				

Average of Patients in Last Six months

Month						
No. of Patients						
UG						
PG						
TOTAL						

FOR COLLEGES WITH 50 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Oral & Maxillofacial Pathology and Oral Microbiology

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	1+2+3	1+3+3	1+3+5	1+3+5
2 nd Unit	2+4+6	2+5+8	2+6+10	2+6+10

* (Biopsy + Cytology + Hematology per week)

FOR COLLEGES WITH 100 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Oral & Maxillofacial Pathology and Oral Microbiology

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	1+3+5	1+6+5	2+6+10	2+6+10
2 nd Unit	3+6+12	3+7+12	3+7+14	3+7+14

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

* (Biopsy + Cytology + Hematology per week)

XX. EQUIPMENTS :-

DEPARTMENT: ORAL & MAXILLOFACIAL PATHOLOGY AND ORAL MICROBIOLOGY						
S. No.	Name	Specification	Quantity		Availability	Remarks of inspector
			1 Unit	2 Units		
1	Dental Chairs and Units	Electrically operated with shadow less lamp, spittoon, 3 way syringe, instrument tray and suction	3	6		
2.	Adequate laboratory glassware's as required for processing of biopsy specimens and staining.	Reasonable quantity should be made available				
3.	Adequate tissue capsules / tissue embedding cassettes	Reasonable quantity should be made available				
4.	Paraffin wax bath	thermostatically controlled	1	1		
5.	Leuckhart pieces		10	10		
6.	Block holders		25	25		
7.	Microtome	Manual	1	1		
8.	Microtome	semi – automated	1	1		
9.	Tissue floatation water bath	thermostatically controlled	1	1		
10.	Slide warming table		1	1		
11.	Steel slide racks for staining		5	5		
12.	Diamond glass marker		2	2		
13.	Research microscope with phase contrast, dark field, polarization, image analyzer ,photomicrography attachments		1	1		
14.	Multi head microscope	Penta headed	1	1		
15.	Binocular compound microscope		2 for faculty and one per student	4 for faculty and one per student		
16.	Stereo microscope		1	1		
17.	Aluminum slide trays		5	5		
18.	Wooden / plastic slide		5	5		

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	boxes					
19.	Wax block storing cabinet		5,000 capacity	10,000 capacity		
20.	Slide storing cabinet		5,000 capacity	10,000 capacity		
21.	Refrigerator		1	1		
22.	Pipettes		5	5		
23.	Surgical kit for biopsy		3	6		
24.	Immuno histo chemistry lab		1	1		
25.	Computer with Internet Connection with attached printer and scanner		1	1		
26.	LCD projector		1	1		
.	Desirable Equipment					
27.	Cryostat		1	1		
28.	Fluorescent microscope		1	1		
29.	Hard tissue microtome		1	1		
30.	Tissue storing cabinet (frozen)		1	1		
31.	Microwave		1	1		

	Whether all the above mentioned equipment's are functioning?	Yes / No
	Whether detailed list of equipment's as furnished by the college authority is attached	Yes / No

Research Facility	Yes / No
Stipend for PG Students	Yes / No
Stipend Amount for PG students per month	Rs.

XXI	OTHER FACILITIES	
	i) Rural centres with suitable staff and equipments	Yes / No
	ii) To Satellite Centre with suitable staff and equipments	Yes / No
	iii) One bus earmarked for Dental College alone	Yes / No
	iv) Anti Ragging Committee as per norms	Yes / No
XXII	FURNITURE	
	Adequate Furniture for :	
	Faculty	Yes / No
	Non-teaching Staff	Yes / No
	Adequate Furniture :	Yes / No
	Lockers for students	Boys : Yes / No Girls : Yes / No
	Common hall	Boys : Yes / No Girls : Yes / No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

XXIII	EXAMINATION HALL FACILITIES (Required area 3600 sq. ft)		
	Sl. No.	Description	Quantity
	1.	Pentium – IV Computer /Laptop /Windows 2000/windows XP / Internet explorer/Mozilla Firefox, Adobe Acrobat Reader / Anti virus software.	2
	2.	Laser Printer/Inkjet Printer	2
	3.	1 KVA UPS with min. of 2 hours of backup	2
	4.	Copier machine with min. of 90 PPM	1
	5.	Broadband Internet	1
	6.	Fax Machine / USB wireless Internet Data Card	1
	7.	Power Generator	1
1.	Whether all the facilities available in the examination?		Yes /No
2.	Whether CC TV Camera Footages available in Examination Halls?		Yes /No
3.	Whether CCTV Camera is functioning?		Yes /No
4.	Whether the metal detector in the centre?		Yes /No
5.	Whether the jammer in the centre?		Yes /No

XXIV	SECURITY DEPOSIT for BDS			
	Details of creation of Security Deposits			
Installment	Amount	FDR No. & Date	Bank	Maturity Date
I Inst	Rs.20,00,000/-			
II Inst	Rs.10,00,000/-			
III Inst	Rs.10,00,000/-			
VI Inst	Rs.10,00,000/-			

XXV	UNIVERSITY FEES WITH GST 18% FOR ISSUE OF PROVISIONAL AFFILIATION	
	Inspection Fee: - Rs. 59,000/- (LCA Rs.50,000 + GST 18% 9000)	Receipt No.
	RTGS Details	Date
	GST No. of the Institution	

XXVI	SHOW CAUSE NOTICE	
	Whether show cause notice, if any, was issued for the inadequacy of facilities / teaching staff etc. /	
	if so, furnish details	

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	Whether the institution has fulfilled all the conditions: for B.D.S. Degree course as referred to various provisions in the Dental council of India Regulations and in the Tamil Nadu Dr.M.G.R. Medical University Statutes for the Affiliation of Dental colleges	
XXVII	PAST DEFICIENCIES:	
	Details of rectification of past deficiencies observed by the previous year inspection commission	

XXVIII. OVERALL IMPRESSION :-

	Comments
Infrastructure	
Hostel Facility	
Clinical Material	
Staff Assessment	
Student Assessment	
Library facilities	
Equipment	
Overall Department Assessment	
Any other Observations	

XXIX	OBSERVATION OF THE INSPECTION COMMISSION: 1) 2)	
XXX	Whether the Trust / Society / Institute has fulfilled all the conditions and requirements as specified in the statutes to grant of Provisional Affiliation for M.D.S Degree course from the academic year 20 - 20	Yes / No
XXXI	We hereby declare that all the documents have been physically verified by us.	
Signature of Principal/Dean with seal		
Signatures of Inspector (Member) with date		Signatures of Inspector (Convener) with date
Residential address:		Residential address:
Phone: Office :		Phone: Office :
Residence :		Residence :
Mobile No.		Mobile No.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

MDS COURSE**The inspection report should be confidential.**

S.No	Check list for the Inspectors:	Mark () any one	
1.	Is the Inspection Proforma filled Completely and each page <u>signed by both the inspectors?</u>	Yes	No
2.	Has the University affiliation been checked and found in order? (copy should be attached with the inspection proforma)	Yes	No
3.	Has the Essentiality Certificate been checked and found in order?	Yes	No
4.	Has the infrastructure and equipment with the vouchers for clearance of payment to the suppliers been checked and verified as per the prescribed DCI norms?	Yes	No
5.	Is the attached hospital (100 bedded) as per the norms and located within 10 kms from the Dental College?	Yes	No
6.	Are the teachers posted as per DCI/MCI norms and the updated registration certificate from respective State Councils attached?	Yes	No
7.	Medical College / Hospital Attached	Yes	No
	a) MCI Approved / Recognised Medical College.	Yes	No
	b) 100 Bedded General Hospital.	Yes	No
	c) Authority of attachment	Yes	No
	d) Medical Teaching Staff for BDS/MDS	Yes	No
	e) Bed Occupancy	Yes	No
8.	Is the list of teaching staff as per DCI format enclosed?	Yes	No
9.	Have the Dental and Medical faculty been checked for the following?	Yes	No
	a) Appointment: The appointment of faculty in private dental colleges should be made through proper selection committee (as per University Act of the concerned state and as per Dental Council of India (Miscellaneous) Regulations 2007, The Gazette of India Part III Section (IV) page 3 serial No. 8	Yes	No
	b) Affidavit	Yes	No
	c) Teaching experience	Yes	No
	d) Relieving certificates from the previous institutions	Yes	No
	e) Appointment, Promotion and Reliving orders from previous Institutions	Yes	No
	f) TDS Certificate	Yes	No
	g) Form 16 through Traces	Yes	No
	h) Proof of Residence	Yes	No
	i) Aadhaar Card	Yes	No
	j) PAN No.	Yes	No
	k) State Council Registration renewed till current year	Yes	No
	l) Certified Copy of Bank Statement / Pass Book by the bank (6 months)	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

	m)	Is the list of teaching staff as per DCI format enclosed?	Yes	No
	n)	Biometric Attendance	Yes	No
	o)	Signature of Teaching Faculty on both days of inspection.	Yes	No
	m)	Any staff on Notice Period (not to be considered after submission of resignation.	Yes	No
10.		Signature of PG students on both days of Inspection.	Yes	No
11.		Has the details of Students been checked?	Yes	No
		Biometric Attendance made functional so far. If not, given reason	Yes	No
12.		Has the clinical material till <u>the end of both the days</u> and patient inflow, as per norms, been checked?	Yes	No
13.		Has the e-Library/Library been checked for Books /Journals/e-journals and other facilities?	Yes	No
14.		Have the detailed comments been submitted along with the Inspection Report? (strengths and shortcomings).	Yes	No
15.		Have the details of the publications as given in the format of the Inspection Proforma been verified?	Yes	No
16.		Has the <u>list of special cases treated with details in the speciality</u> for the last three years (In case of increase of seats only) been checked?	Yes	No
17.		Any case of Ragging in the institution in the last one year has been reported?	Yes	No
18.		Have the Satellite Clinics been checked?	Yes	No
19.		Have the Publications of Faculty been checked?	Yes	No
20.		Have the Bio Medical waste details been checked?	Yes	No
21.		Have the Fire and Safety Certificate been obtained and renewed annually?	Yes	No
22.		Has the CCTV Camera been checked and found in order?	Yes	No
23.		Has the details regarding “Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018” in the institution been checked?	Yes	No

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**All below submitted document indexed as per
the Annexure and Soft bound**

	ANNEXURE
I	Trust Documents
II	Permission letters :- State Government University Dental Council of India Ministry of Health (GOI)
III	Land and infrastructure Documents Building Completion Certificate,
IV	Medical College Attachment Details
V	General Hospital Details
VI	Constructed area
VII	Details of Accommodation for Staff Quarters and Hostel
VIII	Central Library
IX	Clinical material details
X	Affidavit – Medical, Dental teaching staff List of non teaching staff on the date of inspection
XI	Documents for fee details
XII	Others Pollution Control Board Certificate, Sewage treatment Plant, Bio Medical Waste Management Certificate, Bio-Waste incinerator, Fire & Safety Certificate, Sanitary Certificate, AERB Certificate for Equipments, Anatomical Act Certificate, Proof of Biometric Attendance, Evidence for CCTV, Anti Ragging Committee, Satellite Clinic for Rural Area, Establishment of Tobacco Cessation Center, Copy of RC book for Bus, Audited statement for annual accounts for last year

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

INSTRUCTIONS FOR INSPECTORS AND PRINCIPAL

The institution details to be duly typed and filled by the Principal/Dean.
Soft copy of filled Proforma should be submitted to the Inspectors on their arrival.
A separate computer system with printer and scanner along with a supporting staff should be provided for purpose of inspection.
After verification of the details mentioned in inspection proforma, each page should be duly signed by the Principal/Dean and both the inspectors (Convener and Member).
The completed proforma along with all annexures must be submitted to this University with in 48 hours of inspection.
The scanned copy of the signed inspection report must be sent to the University by email to the Registrar of this University (registrar@tnmgrmu.ac.in).
All supportive evidence / documents should be annexed in a Soft bound (Not Spiral)
Please retain one copy of the Inspection Report duly signed by the Inspectors for future eventualities for a period of 06 (six) months.

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

**THE TAMIL NADU DR. M.G.R. MEDICAL
UNIVERSITY, CHENNAI – 600 032.**



INSPECTION PROFORMA – M.D.S.

