



**KERALA UNIVERSITY OF HEALTH SCIENCES  
THRISSUR, KERALA**

**Inspection Proforma for the Continuation of Provisional Affiliation/Provisional Affiliation of  
M.Phil in Psychiatric Social Work**

**(All parameters are to be verified in person by the designated Inspectors ,Copies of necessary  
verified documents attested by the principal to be attached**

## Part 1

### DETAILS OF INSPECTORS

Date of inspection :  
Name of the Inspector (1) :  
Designation  
Address

Contact No  
E mail ID  
Name of the Inspector (2) :  
Designation  
Address  
Contact No  
E mail ID

University Order No. and date in which  
Inspection committee was appointed :

Type of Inspection:

1. Routine Inspection :   
1. Surprise Inspection :   
2. Re-Inspection :   
3. 2<sup>nd</sup> Re-Inspection :

### II. DETAILS OF THE COLLEGE

a) Name of the College with full Postal address. :  
(With website address, telephone No, Mobile no & E mail)

a) Administrative status of the Institution :  
(Society/Trust/Institution or any other)

### III. ADMINISTRATION

Whether the following bodies have been constituted and functioning as per the direction of University

Sl.No	Details	Yes/No	Remarks
1. 1	College Budget (Audited Statement)		
2. 2	College Management Committee		
3. 3	KUHS- NSS Unit		
4.	Academic Monitoring cell		
5. *	Constitution of Anti Ragging Committee		
6. *	Student Support and Guidance Cell		
7. *	College Union		
8. *	Parent Teacher Association		
9. *	College Council		

**\*Check whether Sl.No 2,3,4,5,6,7,8,9 are constituted and functioning as per the direction of University.**

**\* The Inspectors are requested to verify minute books of all committees and furnish remarks, if any**

**\*Sl.No. 5, 6, 7,8,9 should be verified and signed by the inspectors and the relevant pages of the minutes book should be attached with inspection report**

#### 1. General Details of the course

No	Item	Requirement
1.1	Admission Capacity	(MAXIMUM of 8 seats per academic year)
1.2	Year of starting of the course	
1.3	Mode of Selection	
1.4	Allotting Authority	
1.5	University affiliation order no. and date	
1.6	Details (order no. and date) of permission obtained from Government of Kerala to start the course	
1.7	Date of commencement of the current batch	

## 2. Details of the Institute/college

No	Item	
<b>2.1</b>	<b>Nature of the college establishment</b> (Tick the appropriate)	
	Central Govt/State Govt/Local Body	
	Registered Private/Public Trust	
	Organizations Registered under Societies Registration Act including Missionary Organizations	
	Companies Incorporated under section 8 of Company's Act	
	Other (Specify the details)	
<b>2.2</b>	<b>Requirements of college</b>	
2.2.1	Ownership	Rented/Own
2.2.2	Area (Minimum 3 acres)	
2.2.3	Single/Multiple	
2.2.4	Availability of Water	Well water / KWA supply
2.2.5	Availability of Electricity (Permanent 3 phase connection required)	
2.2.6	Distance from the hospital (Max 3 kilometres)	
2.2.7	Is the college adequately accessible by road and public conveyance?	
2.2.8	Details of Hostels (No. of rooms, No.	

