

**INFORMATION OF MINIMUM REQUIREMENTS TO BE PROVIDED FOR
STARTING POSTGRADUATE DEGREE / DIPLOMA COURSES IN MEDICAL
COLLEGES AS PER M.C.I. GUIDELINES
(FOR NON-CLINICAL COURSES)**

1. Name of the Department : Hospital Administration
2. P.G. Courses intending to start : P.G. Degree / Diploma / Both
3. Name of the Head of the Department :
4. Services: :
- A. Out Patient :
1. No.of investigations rendered in the :
following at hospital for out patients / in
patients treated per annum (last one year) :
2. No.of Emergencies (if any). :
5. Facilities: :
- A. Infrastructure: :
- a) OP Area for out Patients :
- b) Inpatients / wards / units :
- c) Staff rooms :
- d) Cubicals :
- e) Demo.rooms :
- f) Waiting Area :
- g) Necessary equipment provided for the
above :
- Whether the above are provided. In addition to : Yes / No
UG Courses in the college. (If so furnish No.of
rooms.)

SIGNATURES OF THE INSPECTION COMMITTEE:

(1)

(2)

B. O.P. & I.P. Supportive Services. :

Lab services, Biochemistry, Microbiology, Pathology, Radiology, Physiotherapy, P.R. etc., Pharmacology, Ambulance etc.

C. Equipment: :

i) Basic equipment in the department :

ii) Latest equipment (specify)in the department :
(list to be enclosed).

Whether equipment in addition to UG Course are provided. (if necessary)

D. Library : No.of titles :

No.of books :

No.of journals :

(international & national)

The No.of books additionally provided for PG :
Programme in the Department.

Whether **Computer with Internet** facility is provided.

E. Teaching aids: Audiovisual :

Xerox, :

Vedeeo etc. :

6. Other facilities needed for the specialty: :

Whether in the following, required for department are available: Yes / No

O.T., ICU, AMC, ASC, Central sterilization, etc.

7. Teaching faculty: :

	Teaching Faculty	Required	Available	Deficiency
i)	A. Professors			
	B. Associate Professors			
	C. Readers			
	D. Asst. Professors			
	E. Tutors / Demonstrators			

SIGNATURES OF THE INSPECTION COMMITTEE:

(1)

(2)

	Non-teaching and Technical	Required	Available	Deficiency
	F. Technicians			
	G. Storekeeper-cum-clerk			
	H. Lab Attendants			
	I. Steno-cum-Typist / computer operator			

ii) Total No.of Recognized Postgraduate Teachers :

(A. Qualified in specialty, 8 years experience of which atleast 5 years of teaching experience is as Asst. Professor or above gained after attaining the PG Degree shall be recognized as Postgraduate Teachers)

8. Teaching faculty particulars :

S.No.	Name	Design.	Qualification	Year of Passing of PG Course	Date of appointment	Teaching experience after PG	Publications
-------	------	---------	---------------	------------------------------	---------------------	------------------------------	--------------

9. Signature of H.O.D. :

10. Recommendations (in-take) :

A. P.G.Teacher: student ratio 1:2 for a professor & 1:1 for other cadres :

SIGNATURES OF THE INSPECTION COMMITTEE:

(1)

(2)

CERTIFICATE

- | | |
|---|---|
| a) Whether necessary infrastructure, equipment, books, furniture etc., are provided for PG Courses in addition to MBBS Programme. | i) Satisfactory
ii) Not satisfactory |
| b) Whether teaching staff; non-teaching & technical staff are appointed for PG Programme in addition to MBBS Programme. | : i) Appointed
ii) Not appointed. |
| c) Number of PG Degree, Diploma seats recommended taking into consideration of the permission issued by GOI., | PG Degree :
PG Diploma : |
11. Remarks (If any)

SIGNATURES OF THE INSPECTION COMMITTEE:

(1)

(2)