**PROVISIONAL AFFILIATION FOR
STARTING OF NEW M.D.S. COURSE**

PUBLIC HEALTH DENTISTRY

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

Signature of Member :

Signature of Principal / Dean :

Convenor :

Signature of

THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI - 600 032
MASTER OF DENTAL SURGERY (M.D.S.) DEGREE COURSE
TO GRANT OF PROVISIONAL AFFILIATION FOR
STARTING OF M.D.S. COURSE

INSPECTION REPORT

DEPARTMENT OF PUBLIC HEALTH DENTISTRY

I	Name of the Convenor with Designation and Address, Mobile No.	
	Names of Member(s) with Designation and Address, Mobile No.	
II	University Letter No. & date in which the Inspection Commission Constituted	Lr.No. Date :
III	Date of Inspection	
IV	Date of Last Inspection	
V	ORGANIZATION APPLYING FOR PERMISSION	
	a) State Government	
	b) University	
	c) An autonomous body promoted by the Central / State Government	
	d) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding enactments in States; or Public religious or Charitable Trust registered under the Trust Act 1882 (2 of 1882) or the Wakf Act 1954 (29 of 1954)	
VI	DETAILS	
1.	a. Name of the Managing Trustee and Name of the Society / Trust and its full registered address with telephone Numbers (Telex No., Fax No., e-mail No.)	
	b. Enclose trust details with audited accounts for the last 3 years.	
2.	Name of the other courses run by the Trust	
3.	Name of the proposed Dental College Full Address of the Dental College , Fax No. & e-mail ID	
4.	Name and details of authorities representing the Management present at the time of Inspection	
5.	Name of the Principal / Dean	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	Institutional e-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

6.	a) Name of the Speciality applied	
	b) No. of seats applied	

7.	Name of the Head of Department	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	E-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

VII	PERMISSION LETTERS	
a.	DETAILS OF B.D.S. COURSE	
	State Govt. Permission / Essentiality Certificate	Lr.No: Dt. from the year :
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	DCI /GOI's formal permission for starting the B.D.S course	Lr.No: Dt. from the year :
	Provisional Affiliation issued by the University – B.D.S Course	Proc.No. Dt.
	Year of commencement of the I B.D.S Degree course	From the year
	Continuance of Provisional Affiliation issued by the University with intake from commencement of BDS Course till date (1 st , 2 nd , 3 rd , 4 th and CRI)	Proc.No. Dt. Intake
	Govt. of India notification of the recognition of the Entire B.D.S degree course conducted by the institution	Lr.No: Dt. Intake

b.	DETAILS OF M.D.S. COURSE	
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	Name of the Speciality	
	No. of seats approved	
	DCI /GOI's formal permission for starting the course	Lr.No: Dt. from the year :
	No. of seats sanctioned	

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

VIII LAND & INFRASTRUCTURE DETAILS (Sale Deed/ Lease Deed (not less than 30 years) - (Attested Copies of original documents must be attached))		
1.	Total Area of Land (Minimum 5 acres of land)	
2.	Year of Lease	
3.	Lease Valid Till (not less than 30 years – Lease Deed obtained from the Government authority)	
4.	Survey Numbers	
5.	Is the land contiguous and makes a single piece of land	Yes / No
6.	Approval Plans/ Land Use Conversion (Approved by LDA/ Municipality/ Competent Authority that the land does not attract the TN Urban Land Ceiling Act 1978, TN Town & Country Planning Act 1971, TN Land Reform Act 1961)	Yes / No
7.	Verification of Ownership from Land Records	Lr.No: Dt.
8.	Total Constructed Area (in Sq.ft)	
9.	Whether Completion Certificate furnished from the competent authority	Lr.No: Dated:
10.	Whether Pollution Control Board Certificate obtained	Yes /Applied for / No Lr.No. Date :
11.	Whether sewage treatment plant is available	Yes / No Lr.No. Date :.
12.	Whether Bio-Medical waste management is followed as per PCBI	Yes / No Lr.No. Date :
13.	Whether Hospital Waste Management (Bio-Waste incinerator) is available as per the 2018 regulations	Yes / No Lr.No. Date :
14.	Whether obtained from the competent authority 1. Fire and Safety Certificate 2. Sanitary Certificate	Yes /Applied for / No Lr.No. Date :
15.	Whether AERB Certificate for Equipments obtained from the competent authority	Yes / No Lr.No. Date :
16.	Anatomical Act certificate from Director Medical Education (to be obtained from Medical College)	Yes / No Lr.No. Date :
17.	“Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018”	Yes / No
18.	CC TV Camera :	
	OPD Registration Counter	Yes / No
	Bio-metric attendance registration	Yes / No

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	Department of Conservative Dentistry and Endodontics	Yes / No
	Lecture halls	Yes / No
	Examination Hall	Yes / No
	Note: Please ensure that all the land documents duly certified by the Revenue Authority have been checked by you	

IX	MEDICAL COLLEGE ATTACHMENT:	
1.	Type	Own Private Government
2.	Name & Address of the Medical College	
3.	Name of the Principal/Dean	
4.	Email address and contact number	
5.	Medical College duly recognized by Medical Council of India	Yes/No Lr.No. Date :
6.	Distance from Dental college to Medical college by road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes/No
7.	Whether MOU is signed by competent Authorities between Medical and Dental College for teaching B.D.S & M.D.S. Course Students	Yes/No
8.	Validity Period of MOU	
9.	Whether the above mentioned Medical College has given attachment to any other Dental College other than the proposed dental college	Yes/No

X	100 BEDDED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms away).
----------	--

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Requirement of the 100 bedded General Hospital in accordance with the parameters prescribed by the Bureau of Indian Standards BIS/NABH with in the campus of the proposed Dental College		
1.	Type	Own Private Hospital Government General Hospital
2.	Name of the Issuing Competent Authority Whether the permission of the attached 100 bedded hospital is issued by the competent authority?	Yes / No. Lr.No. Date:
3.	Name and Address of Hospital:	
4.	Name of the Allopathic CMO with Tel No. & Mobile No.:	
5.	Distance of the hospital from the Dental College by Road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes / No
6.	Number of Beds in Hospital	Total :

Department	Required	Allotted	Occupancy		Remarks of Inspector
			During last 6 months	On the day of inspection	
General Ward –Medical including allied specialities	30				
General Ward –Surgical including allied specialities	30				
Private Ward (A/C & Non A/c)	09				
Maternity Ward	15				
Paediatric Ward	06				
Intensive Care Services (4% of bed strength)	04				
Critical Care Services (6% of bed strength)	06				

Area Requirements (As per Bureau of Indian Standards (BIS)/NABH)

	Required	Available	Remarks of Inspector
Covered Area	20 sq.m./bed		
Inpatient Services	40%		
Outpatient Services	35%		
Department and supportive services	25%		

Man Power Requirement

Medical Staff

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Designation	Required	Available	Remarks of Inspector
General Surgery	2		
General Medicine	2		
Obstetrics & Gynaecology	2		
ENT	2		
Paediatrics	2		
Anaesthesia	2		
Orthopaedics	2		
Pharmacologist	1		
Radiologist	1		
GDMO	1		
Community Medicine	1		
Hospital Administration	1		

Note: Medical teachers in all Medical Colleges except the Tutors, Residents, Registrars and Demonstrators must possess the requisite recognized Postgraduate Medical qualification in their respective subject.

The teachers in a medical college or institution having a total of 8 years teaching experience out of which at least 4 years teaching experience as Assistant Professor with two research publication in indexed journals gained after obtaining postgraduate degree qualification MD/MS in the concerned subject and as per the TEQ Regulation shall be recognized Post Graduate teacher in broad specialties.

Reader /Associate Professor (5 year Post PG experience) : A post graduate qualification MD/MS in the concerned subject and as per TEQ Regulation. As Assistant Professor in the subject for 4 years in a permitted/approved/recognized Medical college/institution with 2 Research Publication in Indexed Journals as Ist Author or as corresponding author.

Assistant Professor / Lecturer: A post graduate qualification MD/MS in the concerned subject and as per the TEQ Regulations. 3 years Junior Resident in a recognized medical college in the concerned subject and one year as Senior Resident in the concerned subject in a recognized Medical College / institution.

Nursing Staff

Designation	Required	Available	Remarks of Inspector
Matron	1		
Sister incharge	6		
O.T. Nurses	6		
General Nurses	20		
Labour Room Nurses	4		

Health Staff

Designation	Required	Available	Remarks of Inspector
Female Health Assistant	1		
Extension Educator Paramedical Staff	1		
Lab Technician/Blood Bank Tech	4		
ECG Technician	1		
Pharmacist	4		
Sr. Radiographer	1		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

CSSD	2		
Medical Records	1		

Engineering Staff

Designation	Required	Available	Remarks of Inspector
Civil	2		
Mechanical	2		
Electrical	2		
Engineering Aid	4		

Other Staff

Designation	Required	Available	Remarks of Inspector
Drivers	2		
Carpenter	1		
Cooks	2		
Barber	1		
Class IV including chowkidars	55		

Administrative Staff

Designation	Required	Available	Remarks of Inspector
Office Superintendent	1		
Head Clerk	1		
Cashier	1		
Stenographer	1		
UDC	2		
LDC	4		

XI CONSTRUCTED AREA - DENTAL COLLEGE BUILDING						
Total completed Constructed Carpet Area Required : 1,00,000 Sq.ft.						
Floor	Area (Sqft)	Clinical Facilities	Academic Departments	Admin / Logistics / Support	Major Facilities	
Basement						
Ground						
First						
Second						
Third						
Fourth						
Other						
TOTAL	AREA (sq.ft.)					

XII INFRASTRUCTURE & FUNCTIONAL REQUIREMENTS			
Infrastructure	Requirement	Availability	Remarks of Inspector
Administrative block	3000 sq. ft.		
Clinical Area (for common Clinic)	2500 sq. ft.		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Library	8000 sq. ft.		
Lecture Halls – 4	6400 sq. ft.		
Central Stores	800 sq. ft.		
Maintenance room	1000 sq. ft.		
Photography and artist room	300 sq. ft.		
Medical Stores cum Pharmacy	300 sq. ft.		
Faculty Room – Dental	1000 sq. ft.		
Amenities area	1500 sq. ft.		
Boys Common Room	300 sq. ft.		
Girls Common Room	300 sq. ft.		
Room for Gas Cylinder (ventilated)	150 sq. ft.		
Compressor Room	300 sq. ft.		
Cafeteria	1500 sq. ft.		
Examination hall	3600 sq. ft.		
Auditorium (To accommodate at least 700 people)	4000 sq. ft.		
Laboratories (Dental Subjects)			
Pre-clinical Prosthodontics and dental material lab	3000 sq. ft.		
Pre-clinical conservative lab	2500 sq. ft.		
Dental Anatomy, Embryology, Oral Histology and Oral Pathology Lab	2500 sq. ft.		
LABORATORIES (Clinical)			
Prosthodontics Cast Partial and Ceramic	2500 sq. ft.		
Conservative Clinical Lab	600 sq. ft.		
Histopathology Lab for Oral Pathology	300 sq. ft.		
Haematology and Clinical Biochemistry	400 sq. ft.		
AERB certified Radiographic Room along with Dark Room	600 sq. ft.		

XIII	SPECIALITY DEPARTMENT INFRA STRUCTURE DETAILS :-		
	Constructed Area for P.G. Study (Applicable for one unit)		
	INFRASTRUCTURE FUNCTIONAL REQUIREMENTS FOR MDS:		
	Space: In addition to the BDS functional programme the following physical facilities shall be made available to start postgraduate training programmes leading to MDS degree		
	m) A minimum of 125 sq. ft. area for each dental chair in the clinic. The area of the clinic shall be in accordance with the number of dental chairs required to be placed in the department.		
	n) Each department shall be equipped with a seminar hall, library, sterilization room, (800 to 1000 sq.ft.)		
Facility	Area (sq.ft.)	Available	Not Available
Faculty Rooms			
Clinics			
Laboratory Space			
Seminar Room			

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Department Library			
PG Common Room			
Preclinical Lab			
Patient Waiting Room			
Total Area (2000 sq.ft.)			

XIV	DENTAL CHAIRS / UNITS	
	Electrical Dental Chairs Installed with all the attachments thereon	
	Whether all the chairs and units are functioning and electrically operated?	Yes / No
	Total No. of functional Chairs	/ 200
	* Specification: Electrically operated, Spittoon attachment, Halogen Light with 2 intensity, high power evacuation system, 3 way syringe, X-ray viewer attachment for Airrotor, Micromotor with straight and contrangle Hand piece, instrument tray and suction, Dental operator stool with height adjustment	

Sl. No.	Required for 100 admissions	BDS required	BDS Available	MDS required	MDS Available
				post-graduate student and two for faculty per Unit	
1.	Prosthodontics and Crown & Bridge	34		-do-	
2.	Periodontics	34		-do-	
3.	Oral Maxillofacial Surgery	30		-do-	
4.	Conservative Dentistry and Endodontics	34		-do-	
5.	Orthodontics and Dentofacial Orthopaedics	18		-do-	
6.	Oral and Maxillofacial Pathology and Oral Microbiology	02		-do-	
7.	Public Health Dentistry	16		-do-	
8.	Pediatric Dentistry	20		-do-	
9.	Oral Medicine and Radiology	12		-do-	

XV	ACCOMMODATION	
	i) STAFF QUARTERS (SEPARATE FROM HOSTEL)	
1	Whether separate quarters for Principal / Dean of the Dental College building within the campus	Yes /No
2	Staff quarters	Yes /No _____ / 19 Nos.

