

KERALA UNIVERSITY OF HEALTH SCIENCES

INSPECTION PROFORMA FOR CONTINUATION OF PROVISIONAL AFFILIATION/ NEW COURSE/ SEAT ENHANCEMENT FOR MHA COURSE

202.... -202...

Type of Inspection

- STARTING NEW COURSE
- CONTINUATION OF PROVISIONAL AFFILIATION
- ENHANCEMENT OF SEATS FOR.....
- SURPRISE INSPECTION
- RE-INSPECTION

Part I: General Information:

1	Date of Inspection	
2	Inspection order number and date on which the inspection committee was approved	
3	Name of the Institution	
4	Application type: Continuation of provisional affiliation/ start new course/enhancement of seat	

PART II DETAILS OF INSPECTORS

5	Name of Inspector (1) Designation : Address Contact No. E mail Id	
	Name of the Inspector (2) Designation : Address Contact No. E mail Id	

Signature of the Inspectors: 1

2

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Principal

	Academic Council Member (if appointed) Name of the Inspector Designation : Address Contact No. E mail Id	
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II. A. DETAILS OF THE COLLEGE

6	Name of the college	
7	Name of the Principal with Mobile number <ul style="list-style-type: none"> Approval of appointment of Principal by KUHS: Yes/ No 	
8	Full postal address of the College	
9	Website address	
10	Telephone number	
11	Email id	
12	Year of establishment of the college	
12	Location of the college	
13	Distance from the nearest railway station	
14	Road route distance from the Bus station	
15	Whether any other courses are being conducted in the same building. If yes Specify	Yes/ No
16	Name of the Educational agency	
17	Administrative status of the Institution (Govt, society/ missionary/trust/ any other)	

B. DETAILS OF THE COURSE CONDUCTED IN THE COLLEGE

Name of the course	Year of starting	Approved intake	Total admission	Number of admissions		Remarks
				Govt quota	Management quota	
UG						
PG						

(Attach separate list)

Signature of the Inspectors: 1

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Principal

III. DETAILS OF STUDENTS IN THE CURRENT ACADEMIC YEAR

Name of the course	I semester		II Semester		III Semester		IV Semester		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
TOTAL									

PART IV PREVIOUS YEAR RESULT

(Give details of the University examination result as per the given format)

Course	Semester / Year	Name of the examination	Year	No of the students registered	No of the Students passed	Pass percentage

PART V -LAND & BUILDING DETAILS OF THE COLLEGE

Sl No	Particulars	Available area to be specified in sq ft / number	Remarks
1	Area of Land available (required 2 acres) (land deed to be attached)		
2	College Building (Own/Lease/Rent) (Copy of building plan to be enclosed)		
3.	Constructed Area (Partially/ Fully) (For accommodating the total strength)		
4.	Whether the built-up area is adequate for all courses.		

Signature of the Inspectors: 1

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Principal

IV. b. INFRASTRUCTURE			
2.a	Administrative area	Available area to be specified in sq ft / number	Remarks
1	Reception area		
2	Principal's Room		
3	Principal's Office		
4	HOD Room		
5	Faculty room		
2. b	Exam Hall Examination with CCTV surveillance (subjected to KUHS criteria)		
	Seating		
	Confidential room (adjacent to the examination hall) with internet connection		
	Mobile Jammer		
	Computer		
	Printer		
	Telephone		
	UPS		
3	Teaching and training facilities		
a.	Classroom Building area for classrooms		
	Discussion/meeting room		
	Classroom board		
	Classroom chairs with a table		
	Liquid crystal display/ Digital board: two numbers with supportive facilities		
b.	Basic medical science cum laboratory with models and specimens.		
c.	Computer Laboratory		
d.	Conference/seminar hall		
4.	Other facilities		
	1. Hostel		
	a. Boys		
	b. Girls		