	of students occupied)	
2.2.9	Is a play ground available for use of students? (1 play ground for 20 students)	
2.2.10	Is an adequate parking area available in the college?	
<b>2.3</b>	<b>Hospital Requirements</b>	
2.3.1	Ownership	Own/Rented
2.3.2	Years of functioning of hospital since establishment (Min 2 years required)	
2.3.3	Details of IP/OP services Total number of cases seen in a year: New referrals in a year: Monthly average of new and old cases in the last year: Other details:	
2.3.4	Departments in the institute  (Departments of Psychiatric social work, Psychiatry, Clinical Psychology and Psychiatric nursing mandatory)	
2.3.4	Is a multi disciplinary team including Psychiatrists, clinical psychologists, psychiatric social workers and psychiatric nurses available?	Yes/No
2.3.6	Distance from Teaching Institution	Within 3 kilometres from the teaching institution
2.4	Clinical Requirements in the hospital	
2.4.1	Total number of Out Patients who received services from the Department of Psychiatric Social Work	
2.4.2	Details of Inpatients services if any	
2.4.3	Details of any other Specialty services (De addiction and Tobacco cessation Clinic, Suicide Prevention Clinic, Child and Adolescent Guidance Clinic, Dementia Clinic, Epilepsy Clinic, Head ache Clinic, Any Others)	
2.5	Man Power requirement in the college	
2.5.1	Teaching staff (Associate Professor or higher – 1, Assistant Professor/Lecturer -1 compulsory.	
2.5.2	No. of supportive staff ( Minimum requirements in the college:	Administrative officer: Clerical staff :

	Administrative officer-1, Clerical staff-2, Peon-1, Electrician – 1, Plumber -1, Mechanic – 1, Driver-1, Librarian - 1)	Peon: Driver: Plumber: Mechanic: Librarian: Others:
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### 3 Other details of the college

3.1	INFRASTRUCTURE FOR THE COLLEGE	Yes/No	Remarks
3.1.1	Total plinth area		
3.1.2	Is an approved plan for the building available?		
3.1.3	Lecture Halls with teaching aids (2 lecture halls for 20 students)		
3.1.4	No. of Examination Halls with confidential room (Minimum one with dimensions of 15 x 6.5 m <sup>2</sup> )		
3.1.5	Auditorium/Multipurpose hall (Min. One hall with dimensions of 15 x 7.5 m <sup>2</sup> )		
3.1.6	Common Room for Boys & Girls (Min two, with dimensions of 15 x 7.5 m <sup>2</sup> )		
3.1.7	Staff Rooms (Minimum three, with dimensions of 3.5 x 4.2 m <sup>2</sup> )		
3.1.8	Administrative Space (Min area of 15 x 6.5 m <sup>2</sup> )		
3.1.9	No. of Laboratories (Min one)		
3.1.11	Library (Min. One. With dimensions of 15 x 7.5 m <sup>2</sup> )		
3.1.12	Toilets (Min. Five, with dimensions of 120 x 120 cm <sup>2</sup> / toilet)		
3.2	<b>LIBRARY</b>	Yes/No	Remarks if any
3.2.1	Total Area (Min area of 15 x 7.5 m <sup>2</sup> )		
3.2.2	Reception & waiting area available?		
3.2.3	Property & Issue counter		
3.2.4	Reading Room		
3.2.5	Staff/PG reading Room		
3.2.6	Reference section		
3.2.7	Journal section		
3.2.8	Photo copying section		
3.2.9	Internet/computer facility		
3.2.10	Room for Librarian		
3.2.11	Are books available as per the		

	reading materials in the syllabus approved by KUHS?		
3.6.12	Are adequate journals available in the library?		
3.3	<b>EXAMINATION HALL</b>	Yes/No	Remarks
	▪ Area ( Seating arrangement with adequate space		
	▪ CCTV, UPS		
	▪ Mobile Jammer(4G)		
	▪ Telephone (Landline extension)		
	▪ Others (Specify if any)		
	▪ Confidential Room		
	▪ Computers (2 nos.)		
	▪ Mobile Jammer		
	▪ Printer – 2 nos.		
	▪ Internet connection (2 providers)		
	▪ CCTV		
	▪ Fax Machine		
	▪ NKN Connection		
	▪ Generator		
	▪ UPS		
	▪ Others		

#### 4. Specialty Clinics Available

	Name of Clinic	Available	Not Available
	De addiction and Tobacco cessation Clinic		
	Suicide Prevention Clinic		
	Child and Adolescent Guidance Clinic		
	Dementia Clinic		
	Epilepsy Clinic		
	Head ache Clinic		
	Any Others		