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

3	Type (No. of rooms)	No.	Occupancy Rate (verified)
	Guest House with minimum 2 double bed rooms.	1	

	ii) HOSTEL FOR BOYS & GIRLS. (To extent of 50% of strength)	
1	Whether the building of Hostels for Boys & Girls is separate for the dental college building within the campus.	Boys: Yes /No Girls: Yes /No
2	Hostel facility is available for minimum 50% of total intake	Yes /No
3	Whether hostel is shared by other colleges/institutions	Boys: Yes /No Girls: Yes /No
4	Hostel Facility is available for PG students	Boys: Yes /No Girls: Yes /No
5	Whether there are separate wardens for both the boys & Girls Hostel	Boys: Yes /No Girls: Yes /No
6	If yes their names & telephone numbers.	Boys: Girls:
7	Whether Inmate Register maintained in both Hostel	Boys: Yes /No Girls: Yes /No
8	Whether Kitchen inside the campus are available	Boys: Yes /No Girls: Yes /No
9	Whether there is a separate Mess for boys and Girls	Boys: Yes /No Girls: Yes /No
10	Whether Basic facilities in the Hostel room for students (1 Cot, 1 Cupboard / Table / Chair / fan)	Boys: Yes /No Girls: Yes /No
11	Whether basic amenities (electricity, Ventilation, Telephone, Internet, water treatment Plant, wash room for every 4 students, etc.,) are available	Boys: Yes /No Girls: Yes /No
12	Whether there is a separate area for recreation (TV), play area for indoor / out door games, gymnasium for boys & Girls & reading room with books & megazines	Boys: Yes /No Girls: Yes /No
13	Hostel Facility for PG:	Boys: Yes /No Girls: Yes /No

Dwelling	Single Seater	Twin Seater	Triple Seater	% of Accommodation against total strength	No. of equipped Common Rooms	No. of messes	Remarks of Inspector
UG Boys							
UG Girls							
PG Boys							
PG Girls							

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

XVI	CENTRAL LIBRARY	Available	Remarks of Inspector
1	Name of the Chief Librarian with qualifications (MLIS)		
2	Assistant Librarian with qualifications (MLIS)		
3	Timing of functioning of the Library (minimum 8 hours)		
4	Total Number of Books (Minimum 600) 6 Titles for all specialties plus 5 copies each of all the subjects of first year, 2 nd year & 3 rd Year students		
5	Total Number of Journals No. 26		
	i) Indian Journals - (1 National Journal in each subject of the 9 Dental specialties)		
	ii) Indian Journals - (1 National Journal in each subject of the 8 basic medical science		
	iii) International Journals - (1 International Journals for each 9 dental specialty)		
	iv) Back Volumes - (Back Volumes of all National Journal of 9 Dental Specialties)		
	iv) e- Journals / e-Consortium details	Yes / No	
6	Total Area (Minimum 8000 sq.ft.)	Yes / No	
7	Seating Capacity (it should be minimum 50% of total strength)	Yes / No	
	Under graduate students	Yes / No	
	Post graduate students	Yes / No	
	Staff	Yes / No	
8	List of books recommended by the Dental Council of India. There should be 5 copies for 100 admissions	Yes / No	
9	Journal Room		
10	Internet Room with 5 Nos. of Computer		
11	Room for Librarian		
12	Photo copying area		
13	Staff available in the Library		
	Audio Visual aids available		
	Number of CD's		
	Academic		
	Educational		
14	Annual budget for Books, Journals, Audiovisual aids provided & utilized to be verified with invoice		

S.No.	Amenities	Available / Not Available	Sq. Ft.
1	Reception and waiting		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

2	Issue Counter		
3	Photocopying area		
4	Journal Room		
5	Staff Reading Room		
6	Store and Stocking Room		
7	Digital Library		
8	Chief librarian /Assistant Librarian Room		
9	Students Cloak Area		
10	Seating Area		

XVII LIBRARY DETAILS FOR PG STUDENTS:

Books	No. of Titles		No. of Books	
	Required	Available	Required	Available
Central Library (Pertaining to the specialty)	20		100	
No. of Books purchased in last 5 years	-		-	
Department Library	10		50	

Journals	International		National	
	Required	Available	Required	Available
Speciality & Related	4 - 6		2 - 4	
Back Volumes for 10 years	3		-	

Year/month up to which latest Indian Journals available :	
Year/month up to which latest Foreign Journals available:	
Note: All the journals of the speciality and allied subjects shall be available out of which 50 % should be in print form.	

XVIII. STAFF ASSESSMENT FOR PUBLICATIONS :-

S.No	Faculty name & Designation	Name of the Journal	Category I / II / III	Authorship (1 st /2 nd /3 rd etc.)	Year of Publication	Points

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

S.No.	Category					Points
1.	Category I: (7) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Speciality Associations approved by Dental Council of India.					15
	Category II: (1) Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS					10
	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book					5
Note	For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and up to a maximum of 5 co-authors will be considered.					
	For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.					
	Maximum of 3 publications would be considered for allotting points in Category III.					
	Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.					
	For the purposes of this table, the crucial date for consideration of the publications shall be the last date for submission of application i.e. 30 th of June of every year either for starting of MDS Course or increase of admission capacity in MDS Course, as the case may be, to the Central Government u/s 10A of the Dentists Act, 1948, for each academic year, as prescribed in the Time Schedule annexed to the Dental Council of India Regulations 2006 as amended from time to time.					
	Total Score Required:					
	For Professor and HOD:		40 marks			
	Professor:		30 marks			
	Reader/Associate Professor:		20 marks			
XIX	CLINICAL MATERIALS to be checked at the end of the OPD (Attendance Register to be checked & signed at the beginning and the end of the OPD and duly filled by the Inspectors)					
	No. of Patients:					
	MEDICAL COLLEGE					
	OPD Attendance		Average (Last 6 months)			
	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms)					
	OPD Attendance		Average (Last 6 months)			

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	DENTAL COLLEGE HOSPITAL	
	OPD Attendance	Average (Last 6 months)
	* Minimum requirement of 100 to 150 patient's per day.	
	*Minimum requirement of new patient's for Medical College is 800 Patients per day as per MCI Regulations.	

CLINICAL WORK LOAD

i	ATTACHED MEDICAL COLLEGE <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

ii	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms). <i>(should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iii	DENTAL HOSPITAL <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	
		New	
		Old	

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iv	Speciality	On the day of Inspection
-----------	-------------------	--------------------------

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	<i>should be recorded at the end of the OPD hour up to 2 pm)</i>	UG		
		PG		
		TOTAL		

Average of Patients in Last Six months

Month						
No. of Patients						
UG						
PG						
TOTAL						

(B) Number of Satellite Centres and adopted villages:

(Minimum of 2 to 3 Satellite Centres or PHC Nodal Centres should be attached to the Department)

S.No.	Place of Centre/Village	No. of Patients treated in last one year	Distance from the College

Number of local schools and adopted by the Department (Minimum 2):

S.No.	Place of School	No. of Children Screened/referred in last one year	Distance from the College

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

FOR COLLEGES WITH 50 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Public Health Dentistry (including Patients in Satellite Clinics)

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	30	35	40	40
2 nd Unit	50	55	60	60

FOR COLLEGES WITH 100 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Public Health Dentistry (including Patients in Satellite Clinics)

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	40	45	50	50
2 nd Unit	60	65	70	70

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

XX. EQUIPMENTS:-						
DEPARTMENT OF PUBLIC HEALTH DENTISTRY						
S.No	Name	Specification	Quantity		Availability	Remarks of Inspector
	Instruments in the department for Comprehensive Oral Health Care Programme					
1.	Dental chairs	Electrically operated with shadowless lamp, spittoon, 3 way syringe, instrument tray and motorized suction, micromotor attachment with contra angle handpiece,airoter attachment, ultrasonic scaler (Piezo) with detachable autoclavable handpiece with min 3 tips.	One chair and unit per post-graduate student and one chair with unit for the faculty			
			1 Unit	2 Units		
2.	Extraction forceps		4 sets	6 sets		
3.	Filling instruments		4 sets	6 sets		
4.	Scaling instruments	Supra gingival scaling	4 sets	6 sets		
5.	Amalgamator		1	1		
6.	Pulp tester		1	1		
7.	Autoclave		1	1		
8.	X-ray viewer		1	1		
9.	Instrument cabinet		1	1		
10.	LCD or DLP multimedia projector		1	1		
11.	Computer with internet connection With attached printer and scanner		1	1		
	For peripheral dental care or field programme					
12	Staff bus		1	1		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

13.	Mobile dental clinic fitted with at least 2 dental chairs with complete dental unit with fire extinguisher		1	1		
14.	Ultrasonic scaler,		1	2		
15.	Ultrasonic cleaner capacity 3.5 lts		1	1		
16.	Compressor	One with chair				
17.	Generator		1	1		
18.	Public address system, audio-visual aids		1	1		
19.	Television		1	1		
20.	Digital Versatile Disc Player		1	1		
21.	Instrument cabinet, emergency medicine kits, Blood pressure apparatus		1	1		
22.	Portable oxygen cylinder		1	1		
23.	Portable chair		1	1		
24.	Refrigerator		1	1		

	Whether all the above mentioned equipment's are functioning?	Yes / No
	Whether detailed list of equipment's as furnished by the college authority is attached	Yes / No

Research Facility	Yes / No
Stipend for PG Students	Yes / No
Stipend Amount for PG students per month	Rs.

XXI	OTHER FACILITIES
i) Rural centres with suitable staff and equipments	Yes / No

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	ii) To Satellite Centre with suitable staff and equipments	Yes / No
	iii) One bus earmarked for Dental College alone	Yes / No
	iv) Anti Ragging Committee as per norms	Yes / No
XXII	FURNITURE	
	Adequate Furniture for :	
	Faculty	Yes / No
	Non-teaching Staff	Yes / No
	Adequate Furniture :	Yes / No
	Lockers for students	Boys : Yes / No Girls : Yes / No
	Common hall	Boys : Yes / No Girls : Yes / No

XXIII EXAMINATION HALL FACILITIES (Required area 3600 sq. ft)

	Sl. No.	Description	Quantity
	1.	Pentium – IV Computer /Laptop /Windows 2000/windows XP / Internet explorer/Mozilla Firefox, Adobe Acrobat Reader / Anti virus software.	2
	2.	Laser Printer/Inkjet Printer	2
	3.	1 KVA UPS with min. of 2 hours of backup	2
	4.	Copier machine with min. of 90 PPM	1
	5.	Broadband Internet	1
	6.	Fax Machine / USB wireless Internet Data Card	1
	7.	Power Generator	1
1.	Whether all the facilities available in the examination?		Yes /No
2.	Whether CC TV Camera Footages available in Examination Halls?		Yes /No
3.	Whether CCTV Camera is functioning?		Yes /No
4.	Whether the metal detector in the centre?		Yes /No
5.	Whether the jammer in the centre?		Yes /No

XXIV SECURITY DEPOSIT for BDS

Details of creation of Security Deposits				
Installment	Amount	FDR No. & Date	Bank	Maturity Date
I Inst	Rs.20,00,000/-			
II Inst	Rs.10,00,000/-			
III Inst	Rs.10,00,000/-			
VI Inst	Rs.10,00,000/-			

XXV	UNIVERSITY FEES WITH GST 18% FOR ISSUE OF PROVISIONAL AFFILIATION		
	Inspection Fee: - Rs. 59,000/- (LCA Rs.50,000 + GST 18% 9000)	Receipt No. Date	
	RTGS Details		
	GST No. of the Institution		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

XXVI	SHOW CAUSE NOTICE	
	Whether show cause notice, if any, was issued for the inadequacy of facilities / teaching staff etc. /	
	if so, furnish details	
	Whether the institution has fulfilled all the conditions: for B.D.S. Degree course as referred to various provisions in the Dental council of India Regulations and in the Tamil Nadu Dr.M.G.R. Medical University Statutes for the Affiliation of Dental colleges	
XXVII	PAST DEFICIENCIES:	
	Details of rectification of past deficiencies observed by the previous year inspection commission	

XXVIII. OVERALL IMPRESSION :-

	Comments
Infrastructure	
Hostel Facility	
Clinical Material	
Staff Assessment	
Student Assessment	
Library facilities	
Equipment	
Overall Department Assessment	
Any other Observations	

XXIX	OBSERVATION OF THE INSPECTION COMMISSION: 1) 2)	
XXX	Whether the Trust / Society / Institute has fulfilled all the conditions and requirements as specified in the statutes to grant of Provisional Affiliation for M.D.S Degree course from the academic year 20 - 20	Yes / No
XXXI	We hereby declare that all the documents have been physically verified by us.	
Signature of Principal/Dean with seal		
Signatures of Inspector (Member) with date		Signatures of Inspector (Convener) with date
Residential address: Phone: Office : Residence : Mobile No.		Residential address: Phone: Office : Residence : Mobile No.

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

MDS COURSE**The inspection report should be confidential.**

S.No	<u>Check list for the Inspectors:</u>	Mark (☐) any one	
1.	Is the Inspection Proforma filled Completely and each page <u>signed by both the inspectors?</u>	Yes	No
2.	Has the University affiliation been checked and found in order? (copy should be attached with the inspection proforma)	Yes	No
3.	Has the Essentiality Certificate been checked and found in order?	Yes	No
4.	Has the infrastructure and equipment with the vouchers for clearance of payment to the suppliers been checked and verified as per the prescribed DCI norms?	Yes	No
5.	Is the attached hospital (100 bedded) as per the norms and located within 10 kms from the Dental College?	Yes	No
6.	Are the teachers posted as per DCI/MCI norms and the updated registration certificate from respective State Councils attached?	Yes	No
7.	Medical College / Hospital Attached	Yes	No
	a) MCI Approved / Recognised Medical College.	Yes	No
	b) 100 Bedded General Hospital.	Yes	No
	c) Authority of attachment	Yes	No
	d) Medical Teaching Staff for BDS/MDS	Yes	No
	e) Bed Occupancy	Yes	No
8.	Is the list of teaching staff as per DCI format enclosed?	Yes	No
9.	Have the Dental and Medical faculty been checked for the following?	Yes	No
	a) Appointment: The appointment of faculty in private dental colleges should be made through proper selection committee (as per University Act of the concerned state and as per Dental Council of India (Miscellaneous) Regulations 2007, The Gazette of India Part III Section (IV) page 3 serial No. 8	Yes	No
	b) Affidavit	Yes	No
	c) Teaching experience	Yes	No
	d) Relieving certificates from the previous institutions	Yes	No
	e) Appointment, Promotion and Reliving orders from previous Institutions	Yes	No
	f) TDS Certificate	Yes	No
	g) Form 16 through Traces	Yes	No
	h) Proof of Residence	Yes	No
	i) Aadhaar Card	Yes	No
	j) PAN No.	Yes	No
	k) State Council Registration renewed till current year	Yes	No
	l) Certified Copy of Bank Statement / Pass Book by the bank (6 months)	Yes	No
	m) Is the list of teaching staff as per DCI format enclosed?	Yes	No
	n) Biometric Attendance	Yes	No
	o) Signature of Teaching Faculty on both days of inspection.	Yes	No
	m) Any staff on Notice Period (not to be considered after submission of	Yes	No