Signature of the Inspectors: 1

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Principal

	2. Canteen		
	3. Auditorium/ Multipurpose room (Can be shared)		
	4. Toilet (for Faculties)		
	5. Toilets (for Students)		
	6. Common room (for Boys & Girls)		
	7. Sickroom		
	8. SSGP Room		
	9. Drinking water facility		
	10. Canteen		
	11. Storeroom		
	12. Record room		
5.	Library		
a.	Library with space of 600 sq. ft. with seating arrangement to accommodate the total number of students, for reading and having good lighting and ventilation and space for stalking of books		
b.	Total number of books (Book list to be attached)		
c.	Total number of Journals (list to be attached)		
d.	Space for Librarian & Issue counter		
e.	Computer with internet connection		
f.	Photocopy machine		
g.	Newspaper (Any two daily)		
h.	Photocopy facility for students		
i.	Seating capacity of students		
j.	Register <ul style="list-style-type: none"> ● Accession Register (Master & subject wise) ● Journal or periodical register ● Students issue register ● Faculty issue register ● Students movement register ● Faculty movement register 		
	Library timings (specify)		

VI. DETAILS OF TEACHING FACULTY

To start the course: 01 Professor, 01 Associate professor, 01 Asst professor and two lecturers are compulsory.

1	Faculty details	Available details to be specified
	<p>Faculty – Core Full-time regular mode qualification from an institution affiliated to university established under law only will be considered as qualification for the core faculty. Teaching must be for the regular MHA course of a KUHS affiliated college or affiliated to a university established under law.</p> <p>Principal: Master of Hospital Administration/Hospital Management or M Sc Hospital Management/ Hospital Administration or M D Hospital Administration from an institution affiliated to university established under law with 5 years full time teaching experiences as Professor (total 15 Years of teaching experience) for full time Masters Course in Hospital Management/ Administration or equivalent affiliated to a university established under law.</p> <p>Or</p> <p>15 years managerial experience in Hospital, after a post graduate degree of MA PM & IR with M Phil HHSM from BITS Pilani from an institution recognized by Medical Council of India or equivalent affiliated to a university established under law of which at least 10 years at senior level of Administrator of 500 bedded hospital and 15 years full time teaching experience for full time Masters Course in Hospital Administration / Hospital Management or equivalent in an institution affiliated to University established under law</p>	
2	<p>Professor: Master of Hospital Administration/Hospital Management or M Sc Hospital Management/ Hospital Administration or M D Hospital Administration from an institution</p>	

Signature of the Inspectors: 1

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Principal

	<p>affiliated to university established under law with 5 years full time teaching experiences as Associate Professor (total 10 Years of teaching experience) for full time Masters Course in Hospital Management/ Administration or equivalent affiliated to a university established under law.</p> <p>Or</p> <p>15 years managerial experience in Hospital, after a post graduate degree of MA PM & IR with M Phil HHSM from BITS Pilani from an institution recognized by Medical Council of India or equivalent affiliated to a university established under law of which at least 10 years at senior level of Administrator of 500 bedded hospital and 15 years full time teaching experience for full time Masters Course in Hospital Administration / Hospital Management or equivalent in an institution affiliated to University established under law</p>	
3.	<p>Associate Professor (1) Master of Hospital Administration/Hospital Management or M Sc Hospital management /Hospital Administration or M D Hospital Administration from an institution affiliated to University established under law with 2 years full time teaching experience as Asst. Prof. (total 5 yrs. teaching experience) for full time Masters Course in Hospital Management/ hospital Administration or equivalent affiliated to a university established under law</p>	
4.	<p>Assistant Professor Qualification and Experience: The qualification required shall be as that of a lecturer. The experiences required shall be 3 years full time teaching experiences as a lecturer for full time Master's Course in Hospital Management/ Hospital Administration or equivalent affiliated to a university established under law.</p>	
5.	<p>Lecturer Qualification: Master of Hospital Administration/ Hospital Management or M.Sc. in Hospital Management/Hospital Administration from an institution affiliated to university established under law or MD – Hospital Administration degree from an institution, recognized by the Medical Council of India.</p>	

6.	Other Lecturers: LL.B / LL.M / MCA/ M.Com/M.Sc. (Biostatistics)/M.Com/M.Sc. (Med.Documentation.) B.Tech Bio-medical/ M.Tech (Bio-medical/Instrumentation)/ M.Sc.(Anatomy) M.Sc.(Physiology) /MSc. Computer Science.	
7.	Core faculty should have MD (HA) /M. Phil (HHSM) / MHA/MHM/M.Sc.(HM)/ (HA) from an institution affiliated under law. The Professor, Associate Prof & Asst. prof only can guide the students for the project work and shall be an examiner for the viva-voce. The ratio is limited to 1:5 per year. Maximum number of faculty could guide at a time is limited to five	
8.	Whether criterion of faculty-student ratio is followed in relation to the seats requested/ sanctioned?	