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	resignation.		
10.	Signature of PG students on both days of Inspection.	Yes	No
11.	Has the details of Students been checked?	Yes	No
	Biometric Attendance made functional so far. If not, given reason	Yes	No
12.	Has the clinical material till <u>the end of both the days</u> and patient inflow, as per norms, been checked?	Yes	No
13.	Has the e-Library/Library been checked for Books /Journals/e-journals and other facilities?	Yes	No
14.	Have the detailed comments been submitted along with the Inspection Report? (strengths and shortcomings).	Yes	No
15.	Have the details of the publications as given in the format of the Inspection Proforma been verified?	Yes	No
16.	Has the <u>list of special cases treated with details in the speciality</u> for the last three years (In case of increase of seats only) been checked?	Yes	No
17.	Any case of Ragging in the institution in the last one year has been reported?	Yes	No
18.	Have the Satellite Clinics been checked?	Yes	No
19.	Have the Publications of Faculty been checked?	Yes	No
20.	Have the Bio Medical waste details been checked?	Yes	No
21.	Have the Fire and Safety Certificate been obtained and renewed annually?	Yes	No
22.	Has the CCTV Camera been checked and found in order?	Yes	No
23.	Has the details regarding “Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018” in the institution been checked?	Yes	No

All below submitted document indexed as per

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

the Annexure and Soft bound

	ANNEXURE
I	Trust Documents
II	Permission letters :- State Government University Dental Council of India Ministry of Health (GOI)
III	Land and infrastructure Documents Building Completion Certificate,
IV	Medical College Attachment Details
V	General Hospital Details
VI	Constructed area
VII	Details of Accommodation for Staff Quarters and Hostel
VIII	Central Library
IX	Clinical material details
X	Affidavit – Medical, Dental teaching staff List of non teaching staff on the date of inspection
XI	Documents for fee details
XII	Others Pollution Control Board Certificate, Sewage treatment Plant, Bio Medical Waste Management Certificate, Bio-Waste incinerator, Fire & Safety Certificate, Sanitary Certificate, AERB Certificate for Equipments, Anatomical Act Certificate, Proof of Biometric Attendance, Evidence for CCTV, Anti Ragging Committee, Satellite Clinic for Rural Area, Establishment of Tobacco Cessation Center, Copy of RC book for Bus, Audited statement for annual accounts for last year

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

INSTRUCTIONS FOR INSPECTORS AND PRINCIPAL

The institution details to be duly typed and filled by the Principal/Dean.
Soft copy of filled Proforma should be submitted to the Inspectors on their arrival.
A separate computer system with printer and scanner along with a supporting staff should be provided for purpose of inspection.
After verification of the details mentioned in inspection proforma, each page should be duly signed by the Principal/Dean and both the inspectors (Convener and Member).
The completed proforma along with all annexures must be submitted to this University with in 48 hours of inspection.
The scanned copy of the signed inspection report must be sent to the University by email to the Registrar of this University (registrar@tnmgrmu.ac.in).
All supportive evidence / documents should be annexed in a Soft bound (Not Spiral)
Please retain one copy of the Inspection Report duly signed by the Inspectors for future eventualities for a period of 06 (six) months.

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

**THE TAMIL NADU DR. M.G.R. MEDICAL
UNIVERSITY, CHENNAI – 600 032.**



INSPECTION PROFORMA – M.D.S.

**PROVISIONAL AFFILIATION FOR
STARTING OF NEW M.D.S. COURSE
PEDIATRIC AND PREVENTIVE
DENTISTRY**

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI - 600 032
MASTER OF DENTAL SURGERY (M.D.S.) DEGREE COURSE
TO GRANT OF PROVISIONAL AFFILIATION FOR
STARTING OF M.D.S. COURSE

INSPECTION REPORT

DEPARTMENT OF PEDIATRIC AND PREVENTIVE DENTISTRY

I	Name of the Convenor with Designation and Address, Mobile No.	
	Names of Member(s) with Designation and Address, Mobile No.	
II	University Letter No. & date in which the Inspection Commission Constituted	Lr.No. Date :
III	Date of Inspection	
IV	Date of Last Inspection	
V	ORGANIZATION APPLYING FOR PERMISSION	
	a) State Government	
	b) University	
	c) An autonomous body promoted by the Central / State Government	
	d) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding enactments in States; or Public religious or Charitable Trust registered under the Trust Act 1882 (2 of 1882) or the Wakf Act 1954 (29 of 1954)	
VI	DETAILS	
1.	a. Name of the Managing Trustee and Name of the Society / Trust and its full registered address with telephone Numbers (Telex No., Fax No., e-mail No.)	
	b. Enclose trust details with audited accounts for the last 3 years.	
2.	Name of the other courses run by the Trust	
3.	Name of the proposed Dental College Full Address of the Dental College , Fax No. & e-mail ID	
4.	Name and details of authorities representing the Management present at the time of Inspection	
5.	Name of the Principal / Dean	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	Mobile No.	
	Institutional e-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

6.	a) Name of the Speciality applied	
	b) No. of seats applied	

7.	Name of the Head of Department	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	E-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

VII	PERMISSION LETTERS	
a.	DETAILS OF B.D.S. COURSE	
	State Govt. Permission / Essentiality Certificate	Lr.No: Dt. from the year :
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	DCI /GOI's formal permission for starting the B.D.S course	Lr.No: Dt. from the year :
	Provisional Affiliation issued by the University – B.D.S Course	Proc.No. Dt.
	Year of commencement of the I B.D.S Degree course	From the year
	Continuance of Provisional Affiliation issued by the University with intake from commencement of BDS Course till date (1 st , 2 nd , 3 rd , 4 th and CRI)	Proc.No. Dt. Intake
	Govt. of India notification of the recognition of the Entire B.D.S degree course conducted by the institution	Lr.No: Dt. Intake

b.	DETAILS OF M.D.S. COURSE	
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	Name of the Speciality	
	No. of seats approved	

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	DCI /GOI's formal permission for starting the course	Lr.No: Dt. from the year :
	No. of seats sanctioned	

VIII	LAND & INFRASTRUCTURE DETAILS (Sale Deed/ Lease Deed (not less than 30 years) - (Attested Copies of original documents must be attached)	
1.	Total Area of Land (Minimum 5 acres of land)	
2.	Year of Lease	
3.	Lease Valid Till (not less than 30 years – Lease Deed obtained from the Government authority)	
4.	Survey Numbers	
5.	Is the land contiguous and makes a single piece of land	Yes / No
6.	Approval Plans/ Land Use Conversion (Approved by LDA/ Municipality/ Competent Authority that the land does not attract the TN Urban Land Ceiling Act 1978, TN Town & Country Planning Act 1971, TN Land Reform Act 1961)	Yes / No
7.	Verification of Ownership from Land Records	Lr.No: Dt.
8.	Total Constructed Area (in Sq.ft)	
9.	Whether Completion Certificate furnished from the competent authority	Lr.No: Dated:
10.	Whether Pollution Control Board Certificate obtained	Yes /Applied for / No Lr.No. Date :
11.	Whether sewage treatment plant is available	Yes / No Lr.No. Date :.
12.	Whether Bio-Medical waste management is followed as per PCBI	Yes / No Lr.No. Date :
13.	Whether Hospital Waste Management (Bio-Waste incinerator) is available as per the 2018 regulations	Yes / No Lr.No. Date :
14.	Whether obtained from the competent authority 1. Fire and Safety Certificate 2. Sanitary Certificate	Yes /Applied for / No Lr.No. Date :
15.	Whether AERB Certificate for Equipments obtained from the competent authority	Yes / No Lr.No. Date :

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

16.	Anatomical Act certificate from Director Medical Education (to be obtained from Medical College)	Yes / No Lr.No. Date :
17.	“Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018”	Yes / No
18.	CC TV Camera :	
	OPD Registration Counter	Yes / No
	Bio-metric attendance registration	Yes / No
	Department of Conservative Dentistry and Endodontics	Yes / No
	Lecture halls	Yes / No
	Examination Hall	Yes / No
	Note: Please ensure that all the land documents duly certified by the Revenue Authority have been checked by you	

IX	MEDICAL COLLEGE ATTACHMENT:	
1.	Type	Own Private Government
2.	Name & Address of the Medical College	
3.	Name of the Principal/Dean	
4.	Email address and contact number	
5.	Medical College duly recognized by Medical Council of India	Yes/No Lr.No. Date :
6.	Distance from Dental college to Medical college by road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes/No
7.	Whether MOU is signed by competent Authorities between Medical and Dental College for teaching B.D.S & M.D.S. Course Students	Yes/No
8.	Validity Period of MOU	
9.	Whether the above mentioned Medical College has given attachment to any other Dental College other than the proposed dental college	Yes/No

X	100 BEDDED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms away).
----------	--

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Requirement of the 100 bedded General Hospital in accordance with the parameters prescribed by the Bureau of Indian Standards BIS/NABH with in the campus of the proposed Dental College		
1.	Type	Own Private Hospital Government General Hospital
2.	Name of the Issuing Competent Authority Whether the permission of the attached 100 bedded hospital is issued by the competent authority?	Yes / No. Lr.No. Date:
3.	Name and Address of Hospital:	
4.	Name of the Allopathic CMO with Tel No. & Mobile No.:	
5.	Distance of the hospital from the Dental College by Road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes / No
6.	Number of Beds in Hospital	Total :

Department	Required	Allotted	Occupancy		Remarks of Inspector
			During last 6 months	On the day of inspection	
General Ward –Medical including allied specialities	30				
General Ward –Surgical including allied specialities	30				
Private Ward (A/C & Non A/c)	09				
Maternity Ward	15				
Paediatric Ward	06				
Intensive Care Services (4% of bed strength)	04				
Critical Care Services (6% of bed strength)	06				

Area Requirements (As per Bureau of Indian Standards (BIS)/NABH)

	Required	Available	Remarks of Inspector
Covered Area	20 sq.m./bed		
Inpatient Services	40%		
Outpatient Services	35%		
Department and supportive services	25%		

Man Power Requirement

Medical Staff

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Designation	Required	Available	Remarks of Inspector
General Surgery	2		
General Medicine	2		
Obstetrics & Gynaecology	2		
ENT	2		
Paediatrics	2		
Anaesthesia	2		
Orthopaedics	2		
Pharmacologist	1		
Radiologist	1		
GDMO	1		
Community Medicine	1		
Hospital Administration	1		

Note: Medical teachers in all Medical Colleges except the Tutors, Residents, Registrars and Demonstrators must possess the requisite recognized Postgraduate Medical qualification in their respective subject.

The teachers in a medical college or institution having a total of 8 years teaching experience out of which at least 4 years teaching experience as Assistant Professor with two research publication in indexed journals gained after obtaining postgraduate degree qualification MD/MS in the concerned subject and as per the TEQ Regulation shall be recognized Post Graduate teacher in broad specialties.

Reader /Associate Professor (5 year Post PG experience) : A post graduate qualification MD/MS in the concerned subject and as per TEQ Regulation. As Assistant Professor in the subject for 4 years in a permitted/approved/recognized Medical college/institution with 2 Research Publication in Indexed Journals as Ist Author or as corresponding author.

Assistant Professor / Lecturer: A post graduate qualification MD/MS in the concerned subject and as per the TEQ Regulations. 3 years Junior Resident in a recognized medical college in the concerned subject and one year as Senior Resident in the concerned subject in a recognized Medical College / institution.

Nursing Staff

Designation	Required	Available	Remarks of Inspector
Matron	1		
Sister incharge	6		
O.T. Nurses	6		
General Nurses	20		
Labour Room Nurses	4		

Health Staff

Designation	Required	Available	Remarks of Inspector
Female Health Assistant	1		
Extension Educator Paramedical Staff	1		
Lab Technician/Blood Bank Tech	4		
ECG Technician	1		
Pharmacist	4		
Sr. Radiographer	1		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

CSSD	2		
Medical Records	1		

Engineering Staff

Designation	Required	Available	Remarks of Inspector
Civil	2		
Mechanical	2		
Electrical	2		
Engineering Aid	4		

Other Staff

Designation	Required	Available	Remarks of Inspector
Drivers	2		
Carpenter	1		
Cooks	2		
Barber	1		
Class IV including chowkidars	55		

Administrative Staff

Designation	Required	Available	Remarks of Inspector
Office Superintendent	1		
Head Clerk	1		
Cashier	1		
Stenographer	1		
UDC	2		
LDC	4		

XI CONSTRUCTED AREA - DENTAL COLLEGE BUILDING						
Total completed Constructed Carpet Area Required : 1,00,000 Sq.ft.						
Floor	Area (Sqft)	Clinical Facilities	Academic Departments	Admin / Logistics / Support	Major Facilities	
Basement						
Ground						
First						
Second						
Third						
Fourth						
Other						
TOTAL	AREA (sq.ft.)					

XII INFRASTRUCTURE & FUNCTIONAL REQUIREMENTS			
Infrastructure	Requirement	Availability	Remarks of Inspector
Administrative block	3000 sq. ft.		
Clinical Area (for common Clinic)	2500 sq. ft.		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Library	8000 sq. ft.		
Lecture Halls – 4	6400 sq. ft.		
Central Stores	800 sq. ft.		
Maintenance room	1000 sq. ft.		
Photography and artist room	300 sq. ft.		
Medical Stores cum Pharmacy	300 sq. ft.		
Faculty Room – Dental	1000 sq. ft.		
Amenities area	1500 sq. ft.		
Boys Common Room	300 sq. ft.		
Girls Common Room	300 sq. ft.		
Room for Gas Cylinder (ventilated)	150 sq. ft.		
Compressor Room	300 sq. ft.		
Cafeteria	1500 sq. ft.		
Examination hall	3600 sq. ft.		
Auditorium (To accommodate at least 700 people)	4000 sq. ft.		
Laboratories (Dental Subjects)			
Pre-clinical Prosthodontics and dental material lab	3000 sq. ft.		
Pre-clinical conservative lab	2500 sq. ft.		
Dental Anatomy, Embryology, Oral Histology and Oral Pathology Lab	2500 sq. ft.		
LABORATORIES (Clinical)			
Prosthodontics Cast Partial and Ceramic	2500 sq. ft.		
Conservative Clinical Lab	600 sq. ft.		
Histopathology Lab for Oral Pathology	300 sq. ft.		
Haematology and Clinical Biochemistry	400 sq. ft.		
AERB certified Radiographic Room along with Dark Room	600 sq. ft.		

XIII	SPECIALITY DEPARTMENT INFRA STRUCTURE DETAILS :-		
	Constructed Area for P.G. Study (Applicable for one unit)		
	INFRASTRUCTURE FUNCTIONAL REQUIREMENTS FOR MDS:		
	Space: In addition to the BDS functional programme the following physical facilities shall be made available to start postgraduate training programmes leading to MDS degree		
	o) A minimum of 125 sq. ft. area for each dental chair in the clinic. The area of the clinic shall be in accordance with the number of dental chairs required to be placed in the department.		
	p) Each department shall be equipped with a seminar hall, library, sterilization room, (800 to 1000 sq.ft.)		
Facility	Area (sq.ft.)	Available	Not Available
Faculty Rooms			
Clinics			
Laboratory Space			
Seminar Room			

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Department Library			
PG Common Room			
Preclinical Lab			
Patient Waiting Room			
Total Area (2000 sq.ft.)			

XIV	DENTAL CHAIRS / UNITS	
	Electrical Dental Chairs Installed with all the attachments thereon	
	Whether all the chairs and units are functioning and electrically operated?	Yes / No
	Total No. of functional Chairs	/ 200
	* Specification: Electrically operated, Spittoon attachment, Halogen Light with 2 intensity, high power evacuation system, 3 way syringe, X-ray viewer attachment for Airrotor, Micromotor with straight and contrangle Hand piece, instrument tray and suction, Dental operator stool with height adjustment	

Sl. No.	Required for 100 admissions	BDS required	BDS Available	MDS required	MDS Available
				post-graduate student and two for faculty per Unit	
1.	Prosthodontics and Crown & Bridge	34		-do-	
2.	Periodontics	34		-do-	
3.	Oral Maxillofacial Surgery	30		-do-	
4.	Conservative Dentistry and Endodontics	34		-do-	
5.	Orthodontics and Dentofacial Orthopaedics	18		-do-	
6.	Oral and Maxillofacial Pathology and Oral Microbiology	02		-do-	
7.	Public Health Dentistry	16		-do-	
8.	Pediatric Dentistry	20		-do-	
9.	Oral Medicine and Radiology	12		-do-	

XV	ACCOMMODATION	
	i) STAFF QUARTERS (SEPARATE FROM HOSTEL)	
1	Whether separate quarters for Principal / Dean of the Dental College building within the campus	Yes /No
2	Staff quarters	Yes /No _____ / 19 Nos.

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

3	Type (No. of rooms)	No.	Occupancy Rate (verified)
	Guest House with minimum 2 double bed rooms.	1	

	ii) HOSTEL FOR BOYS & GIRLS. (To extent of 50% of strength)	
1	Whether the building of Hostels for Boys & Girls is separate for the dental college building within the campus.	Boys: Yes /No Girls: Yes /No
2	Hostel facility is available for minimum 50% of total intake	Yes /No
3	Whether hostel is shared by other colleges/institutions	Boys: Yes /No Girls: Yes /No
4	Hostel Facility is available for PG students	Boys: Yes /No Girls: Yes /No
5	Whether there are separate wardens for both the boys & Girls Hostel	Boys: Yes /No Girls: Yes /No
6	If yes their names & telephone numbers.	Boys: Girls:
7	Whether Inmate Register maintained in both Hostel	Boys: Yes /No Girls: Yes /No
8	Whether Kitchen inside the campus are available	Boys: Yes /No Girls: Yes /No
9	Whether there is a separate Mess for boys and Girls	Boys: Yes /No Girls: Yes /No
10	Whether Basic facilities in the Hostel room for students (1 Cot, 1 Cupboard / Table / Chair / fan)	Boys: Yes /No Girls: Yes /No
11	Whether basic amenities (electricity, Ventilation, Telephone, Internet, water treatment Plant, wash room for every 4 students, etc.,) are available	Boys: Yes /No Girls: Yes /No
12	Whether there is a separate area for recreation (TV), play area for indoor / out door games, gymnasium for boys & Girls & reading room with books & megazines	Boys: Yes /No Girls: Yes /No
13	Hostel Facility for PG:	Boys: Yes /No Girls: Yes /No

Dwelling	Single Seater	Twin Seater	Triple Seater	% of Accommodation against total strength	No. of equipped Common Rooms	No. of messes	Remarks of Inspector
UG Boys							
UG Girls							
PG Boys							
PG Girls							

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

XVI	CENTRAL LIBRARY	Available	Remarks of Inspector
1	Name of the Chief Librarian with qualifications (MLIS)		
2	Assistant Librarian with qualifications (MLIS)		
3	Timing of functioning of the Library (minimum 8 hours)		
4	Total Number of Books (Minimum 600) 6 Titles for all specialties plus 5 copies each of all the subjects of first year, 2 nd year & 3 rd Year students		
5	Total Number of Journals No. 26		
	i) Indian Journals - (1 National Journal in each subject of the 9 Dental specialties)		
	ii) Indian Journals - (1 National Journal in each subject of the 8 basic medical science		
	iii) International Journals - (1 International Journals for each 9 dental specialty)		
	iv) Back Volumes - (Back Volumes of all National Journal of 9 Dental Specialties)		
	iv) e- Journals / e-Consortium details	Yes / No	
6	Total Area (Minimum 8000 sq.ft.)	Yes / No	
7	Seating Capacity (it should be minimum 50% of total strength)	Yes / No	
	Under graduate students	Yes / No	
	Post graduate students	Yes / No	
	Staff	Yes / No	
8	List of books recommended by the Dental Council of India. There should be 5 copies for 100 admissions	Yes / No	
9	Journal Room		
10	Internet Room with 5 Nos. of Computer		
11	Room for Librarian		
12	Photo copying area		
13	Staff available in the Library		
	Audio Visual aids available		
	Number of CD's		
	Academic		
	Educational		
14	Annual budget for Books, Journals, Audiovisual aids provided & utilized to be verified with invoice		

S.No.	Amenities	Available / Not Available	Sq. Ft.
1	Reception and waiting		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

2	Issue Counter		
3	Photocopying area		
4	Journal Room		
5	Staff Reading Room		
6	Store and Stocking Room		
7	Digital Library		
8	Chief librarian /Assistant Librarian Room		
9	Students Cloak Area		
10	Seating Area		

XVII LIBRARY DETAILS FOR PG STUDENTS:

Books	No. of Titles		No. of Books	
	Required	Available	Required	Available
Central Library (Pertaining to the specialty)	20		100	
No. of Books purchased in last 5 years	-		-	
Department Library	10		50	

Journals	International		National	
	Required	Available	Required	Available
Speciality & Related	4 - 6		2 - 4	
Back Volumes for 10 years	3		-	

Year/month up to which latest Indian Journals available :	
Year/month up to which latest Foreign Journals available:	
Note: All the journals of the speciality and allied subjects shall be available out of which 50 % should be in print form.	

XVIII. STAFF ASSESSMENT FOR PUBLICATIONS :-

S.No	Faculty name & Designation	Name of the Journal	Category I / II / III	Authorship (1 st /2 nd /3 rd etc.)	Year of Publication	Points

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

S.No.	Category					Points
1.	Category I: (8) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Speciality Associations approved by Dental Council of India.					15
	Category II: (1) Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS					10
	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book					5
Note	For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and up to a maximum of 5 co-authors will be considered.					
	For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.					
	Maximum of 3 publications would be considered for allotting points in Category III.					
	Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.					
	For the purposes of this table, the crucial date for consideration of the publications shall be the last date for submission of application i.e. 30 th of June of every year either for starting of MDS Course or increase of admission capacity in MDS Course, as the case may be, to the Central Government u/s 10A of the Dentists Act, 1948, for each academic year, as prescribed in the Time Schedule annexed to the Dental Council of India Regulations 2006 as amended from time to time.					
	Total Score Required:					
	For Professor and HOD:		40 marks			
	Professor:		30 marks			
	Reader/Associate Professor:		20 marks			
XIX	CLINICAL MATERIALS to be checked at the end of the OPD (Attendance Register to be checked & signed at the beginning and the end of the OPD and duly filled by the Inspectors)					
	No. of Patients:					
	MEDICAL COLLEGE					
	OPD Attendance		Average (Last 6 months)			
	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms)					
	OPD Attendance		Average (Last 6 months)			

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	DENTAL COLLEGE HOSPITAL	
	OPD Attendance	Average (Last 6 months)
	* Minimum requirement of 100 to 150 patient's per day.	
	*Minimum requirement of new patient's for Medical College is 800 Patients per day as per MCI Regulations.	

CLINICAL WORK LOAD

i	ATTACHED MEDICAL COLLEGE <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	

Average Number of Patients in Last Six Months

Month						
No. of Patients						

ii	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms). <i>(should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iii	DENTAL HOSPITAL <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	
		New	
		Old	

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iv	Speciality <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	
		UG	
		PG	
		TOTAL	

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Average of Patients in Last Six months

Month						
No. of Patients UG						
PG						
TOTAL						

FOR COLLEGES WITH 50 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Pediatric Dentistry

Unit	Starting MDS	2nd Renewal	3rd & 4th Renewal	Recognition
1 st Unit	20	25	30	30
2 nd Unit	35	40	45	45

FOR COLLEGES WITH 100 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Pediatric Dentistry

Unit	Starting MDS	2nd Renewal	3rd & 4th Renewal	Recognition
1 st Unit	30	35	40	40
2 nd Unit	50	55	60	60

XX. EQUIPMENTS :-

DEPARTMENT : PEDIATRIC AND PREVENTIVE DENTISTRY					
S. No.	Name	Specification	Quantity	Availability	Remarks of inspector
1.	Dental Chairs and Units	Electrically operated with shadowless lamp, spittoon, 3 way syringe, and motorised suction, micromotor attachment with	One chair & unit per post-graduate student and Two chairs with unit for the faculty		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

		contra angle miniature handpiece, airtor attachment with miniature handpiece, dental operator stool (40% dental chairs shall be pedo chairs)				
			1 Unit	2 Units		
2.	Pedo extraction forceps sets		3	4		
3.	Autoclaves for bulk instrument sterilization vacuum (Front loading)		1	2		
4.	RVG with intra oral x-ray unit		1	1		
5.	Automatic developer		1	1		
6.	Pulp tester		2	3		
7.	Apex locator		1	1		
8.	Rubber dam kit	One set per student	1	1		
9.	Injectable GP condenser		1	1		
10.	Endodontic pressure syringe		1	1		
11.	Glass bead steriliser		2	4		
12.	Spot welder		2	3		
13.	Ultrasonic scalers		2	4		
14.	Needle destroyer		1	1		
15.	Formalin chamber		1	1		
16.	Ultrasonic cleaner capacity 3.5 lts		1	1		
17.	X-ray viewer		2	3		
18.	Amalgamator		1	2		
19.	Plaster dispenser		2	2		
20.	Dental lathe		1	2		
21.	Vibrator		2	3		
22.	Typodonts	One set per . Student	1 per PG	1 per PG		
23.	Soldering unit		1	1		
24.	Band pinching beak pliers		2 Sets	2 Sets		
25.	Proximal contouring pliers		2	3		
26.	Crown crimping pliers		2	3		
27.	Double beak pliers anterior and posterior		2	3		
28.	Lab micro motor		2	3		
29.	Acryliser		1	2		
30.	Magnifying loupes		1	1		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

31.	Conscious sedation unit	Desirable	1	1		
32.	Pulse oxymeter		1	1		
33.	Phantom head table with attached Light, Airtor and micro motor	One set per each P.G. Student	1 per PG	1 per PG		
34.	Computer with internet connection with attached printer and scanner		1	1		
35.	LCD projector		1	1		
36.	Refrigerator		1	1		

	Whether all the above mentioned equipment's are functioning?	Yes / No
	Whether detailed list of equipment's as furnished by the college authority is attached	Yes / No

Research Facility	Yes / No
Stipend for PG Students	Yes / No
Stipend Amount for PG students per month	Rs.