Details of teaching faculty – Core

Sl no	Name of the faculty and University ID No		Designation	DOB	Qualification	Total teaching experience after PG	Signature of the faculty (If absent on inspection day mark as leave/absent)
	Name	FEP					
1							
2							
3							
4							

(Separate list to be attached)

** Faculty proforma along with self attested copies of certificates shall be enclosed for faculty members who do not have an FEP number.*

Signature of the Inspectors: 1

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Details of Faculties – Basic

Sl no	Name of the faculty and University ID No		Designation	DOB	Qualification	Subject	Total teaching experience after PG	Signature of the faculty (If absent on inspection day mark as leave/absent)
	Name	FEP No						
1								
2								
3								
4								
5								

(Separate sheet to be attached)

Faculty proforma along with self attested copies of certificates shall be enclosed for faculty members who do not have an FEP number.

VII. DETAILS OF NON-TEACHING STAFF

Sl no	Name	Designation	Qualification	Verified and
		Administrative officer/ Office Suptdt.	Degree	
		PA to Principal/ Office secretary	Degree	
		Accountant/ Cashier	B Com / M Com	
		Librarian	B Lib/ MLis	
		Computer		
		Office Assistant		
		Driver		
		Sweeper		

VIII. RECORDS AND REGISTER

	Register	Verified & Available, not available
1.	Admission register	
2.	Student's attendance register (theory) for 4 semesters	
3.	Student's attendance register (clinical) all semester	
4.	Faculty attendance register	
5.	Non-teaching staff attendance register	
6.	Internal marks register	
7.	Teaching plan	
8.	Timetable and clinical training details	

Signature of the Inspectors: 1

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9.	Faculty meeting minutes register	
10.	Stock register (assets)	
11.	PTA register	
12.	College Council register	
13.	ICC register	
14.	Academic Monitoring cell register	
15.	Anti-ragging	
16.	SSGP Register	
17.	Condonation of break of study register/records	
18.	QP Download register	
19.	Examination store register (Answer script stock register /pink cover brown cover etc)	
20.	Faculty salary register / bank transfer details	
Note: Countersigned the last page of the Register by the inspectors		

IX. DETAILS OF VEHICLE (details to be attached)

Sl no	Vehicle type	Details
1	No of vehicle	
2.	Vehicle number and seating capacity	
	<ul style="list-style-type: none"> • ----- • ----- • ----- 	

X. HOSTEL FACILITY (documents to be attached)

Sl no	Hostel facility (Boys & Girls)	Owned / Private

XI. DETAILS OF THE HOSPITAL & FACILITIES

Sl no	Requirement	Remarks
1.	Name and address of the hospital	
2.	Ownership The hospital is owned by the same management	
3.	The road distance from the college to the hospital	

Signature of the Inspectors: 1

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Principal

4.	Total number of beds & speciality 200 bedded multispecialty hospital	
5.	Bed occupancy of the hospital-	
6.	OPD	
7.	Department required 11 main medical and surgical specialties including general medicine, general surgery, obstetrics, and gynecology, paediatrics, ENT, Ophthalmology, Orthopaedics, Dermatology, Casualty, etc. (should be there)	
8.	Super Specialty At least five major super specialties like Cardiology, Neurology, Nephrology, Urology, Neurosurgery, Cardio-thoracic surgery, etc (should be there.)	
9.	Administrative departments All administrative, supportive and ancillary departments like Administration, Materials Management, Stores, Personnel – Public Relations – Finance – Accounts – Registration	
10.	Clinical and Supportive department Medical Records – Bio-Medical – Radiology – CSSD – Corporate Relations – Insurance – Billing - Pharmacy – Canteen – Plumbing – Electrical – Civil – Laundry – Waste Management – ETP – Incinerator – Physiotherapy – Medical and Psychiatric Social Work – OPD– ICUS – Security – Casualty – Laboratory – Microbiology – Bio Chemistry – Blood Bank – Haematology – Histopathology, Pathology.etc	
11	Classroom/ discussion room - 300 sq ft with table and chair	