XXI	OTHER FACILITIES	
	i) Rural centres with suitable staff and equipments	Yes / No
	ii) To Satellite Centre with suitable staff and equipments	Yes / No
	iii) One bus earmarked for Dental College alone	Yes / No
	iv) Anti Ragging Committee as per norms	Yes / No
XXII	FURNITURE	
	Adequate Furniture for :	
	Faculty	Yes / No
	Non-teaching Staff	Yes / No
	Adequate Furniture :	Yes / No
	Lockers for students	Boys : Yes / No Girls : Yes / No
	Common hall	Boys : Yes / No Girls : Yes / No

XXIII	EXAMINATION HALL FACILITIES (Required area 3600 sq. ft)		
	Sl. No.	Description	Quantity
	1.	Pentium – IV Computer /Laptop /Windows 2000/windows XP / Internet explorer/Mozilla Firefox, Adobe Acrobat Reader / Anti virus software.	2
	2.	Laser Printer/Inkjet Printer	2
	3.	1 KVA UPS with min. of 2 hours of backup	2
	4.	Copier machine with min. of 90 PPM	1
	5.	Broadband Internet	1

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	6.	Fax Machine / USB wireless Internet Data Card	1
	7.	Power Generator	1
1.	Whether all the facilities available in the examination?		Yes /No
2.	Whether CC TV Camera Footages available in Examination Halls?		Yes /No
3.	Whether CCTV Camera is functioning?		Yes /No
4.	Whether the metal detector in the centre?		Yes /No
5.	Whether the jammer in the centre?		Yes /No

XXIV	SECURITY DEPOSIT for BDS			
	Details of creation of Security Deposits			
Installment	Amount	FDR No. & Date	Bank	Maturity Date
I Inst	Rs.20,00,000/-			
II Inst	Rs.10,00,000/-			
III Inst	Rs.10,00,000/-			
VI Inst	Rs.10,00,000/-			

XXV	UNIVERSITY FEES WITH GST 18% FOR ISSUE OF PROVISIONAL AFFILIATION		
	Inspection Fee: - Rs. 59,000/- (LCA Rs.50,000 + GST 18% 9000)	Receipt No.	
	RTGS Details	Date	
	GST No. of the Institution		

XXVI	SHOW CAUSE NOTICE	
	Whether show cause notice, if any, was issued for the inadequacy of facilities / teaching staff etc. /	
	if so, furnish details	
	Whether the institution has fulfilled all the conditions: for B.D.S. Degree course as referred to various provisions in the Dental council of India Regulations and in the Tamil Nadu Dr.M.G.R. Medical University Statutes for the Affiliation of Dental colleges	
XXVII	PAST DEFICIENCIES:	
	Details of rectification of past deficiencies observed by the previous year inspection commission	

XXVIII. OVERALL IMPRESSION :-

	Comments
Infrastructure	
Hostel Facility	
Clinical Material	

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Staff Assessment	
Student Assessment	
Library facilities	
Equipment	
Overall Department Assessment	
Any other Observations	

XXIX	OBSERVATION OF THE INSPECTION COMMISSION: 1) 2)	
XXX	Whether the Trust / Society / Institute has fulfilled all the conditions and requirements as specified in the statutes to grant of Continuance of Provisional Affiliation for conducting entire B.D.S Degree course of study for the academic year 20 - 20	Yes / No
XXXI	We hereby declare that all the documents have been physically verified by us.	

Signature of Principal/Dean with seal

Signatures of Inspector (Member) with date

Signatures of Inspector (Convener) with date

Residential address:

Residential address:

Phone: Office :

Phone: Office :

Residence :

Residence :

Mobile No.

Mobile No.

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

MDS COURSE**The inspection report should be confidential.**

S.No	Check list for the Inspectors:	Mark (☐) any one	
1.	Is the Inspection Proforma filled Completely and each page <u>signed by both the inspectors?</u>	Yes	No
2.	Has the University affiliation been checked and found in order? (copy should be attached with the inspection proforma)	Yes	No
3.	Has the Essentiality Certificate been checked and found in order?	Yes	No
4.	Has the infrastructure and equipment with the vouchers for clearance of payment to the suppliers been checked and verified as per the prescribed DCI norms?	Yes	No
5.	Is the attached hospital (100 bedded) as per the norms and located within 10 kms from the Dental College?	Yes	No
6.	Are the teachers posted as per DCI/MCI norms and the updated registration certificate from respective State Councils attached?	Yes	No
7.	Medical College / Hospital Attached	Yes	No
	a) MCI Approved / Recognised Medical College.	Yes	No
	b) 100 Bedded General Hospital.	Yes	No
	c) Authority of attachment	Yes	No
	d) Medical Teaching Staff for BDS/MDS	Yes	No
	e) Bed Occupancy	Yes	No
8.	Is the list of teaching staff as per DCI format enclosed?	Yes	No
9.	Have the Dental and Medical faculty been checked for the following?	Yes	No
	a) Appointment: The appointment of faculty in private dental colleges should be made through proper selection committee (as per University Act of the concerned state and as per Dental Council of India (Miscellaneous) Regulations 2007, The Gazette of India Part III Section (IV) page 3 serial No. 8	Yes	No
	b) Affidavit	Yes	No
	c) Teaching experience	Yes	No
	d) Relieving certificates from the previous institutions	Yes	No
	e) Appointment, Promotion and Reliving orders from previous Institutions	Yes	No
	f) TDS Certificate	Yes	No
	g) Form 16 through Traces	Yes	No
	h) Proof of Residence	Yes	No
	i) Aadhaar Card	Yes	No
	j) PAN No.	Yes	No
	k) State Council Registration renewed till current year	Yes	No
	l) Certified Copy of Bank Statement / Pass Book by the bank (6 months)	Yes	No
	m) Is the list of teaching staff as per DCI format enclosed?	Yes	No
	n) Biometric Attendance	Yes	No
	o) Signature of Teaching Faculty on both days of inspection.	Yes	No
	m) Any staff on Notice Period (not to be considered after submission of resignation.	Yes	No

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

10.	Signature of PG students on both days of Inspection.	Yes	No
11.	Has the details of Students been checked?	Yes	No
	Biometric Attendance made functional so far. If not, given reason	Yes	No
12.	Has the clinical material till <u>the end of both the days</u> and patient inflow, as per norms, been checked?	Yes	No
13.	Has the e-Library/Library been checked for Books /Journals/e-journals and other facilities?	Yes	No
14.	Have the detailed comments been submitted along with the Inspection Report? (strengths and shortcomings).	Yes	No
15.	Have the details of the publications as given in the format of the Inspection Proforma been verified?	Yes	No
16.	Has the <u>list of special cases treated with details in the speciality</u> for the last three years (In case of increase of seats only) been checked?	Yes	No
17.	Any case of Ragging in the institution in the last one year has been reported?	Yes	No
18.	Have the Satellite Clinics been checked?	Yes	No
19.	Have the Publications of Faculty been checked?	Yes	No
20.	Have the Bio Medical waste details been checked?	Yes	No
21.	Have the Fire and Safety Certificate been obtained and renewed annually?	Yes	No
22.	Has the CCTV Camera been checked and found in order?	Yes	No
23.	Has the details regarding “Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018” in the institution been checked?	Yes	No

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

**All below submitted document indexed as per
the Annexure and Soft bound**

	ANNEXURE
I	Trust Documents
II	Permission letters :- State Government University Dental Council of India Ministry of Health (GOI)
III	Land and infrastructure Documents Building Completion Certificate,
IV	Medical College Attachment Details
V	General Hospital Details
VI	Constructed area
VII	Details of Accommodation for Staff Quarters and Hostel
VIII	Central Library
IX	Clinical material details
X	Affidavit – Medical, Dental teaching staff List of non teaching staff on the date of inspection
XI	Documents for fee details
XII	Others Pollution Control Board Certificate, Sewage treatment Plant, Bio Medical Waste Management Certificate, Bio-Waste incinerator, Fire & Safety Certificate, Sanitary Certificate, AERB Certificate for Equipments, Anatomical Act Certificate, Proof of Biometric Attendance, Evidence for CCTV, Anti Ragging Committee, Satellite Clinic for Rural Area, Establishment of Tobacco Cessation Center, Copy of RC book for Bus, Audited statement for annual accounts for last year

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

INSTRUCTIONS FOR INSPECTORS AND PRINCIPAL

The institution details to be duly typed and filled by the Principal/Dean.
Soft copy of filled Proforma should be submitted to the Inspectors on their arrival.
A separate computer system with printer and scanner along with a supporting staff should be provided for purpose of inspection.
After verification of the details mentioned in inspection proforma, each page should be duly signed by the Principal/Dean and both the inspectors (Convener and Member).
The completed proforma along with all annexures must be submitted to this University with in 48 hours of inspection.
The scanned copy of the signed inspection report must be sent to the University by email to the Registrar of this University (registrar@tnmgrmu.ac.in).
All supportive evidence / documents should be annexed in a Soft bound (Not Spiral)
Please retain one copy of the Inspection Report duly signed by the Inspectors for future eventualities for a period of 06 (six) months.

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

**THE TAMIL NADU DR. M.G.R. MEDICAL
UNIVERSITY, CHENNAI – 600 032.**



INSPECTION PROFORMA – M.D.S.

**PROVISIONAL AFFILIATION FOR
STARTING OF NEW M.D.S. COURSE**

ORAL MEDICINE AND RADIOLOGY

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

**THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI - 600 032 MASTER
OF DENTAL SURGERY (M.D.S.) DEGREE COURSE
TO GRANT OF PROVISIONAL AFFILIATION FOR
STARTING OF M.D.S. COURSE**

INSPECTION REPORT

DEPARTMENT OF ORAL MEDICINE AND RADIOLOGY

I	Name of the Convenor with Designation and Address, Mobile No.	
	Names of Member(s) with Designation and Address, Mobile No.	
II	University Letter No. & date in which the Inspection Commission Constituted	Lr.No. Date :
III	Date of Inspection	
IV	Date of Last Inspection	
V	ORGANIZATION APPLYING FOR PERMISSION	
	a) State Government	
	b) University	
	c) An autonomous body promoted by the Central / State Government	
	d) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding enactments in States; or Public religious or Charitable Trust registered under the Trust Act 1882 (2 of 1882) or the Wakf Act 1954 (29 of 1954)	
VI	DETAILS	
1.	a. Name of the Managing Trustee and Name of the Society / Trust and its full registered address with telephone Numbers (Telex No., Fax No., e-mail No.)	
	b. Enclose trust details with audited accounts for the last 3 years.	
2.	Name of the other courses run by the Trust	
3.	Name of the proposed Dental College Full Address of the Dental College , Fax No. & e-mail ID	
4.	Name and details of authorities representing the Management present at the time of Inspection	
5.	Name of the Principal / Dean	
	Age & Date of Birth	
	Qualification with speciality	

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	Teaching Experience	
	Mobile No.	
	Institutional e-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

6.	a) Name of the Speciality applied	
	b) No. of seats applied	

7.	Name of the Head of Department	
	Age & Date of Birth	
	Qualification with speciality	
	Teaching Experience	
	Mobile No.	
	E-mail Id	
	Aadhaar Card No.	
	State Dental Council Registration No.	

VII	PERMISSION LETTERS	
	DETAILS OF B.D.S. COURSE	
	State Govt. Permission / Essentiality Certificate	Lr.No: Dt. from the year :
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	DCI /GOI's formal permission for starting the B.D.S course	Lr.No: Dt. from the year :
	Provisional Affiliation issued by the University – B.D.S Course	Proc.No. Dt.
	Year of commencement of the I B.D.S Degree course	From the year
	Continuance of Provisional Affiliation issued by the University with intake from commencement of BDS Course till date (1 st , 2 nd , 3 rd , 4 th and CRI)	Proc.No. Dt. Intake
	Govt. of India notification of the recognition of the Entire B.D.S degree course conducted by the institution	Lr.No: Dt. Intake

b.	DETAILS OF M.D.S. COURSE	
	Consent for affiliation issued by the University	Lr.No: Dt. from the year :
	Name of the Speciality	
	No. of seats approved	

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	DCI /GOI's formal permission for starting the course	Lr.No: Dt. from the year :
	No. of seats sanctioned	

VIII LAND & INFRASTRUCTURE DETAILS (Sale Deed/ Lease Deed (not less than 30 years) - (Attested Copies of original documents must be attached)		
1.	Total Area of Land (Minimum 5 acres of land)	
2.	Year of Lease	
3.	Lease Valid Till (not less than 30 years – Lease Deed obtained from the Government authority)	
4.	Survey Numbers	
5.	Is the land contiguous and makes a single piece of land	Yes / No
6.	Approval Plans/ Land Use Conversion (Approved by LDA/ Municipality/ Competent Authority that the land does not attract the TN Urban Land Ceiling Act 1978, TN Town & Country Planning Act 1971, TN Land Reform Act 1961)	Yes / No
7.	Verification of Ownership from Land Records	Lr.No: Dt.
8.	Total Constructed Area (in Sq.ft)	
9.	Whether Completion Certificate furnished from the competent authority	Lr.No: Dated:
10.	Whether Pollution Control Board Certificate obtained	Yes /Applied for / No Lr.No. Date :
11.	Whether sewage treatment plant is available	Yes / No Lr.No. Date :.
12.	Whether Bio-Medical waste management is followed as per PCBI	Yes / No Lr.No. Date :
13.	Whether Hospital Waste Management (Bio-Waste incinerator) is available as per the 2018 regulations	Yes / No Lr.No. Date :
14.	Whether obtained from the competent authority 1. Fire and Safety Certificate 2. Sanitary Certificate	Yes /Applied for / No Lr.No. Date :
15.	Whether AERB Certificate for Equipments obtained from the competent authority	Yes / No Lr.No. Date :
16.	Anatomical Act certificate from Director Medical Education (to be obtained from Medical College)	Yes / No Lr.No. Date :

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

17.	“Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018”	Yes / No
18.	CC TV Camera :	
	OPD Registration Counter	Yes / No
	Bio-metric attendance registration	Yes / No
	Department of Conservative Dentistry and Endodontics	Yes / No
	Lecture halls	Yes / No
	Examination Hall	Yes / No
	Note: Please ensure that all the land documents duly certified by the Revenue Authority have been checked by you	

IX	MEDICAL COLLEGE ATTACHMENT:	
1.	Type	Own Private Government
2.	Name & Address of the Medical College	
3.	Name of the Principal/Dean	
4.	Email address and contact number	
5.	Medical College duly recognized by Medical Council of India	Yes/No Lr.No. Date :
6.	Distance from Dental college to Medical college by road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes/No
7.	Whether MOU is signed by competent Authorities between Medical and Dental College for teaching B.D.S & M.D.S. Course Students	Yes/No
8.	Validity Period of MOU	
9.	Whether the above mentioned Medical College has given attachment to any other Dental College other than the proposed dental college	Yes/No

X	100 BEDDED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms away).
----------	--

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Requirement of the 100 bedded General Hospital in accordance with the parameters prescribed by the Bureau of Indian Standards BIS/NABH with in the campus of the proposed Dental College		
1.	Type	Own Private Hospital Government General Hospital
2.	Name of the Issuing Competent Authority Whether the permission of the attached 100 bedded hospital is issued by the competent authority?	Yes / No. Lr.No. Date:
3.	Name and Address of Hospital:	
4.	Name of the Allopathic CMO with Tel No. & Mobile No.:	
5.	Distance of the hospital from the Dental College by Road in km (please clarify as to whether you have physically verified /taking the reading of Taxi/Car Meter by ticking yes or no)	Yes / No
6.	Number of Beds in Hospital	Total :

Department	Required	Allotted	Occupancy		Remarks of Inspector
			During last 6 months	On the day of inspection	
General Ward –Medical including allied specialities	30				
General Ward –Surgical including allied specialities	30				
Private Ward (A/C & Non A/c)	09				
Maternity Ward	15				
Paediatric Ward	06				
Intensive Care Services (4% of bed strength)	04				
Critical Care Services (6% of bed strength)	06				

Area Requirements (As per Bureau of Indian Standards (BIS)/NABH)

	Required	Available	Remarks of Inspector
Covered Area	20 sq.m./bed		
Inpatient Services	40%		
Outpatient Services	35%		
Department and supportive services	25%		

Man Power Requirement

Medical Staff

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Designation	Required	Available	Remarks of Inspector
General Surgery	2		
General Medicine	2		
Obstetrics & Gynaecology	2		
ENT	2		
Paediatrics	2		
Anaesthesia	2		
Orthopaedics	2		
Pharmacologist	1		
Radiologist	1		
GDMO	1		
Community Medicine	1		
Hospital Administration	1		

Note: Medical teachers in all Medical Colleges except the Tutors, Residents, Registrars and Demonstrators must possess the requisite recognized Postgraduate Medical qualification in their respective subject.

The teachers in a medical college or institution having a total of 8 years teaching experience out of which at least 4 years teaching experience as Assistant Professor with two research publication in indexed journals gained after obtaining postgraduate degree qualification MD/MS in the concerned subject and as per the TEQ Regulation shall be recognized Post Graduate teacher in broad specialties.

Reader /Associate Professor (5 year Post PG experience) : A post graduate qualification MD/MS in the concerned subject and as per TEQ Regulation. As Assistant Professor in the subject for 4 years in a permitted/approved/recognized Medical college/institution with 2 Research Publication in Indexed Journals as Ist Author or as corresponding author.

Assistant Professor / Lecturer: A post graduate qualification MD/MS in the concerned subject and as per the TEQ Regulations. 3 years Junior Resident in a recognized medical college in the concerned subject and one year as Senior Resident in the concerned subject in a recognized Medical College / institution.

Nursing Staff

Designation	Required	Available	Remarks of Inspector
Matron	1		
Sister incharge	6		
O.T. Nurses	6		
General Nurses	20		
Labour Room Nurses	4		

Health Staff

Designation	Required	Available	Remarks of Inspector
Female Health Assistant	1		
Extension Educator Paramedical Staff	1		
Lab Technician/Blood Bank Tech	4		
ECG Technician	1		
Pharmacist	4		
Sr. Radiographer	1		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

CSSD	2		
Medical Records	1		

Engineering Staff

Designation	Required	Available	Remarks of Inspector
Civil	2		
Mechanical	2		
Electrical	2		
Engineering Aid	4		

Other Staff

Designation	Required	Available	Remarks of Inspector
Drivers	2		
Carpenter	1		
Cooks	2		
Barber	1		
Class IV including chowkidars	55		

Administrative Staff

Designation	Required	Available	Remarks of Inspector
Office Superintendent	1		
Head Clerk	1		
Cashier	1		
Stenographer	1		
UDC	2		
LDC	4		

XI CONSTRUCTED AREA - DENTAL COLLEGE BUILDING						
Total completed Constructed Carpet Area Required : 1,00,000 Sq.ft.						
Floor	Area (Sqft)	Clinical Facilities	Academic Departments	Admin / Logistics / Support	Major Facilities	
Basement						
Ground						
First						
Second						
Third						
Fourth						
Other						
TOTAL	AREA (sq.ft.)					

XII INFRASTRUCTURE & FUNCTIONAL REQUIREMENTS			
Infrastructure	Requirement	Availability	Remarks of Inspector
Administrative block	3000 sq. ft.		
Clinical Area (for common Clinic)	2500 sq. ft.		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Library	8000 sq. ft.		
Lecture Halls – 4	6400 sq. ft.		
Central Stores	800 sq. ft.		
Maintenance room	1000 sq. ft.		
Photography and artist room	300 sq. ft.		
Medical Stores cum Pharmacy	300 sq. ft.		
Faculty Room – Dental	1000 sq. ft.		
Amenities area	1500 sq. ft.		
Boys Common Room	300 sq. ft.		
Girls Common Room	300 sq. ft.		
Room for Gas Cylinder (ventilated)	150 sq. ft.		
Compressor Room	300 sq. ft.		
Cafeteria	1500 sq. ft.		
Examination hall	3600 sq. ft.		
Auditorium (To accommodate at least 700 people)	4000 sq. ft.		
Laboratories (Dental Subjects)			
Pre-clinical Prosthodontics and dental material lab	3000 sq. ft.		
Pre-clinical conservative lab	2500 sq. ft.		
Dental Anatomy, Embryology, Oral Histology and Oral Pathology Lab	2500 sq. ft.		
LABORATORIES (Clinical)			
Prosthodontics Cast Partial and Ceramic	2500 sq. ft.		
Conservative Clinical Lab	600 sq. ft.		
Histopathology Lab for Oral Pathology	300 sq. ft.		
Haematology and Clinical Biochemistry	400 sq. ft.		
AERB certified Radiographic Room along with Dark Room	600 sq. ft.		

XIII	SPECIALITY DEPARTMENT INFRA STRUCTURE DETAILS :-		
	Constructed Area for P.G. Study (Applicable for one unit)		
	INFRASTRUCTURE FUNCTIONAL REQUIREMENTS FOR MDS:		
	Space: In addition to the BDS functional programme the following physical facilities shall be made available to start postgraduate training programmes leading to MDS degree		
	q) A minimum of 125 sq. ft. area for each dental chair in the clinic. The area of the clinic shall be in accordance with the number of dental chairs required to be placed in the department.		
	r) Each department shall be equipped with a seminar hall, library, sterilization room, (800 to 1000 sq.ft.)		
Facility	Area (sq.ft.)	Available	Not Available
Faculty Rooms			
Clinics			
Laboratory Space			
Seminar Room			

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Department Library			
PG Common Room			
Preclinical Lab			
Patient Waiting Room			
Total Area (2000 sq.ft.)			

XIV	DENTAL CHAIRS / UNITS	
	Electrical Dental Chairs Installed with all the attachments thereon	
	Whether all the chairs and units are functioning and electrically operated?	Yes / No
	Total No. of functional Chairs	/ 200
	* Specification: Electrically operated, Spittoon attachment, Halogen Light with 2 intensity, high power evacuation system, 3 way syringe, X-ray viewer attachment for Airrotor, Micromotor with straight and contrangle Hand piece, instrument tray and suction, Dental operator stool with height adjustment	

Sl. No.	Required for 100 admissions	BDS required	BDS Available	MDS required	MDS Available
				post-graduate student and two for faculty per Unit	
1.	Prosthodontics and Crown & Bridge	34		-do-	
2.	Periodontics	34		-do-	
3.	Oral Maxillofacial Surgery	30		-do-	
4.	Conservative Dentistry and Endodontics	34		-do-	
5.	Orthodontics and Dentofacial Orthopaedics	18		-do-	
6.	Oral and Maxillofacial Pathology and Oral Microbiology	02		-do-	
7.	Public Health Dentistry	16		-do-	
8.	Pediatric Dentistry	20		-do-	
9.	Oral Medicine and Radiology	12		-do-	

XV	ACCOMMODATION	
	i) STAFF QUARTERS (SEPARATE FROM HOSTEL)	
1	Whether separate quarters for Principal / Dean of the Dental College building within the campus	Yes /No
2	Staff quarters	Yes /No _____ / 19 Nos.

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

3	Type (No. of rooms)	No.	Occupancy Rate (verified)
	Guest House with minimum 2 double bed rooms.	1	

	ii) HOSTEL FOR BOYS & GIRLS. (To extent of 50% of strength)	
1	Whether the building of Hostels for Boys & Girls is separate for the dental college building within the campus.	Boys: Yes /No Girls: Yes /No
2	Hostel facility is available for minimum 50% of total intake	Yes /No
3	Whether hostel is shared by other colleges/institutions	Boys: Yes /No Girls: Yes /No
4	Hostel Facility is available for PG students	Boys: Yes /No Girls: Yes /No
5	Whether there are separate wardens for both the boys & Girls Hostel	Boys: Yes /No Girls: Yes /No
6	If yes their names & telephone numbers.	Boys: Girls:
7	Whether Inmate Register maintained in both Hostel	Boys: Yes /No Girls: Yes /No
8	Whether Kitchen inside the campus are available	Boys: Yes /No Girls: Yes /No
9	Whether there is a separate Mess for boys and Girls	Boys: Yes /No Girls: Yes /No
10	Whether Basic facilities in the Hostel room for students (1 Cot, 1 Cupboard / Table / Chair / fan)	Boys: Yes /No Girls: Yes /No
11	Whether basic amenities (electricity, Ventilation, Telephone, Internet, water treatment Plant, wash room for every 4 students, etc.,) are available	Boys: Yes /No Girls: Yes /No
12	Whether there is a separate area for recreation (TV), play area for indoor / out door games, gymnasium for boys & Girls & reading room with books & megazines	Boys: Yes /No Girls: Yes /No
13	Hostel Facility for PG:	Boys: Yes /No Girls: Yes /No

Dwelling	Single Seater	Twin Seater	Triple Seater	% of Accommodation against total strength	No. of equipped Common Rooms	No. of messes	Remarks of Inspector
UG Boys							
UG Girls							
PG Boys							
PG Girls							

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

XVI	CENTRAL LIBRARY	Available	Remarks of Inspector
1	Name of the Chief Librarian with qualifications (MLIS)		
2	Assistant Librarian with qualifications (MLIS)		
3	Timing of functioning of the Library (minimum 8 hours)		
4	Total Number of Books (Minimum 600) 6 Titles for all specialties plus 5 copies each of all the subjects of first year, 2 nd year & 3 rd Year students		
5	Total Number of Journals No. 26		
	i) Indian Journals - (1 National Journal in each subject of the 9 Dental specialties)		
	ii) Indian Journals - (1 National Journal in each subject of the 8 basic medical science		
	iii) International Journals - (1 International Journals for each 9 dental specialty)		
	iv) Back Volumes - (Back Volumes of all National Journal of 9 Dental Specialties)		
	iv) e- Journals / e-Consortium details	Yes / No	
6	Total Area (Minimum 8000 sq.ft.)	Yes / No	
7	Seating Capacity (it should be minimum 50% of total strength)	Yes / No	
	Under graduate students	Yes / No	
	Post graduate students	Yes / No	
	Staff	Yes / No	
8	List of books recommended by the Dental Council of India. There should be 5 copies for 100 admissions	Yes / No	
9	Journal Room		
10	Internet Room with 5 Nos. of Computer		
11	Room for Librarian		
12	Photo copying area		
13	Staff available in the Library		
	Audio Visual aids available		
	Number of CD's		
	Academic		
	Educational		
14	Annual budget for Books, Journals, Audiovisual aids provided & utilized to be verified with invoice		

S.No.	Amenities	Available / Not Available	Sq. Ft.
1	Reception and waiting		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

2	Issue Counter		
3	Photocopying area		
4	Journal Room		
5	Staff Reading Room		
6	Store and Stocking Room		
7	Digital Library		
8	Chief librarian /Assistant Librarian Room		
9	Students Cloak Area		
10	Seating Area		

XVII LIBRARY DETAILS FOR PG STUDENTS:

Books	No. of Titles		No. of Books	
	Required	Available	Required	Available
Central Library (Pertaining to the specialty)	20		100	
No. of Books purchased in last 5 years	-		-	
Department Library	10		50	

Journals	International		National	
	Required	Available	Required	Available
Speciality & Related	4 - 6		2 - 4	
Back Volumes for 10 years	3		-	

Year/month up to which latest Indian Journals available :	
Year/month up to which latest Foreign Journals available:	
Note: All the journals of the speciality and allied subjects shall be available out of which 50 % should be in print form.	