XII. FEEDBACK FROM THE STUDENTS (Existing college)

1.	Theory class	
2.	Training & field visit	
3.	Library	
4.	Hostel	
5.	Infrastructure	
6.	Transportation	
7.	Other facilities	

Signature of the Inspectors: 1

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Principal

XIII. INSPECTION REPORT

1. College

2. Library

3. Faculty

4. Hospital

5. Documentation

6. Any other

Signature of the Inspectors: 1

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XIV. REMARKS AND DEFICIENCY

1. College

2. Library

3. Faculty

4. Hospital

5. Documentation

Signature of the Inspectors: 1

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Principal

XV. Any other information the inspectors like to furnish

All documents have been physically verified, and confidentiality has been maintained

Name:

Signature of the Inspector (1)

Name:

signature of Inspector (2)

Name

Signature of the Inspector (3)

Signature of the Inspectors: 1

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Principal

ANNEXURES

**(Copies of verified documents attested by the principal to be submitted along with the
Inspection proforma)**

- I. Essentiality certificate / NOC/ Letter of permission from the Govt of Kerala
- II. Trust / Society registration certificate
- III. Land deed with an ownership certificate
- IV. Approval of the building plan for the college and hostel
- V. Last year's Affiliation order
- VI. Fire and safety certificate
- VII. Details of the course conducted
- VIII. Books and Journal List
- IX. Teaching faculty details (Core & Basic)
- X. Details of Vehicle
- XI. Proof of Parent Hospital
- XII. Hospital details: department details, IP & OP statistics on the day of Inspection
- XIII. Annual report of the college
- XIV. Group Photo of faculty with Inspectors (Basic & Core)

DOCUMENTS FOR STARTING NEW COLLEGE/ MHA COURSE

- I. Resolution of the trust:** Attach attested copy of the specific Resolution of the Trust/Management mentioning the name of the institution and name of the course being requested
- II. Detailed project proposal:** The applicant shall submit a detailed project report for starting and continuing the academic programme fulfilling the norms of apex council and KUHS along with the application
- III. Legal documents:**

Attach a copy of the following documents to prove the ownership of the College and Hospital & other infrastructure facilities.

1. Clear title deed of the property in favour of the applicant;
 2. Copies of the constitution, bye-laws and certification of registration of the agency proposing to start college/course.
 3. Resolution of the management earmarking area and purpose of running the institution/course concerned;
 4. A sketch showing the specific area so earmarked with boundary description, measurements and all details required for identifying the land;
 5. A declaration signed by the applicant to the effect that the area so ear marked shall not be used for running any other institution;
 6. Details of the financial guarantee proposed to be furnished to the University by the Management
 7. Copy of agreement, if any, executed with the Government, and Essentiality certificate/permission of the Government, wherever applicable.
 8. Affidavit in Form 1B executed in stamp paper of appropriate value under the Kerala Stamp Act.
- IV. Financial statement:** Attach attested copy of the Audited Balance sheet of the applicant entity for the previous 3 (three) years for Non Governmental organisations and budget allocation for parent institution in the case of Government
 - V. Essentiality/NOC /LOP from Govt:** The essentiality certificate issued by Govt. regarding feasibility and desirability of starting the course with admission capacity should be submitted along with the application, wherever apex council demands more specifications, that also may be included in the essentiality certificate
 - VI. Approved plan** Attach copy of attested site plan and building plan including academic block, administrative block , hostels, play ground as approved by Local Self Government
 - VII. Clearance from Pollution Control Board:** All the academic institutions and parent hospitals shall take adequate pollution control measures by providing incineration plant, waste disposal measures, sewage water treatment plant, landscaping of the campus etc and submit copy of the Clearance certificate from the Pollution Control Board.