XVIII. STAFF ASSESSMENT FOR PUBLICATIONS :-

S.No	Faculty name & Designation	Name of the Journal	Category I / II / III	Authorship (1 st /2 nd /3 rd etc.)	Year of Publication	Points

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

S.No.	Category					Points
1.	Category I: (9) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Speciality Associations approved by Dental Council of India.					15
	Category II: (1) Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective specialty (4) PhD. or any other similar additional qualification after MDS					10
	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book					5
Note	For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and up to a maximum of 5 co-authors will be considered.					
	For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.					
	Maximum of 3 publications would be considered for allotting points in Category III.					
	Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.					
	For the purposes of this table, the crucial date for consideration of the publications shall be the last date for submission of application i.e. 30 th of June of every year either for starting of MDS Course or increase of admission capacity in MDS Course, as the case may be, to the Central Government u/s 10A of the Dentists Act, 1948, for each academic year, as prescribed in the Time Schedule annexed to the Dental Council of India Regulations 2006 as amended from time to time.					
	Total Score Required:					
	For Professor and HOD:		40 marks			
	Professor:		30 marks			
	Reader/Associate Professor:		20 marks			
XIX	CLINICAL MATERIALS to be checked at the end of the OPD (Attendance Register to be checked & signed at the beginning and the end of the OPD and duly filled by the Inspectors)					
	No. of Patients:					
	MEDICAL COLLEGE					
	OPD Attendance		Average (Last 6 months)			
	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms)					
	OPD Attendance		Average (Last 6 months)			

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	DENTAL COLLEGE HOSPITAL	
	OPD Attendance	Average (Last 6 months)
	* Minimum requirement of 100 to 150 patient's per day.	
	*Minimum requirement of new patient's for Medical College is 800 Patients per day as per MCI Regulations.	

CLINICAL WORK LOAD

i	ATTACHED MEDICAL COLLEGE <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	

Average Number of Patients in Last Six Months

Month						
No. of Patients						

ii	ATTACHED GENERAL HOSPITAL (applicable if Medical College is more than 10 kms). <i>(should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iii	DENTAL HOSPITAL <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	
		New	
		Old	

Average Number of Patients in Last Six Months

Month						
No. of Patients						

iv	Speciality <i>should be recorded at the end of the OPD hour up to 2 pm)</i>	On the day of Inspection	
		UG	
		PG	
		TOTAL	

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Average of Patients in Last Six months

Month						
No. of Patients UG						
PG						
TOTAL						

FOR COLLEGES WITH 50 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Oral Medicine & Radiology

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	75	80	90	100
2 nd Unit	110	120	130	130

FOR COLLEGES WITH 100 UG ADMISSIONS
Minimum Requirement (both UG & PG together)

Oral Medicine & Radiology

Unit	Starting MDS	2 nd Renewal	3 rd & 4 th Renewal	Recognition
1 st Unit	100	120	140	150
2 nd Unit	160	170	180	180

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

XX. EQUIPMENTS:-**DEPARTMENT OF ORAL MEDICINE AND RADIOLOGY**

S. No.	Name	Specification	Quantity		Availability	Remarks of inspector
1.	Dental Chairs and Units	Electrically operated with shadowless lamp, spittoon, 3 way syringe, instrument tray and suction	One chair and unit per post-graduate student and one chair with unit for the faculty			
			1 Unit	2 Units		
2.	RVG with intra oral radiography machine (FDA Approved)	55-70 kVp with digital compatibility	1	1		
3.	Extra oral radiography machine	100 kvp	1	1		
4.	Panoramic radiography (OPG) machine with cephalometric and TMJ attachment with printer	Digital compatibility	1	1		
5.	Intra-oral camera		1	2		
6.	Pulp tester		2	4		
7.	Autoclave		1	1		
8.	Punch biopsy tool		2	3		
9.	Biopsy equipment		1	2		
10.	Surgical trolley		2	2		
11.	Emergency medicines kit		1	1		
12.	Extra oral cassettes with intensifying screens (Conventional and rare earth)		4	6		
13.	Lead screens		2	2		
14.	Lead aprons		2	2		
15.	Lead gloves		2	2		
16.	Radiographic filters (Conventional and rare earth)		1	1		
17.	Dark room with safe light facility		1	1		
18.	Automatic radiographic film processors		2	2		
19.	Radiographic film storage lead containers		1	1		
20.	Thyroid collars		1	1		

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

21	Digital sphygmomanometer		1	1		
22	Digital blood glucose tester		1	1		
23	Digital camera		1	1		
24	X-ray viewer boxes		2	3		
25	Lacrimal probes		2 sets	2 Sets		
26	Sialography cannula		2 sets	2 Sets		
27	Illuminated mouth mirror and probe		2	2		
28	Computer with internet connection with attached printer and scanner		1	1		
29	LCD projector		1	1		
30	Refrigerator		1	1		

	Whether all the above mentioned equipment's are functioning?	Yes / No
	Whether detailed list of equipment's as furnished by the college authority is attached	Yes / No

Research Facility	Yes / No
Stipend for PG Students	Yes / No
Stipend Amount for PG students per month	Rs.

XXI	OTHER FACILITIES	
	i) Rural centres with suitable staff and equipments	Yes / No
	ii) To Satellite Centre with suitable staff and equipments	Yes / No
	iii) One bus earmarked for Dental College alone	Yes / No
	iv) Anti Ragging Committee as per norms	Yes / No
XXII	FURNITURE	
	Adequate Furniture for :	
	Faculty	Yes / No
	Non-teaching Staff	Yes / No
	Adequate Furniture :	Yes / No
	Lockers for students	Boys : Yes / No Girls : Yes / No
	Common hall	Boys : Yes / No Girls : Yes / No

XXIII	EXAMINATION HALL FACILITIES (Required area 3600 sq. ft)
--------------	--

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	Sl. No.	Description	Quantity
	1.	Pentium – IV Computer /Laptop /Windows 2000/windows XP / Internet explorer/Mozilla Firefox, Adobe Acrobat Reader / Anti virus software.	2
	2.	Laser Printer/Inkjet Printer	2
	3.	1 KVA UPS with min. of 2 hours of backup	2
	4.	Copier machine with min. of 90 PPM	1
	5.	Broadband Internet	1
	6.	Fax Machine / USB wireless Internet Data Card	1
	7.	Power Generator	1
1.	Whether all the facilities available in the examination?		Yes /No
2.	Whether CC TV Camera Footages available in Examination Halls?		Yes /No
3.	Whether CCTV Camera is functioning?		Yes /No
4.	Whether the metal detector in the centre?		Yes /No
5.	Whether the jammer in the centre?		Yes /No

XXIV	SECURITY DEPOSIT for BDS			
	Details of creation of Security Deposits			
Installment	Amount	FDR No. & Date	Bank	Maturity Date
I Inst	Rs.20,00,000/-			
II Inst	Rs.10,00,000/-			
III Inst	Rs.10,00,000/-			
VI Inst	Rs.10,00,000/-			

XXV	UNIVERSITY FEES WITH GST 18% FOR ISSUE OF PROVISIONAL AFFILIATION	
	Inspection Fee: - Rs. 59,000/- (LCA Rs.50,000 + GST 18% 9000)	Receipt No.
	RTGS Details	Date
	GST No. of the Institution	

XXVI	SHOW CAUSE NOTICE	
	Whether show cause notice, if any, was issued for the inadequacy of facilities / teaching staff etc. /	
	if so, furnish details	
	Whether the institution has fulfilled all the conditions: for B.D.S. Degree course as referred to various provisions in the Dental council of India Regulations and in the Tamil Nadu Dr.M.G.R. Medical University Statutes for the Affiliation of Dental colleges	
XXVII	PAST DEFICIENCIES:	
	Details of rectification of past deficiencies observed by the previous year inspection commission	

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

XXVIII. OVERALL IMPRESSION :-

	Comments
Infrastructure	
Hostel Facility	
Clinical Material	
Staff Assessment	
Student Assessment	
Library facilities	
Equipment	
Overall Department Assessment	
Any other Observations	

XXIX	OBSERVATION OF THE INSPECTION COMMISSION: 1) 2)	
XXX	Whether the Trust / Society / Institute has fulfilled all the conditions and requirements as specified in the statutes to grant of Provisional Affiliation for M.D.S Degree course from the academic year 20 - 20	Yes / No
XXXI	We hereby declare that all the documents have been physically verified by us.	

Signature of Principal/Dean with seal

Signatures of Inspector (Member) with date

Signatures of Inspector (Convener) with date

Residential address:

Residential address:

Phone: Office :

Phone: Office :

Residence :

Residence :

Mobile No.

Mobile No.

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

MDS COURSE**The inspection report should be confidential.**

S.No	Check list for the Inspectors:	Mark (☐) any one	
1.	Is the Inspection Proforma filled Completely and each page <u>signed by both the inspectors?</u>	Yes	No
2.	Has the University affiliation been checked and found in order? (copy should be attached with the inspection proforma)	Yes	No
3.	Has the Essentiality Certificate been checked and found in order?	Yes	No
4.	Has the infrastructure and equipment with the vouchers for clearance of payment to the suppliers been checked and verified as per the prescribed DCI norms?	Yes	No
5.	Is the attached hospital (100 bedded) as per the norms and located within 10 kms from the Dental College?	Yes	No
6.	Are the teachers posted as per DCI/MCI norms and the updated registration certificate from respective State Councils attached?	Yes	No
7.	Medical College / Hospital Attached	Yes	No
	a) MCI Approved / Recognised Medical College.	Yes	No
	b) 100 Bedded General Hospital.	Yes	No
	c) Authority of attachment	Yes	No
	d) Medical Teaching Staff for BDS/MDS	Yes	No
	e) Bed Occupancy	Yes	No
8.	Is the list of teaching staff as per DCI format enclosed?	Yes	No
9.	Have the Dental and Medical faculty been checked for the following?	Yes	No
	a) Appointment: The appointment of faculty in private dental colleges should be made through proper selection committee (as per University Act of the concerned state and as per Dental Council of India (Miscellaneous) Regulations 2007, The Gazette of India Part III Section (IV) page 3 serial No. 8	Yes	No
	b) Affidavit	Yes	No
	c) Teaching experience	Yes	No
	d) Relieving certificates from the previous institutions	Yes	No
	e) Appointment, Promotion and Reliving orders from previous Institutions	Yes	No
	f) TDS Certificate	Yes	No
	g) Form 16 through Traces	Yes	No
	h) Proof of Residence	Yes	No
	i) Aadhaar Card	Yes	No
	j) PAN No.	Yes	No
	k) State Council Registration renewed till current year	Yes	No
	l) Certified Copy of Bank Statement / Pass Book by the bank (6 months)	Yes	No
	m) Is the list of teaching staff as per DCI format enclosed?	Yes	No
	n) Biometric Attendance	Yes	No
	o) Signature of Teaching Faculty on both days of inspection.	Yes	No
	m) Any staff on Notice Period (not to be considered after submission of	Yes	No

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

	resignation.		
10.	Signature of PG students on both days of Inspection.	Yes	No
11.	Has the details of Students been checked?	Yes	No
	Biometric Attendance made functional so far. If not, given reason	Yes	No
12.	Has the clinical material till <u>the end of both the days</u> and patient inflow, as per norms, been checked?	Yes	No
13.	Has the e-Library/Library been checked for Books /Journals/e-journals and other facilities?	Yes	No
14.	Have the detailed comments been submitted along with the Inspection Report? (strengths and shortcomings).	Yes	No
15.	Have the details of the publications as given in the format of the Inspection Proforma been verified?	Yes	No
16.	Has the <u>list of special cases treated with details in the speciality</u> for the last three years (In case of increase of seats only) been checked?	Yes	No
17.	Any case of Ragging in the institution in the last one year has been reported?	Yes	No
18.	Have the Satellite Clinics been checked?	Yes	No
19.	Have the Publications of Faculty been checked?	Yes	No
20.	Have the Bio Medical waste details been checked?	Yes	No
21.	Have the Fire and Safety Certificate been obtained and renewed annually?	Yes	No
22.	Has the CCTV Camera been checked and found in order?	Yes	No
23.	Has the details regarding “Establishment of Tobacco Cessation Centers in Dental Institution – An Integrated Approach in India ---- Operational Guidelines 2018” in the institution been checked?	Yes	No

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

**All below submitted document indexed as per
the Annexure and Soft bound**

	ANNEXURE
I	Trust Documents
II	Permission letters :- State Government University Dental Council of India Ministry of Health (GOI)
III	Land and infrastructure Documents Building Completion Certificate,
IV	Medical College Attachment Details
V	General Hospital Details
VI	Constructed area
VII	Details of Accommodation for Staff Quarters and Hostel
VIII	Central Library
IX	Clinical material details
X	Affidavit – Medical, Dental teaching staff List of non teaching staff on the date of inspection
XI	Documents for fee details
XII	Others Pollution Control Board Certificate, Sewage treatment Plant, Bio Medical Waste Management Certificate, Bio-Waste incinerator, Fire & Safety Certificate, Sanitary Certificate, AERB Certificate for Equipments, Anatomical Act Certificate, Proof of Biometric Attendance, Evidence for CCTV, Anti Ragging Committee, Satellite Clinic for Rural Area, Establishment of Tobacco Cessation Center, Copy of RC book for Bus, Audited statement for annual accounts for last year

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

INSTRUCTIONS FOR INSPECTORS AND PRINCIPAL

The institution details to be duly typed and filled by the Principal/Dean.
Soft copy of filled Proforma should be submitted to the Inspectors on their arrival.
A separate computer system with printer and scanner along with a supporting staff should be provided for purpose of inspection.
After verification of the details mentioned in inspection proforma, each page should be duly signed by the Principal/Dean and both the inspectors (Convener and Member).
The completed proforma along with all annexures must be submitted to this University with in 48 hours of inspection.
The scanned copy of the signed inspection report must be sent to the University by email to the Registrar of this University (registrar@tnmgrmu.ac.in).
All supportive evidence / documents should be annexed in a Soft bound (Not Spiral)
Please retain one copy of the Inspection Report duly signed by the Inspectors for future eventualities for a period of 06 (six) months.

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :

Signature of Member :

Signature of Principal / Dean :

Signature of Convenor :