## 5. In Patient Department

	Bed Strength: <ul style="list-style-type: none"> <li>• Male Ward</li> <li>• Female Ward</li> <li>• De addiction Ward</li> <li>• Child &amp; Adolescent Ward</li> </ul>		
	Average Daily Admissions Length of Hospital Stay Average Bed Occupancy Rate		

## Part 2 - Hospital facility

(Details to be verified to enclose relevant documents)

### A. Out Patient Department

Name of the Hospital	Own / Attached	No. of Beds Available	Bed Occupancy	Daily Average No. of Out Patient		
				New Cases	Follow up Cases	Total

### B. Infrastructure facilities in OP Area

	Room for PSW Faculty – 1 With Adequate Facilities		
	Cubicles with adequate facilities (for PSW Trainees x 4 (for PSW trainees)		
	Room / Hall – 1 for Psycho social interventions individual, Group and family / marital therapy		

### C. In Patient Department

#### Facilities Involved in the IP Area

1	Room for PSW Faculty – 1 with Adequate Facilities		
2	Cubicles with adequate facilities x 4 (for PSW Trainees) For rendering clinical services		
3	Separate Hall (for Psycho education Programme, Social group work, Yoga, Meditation, Social & family life skill developments) with adequate facilities		
4	Separate Room (for Social case work, Relaxation training, Behavior Therapy etc) with adequate facilities		
5	Separate Room for family / Marital Therapy, Play Therapy which is divided into two with a one way mirror with adequate facilities		
6	Patients Recreation Area with Recreation Facilities		
7	Occupation Therapy Area with Facilities		

### D. Departmental Facilities (Academic, Clinical & Infrastructure) Yes /No



Sl.No	Infrastructure Facilities Required to start MPhil in Psychiatric Social Work (For an intake of 8 Students)	Available / Not Available	Remarks
1	Land owned by the Institute Area:		
2	Building Area		
3	Ground for Future Expansion with parking Facilities		
4	Class room x 2 with adequate facilities and furniture At the rate of 20sq ft per students		
5	Students Hostel for men Own or Tie Up (verify present status in case of tie-up attach MOU certificate from attached hostel)		
6	Students Hostel for Women Own or Tie Up (verify present status in case of tie – up attach MOU certificate from attached hostel)		
7	HOD Room 250 sq ft with adequate furniture & equipments (and with access to bathroom in the same floor)		
8	Office Room Minimum of 300 sq ft to accommodate two office Staff (Clerk – 1, Attender – 1) with adequate furniture & Equipments (and with access to bathroom in the same floor)		
9	Associate / Assistant Professor cum HOD Room With adequate facilities (and with access to bathroom in the same floor)		
10	Assistant Professor Room x 2 With adequate facilities facilities (and with access to bathroom in the same floor)		

11	Cubicles for PSW Faculty		
12	Conference Hall (for Professional development meetings / Seminars etc) 450 Sq ft. with Audio Visual System including LCD and Adequate furniture		
13	Common Room With attached toilet and adequate furniture Individual locker for each students		
14	Multipurpose Room With adequate furniture (for conducting exam Annual functions) Hall of minimum 100sq ft. with electronic audiovisual system		
15	Quarters for Faculty (Available/ Not Available)		
16	Play Ground		
17	Health club & Physical training Facilities		
18	Vehicles for Transportation Car – 1		
19	Toilet Separate space and Number for males & females		
20	Test Materials Psychological test materials		
21	Psycho social case taking Performa and rating scales		

## E. Equipments Required

		Available /Not	Remarks
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		Available	
	<ul style="list-style-type: none"> <li>• Audio Visual Ads</li> <li>• Inter Active Writing board in seminar hall &amp; class rooms</li> <li>• Public Addressing system</li> <li>• Computers with unlimited broad band facility for each teaching faculty</li> <li>• Computer Printer cum Copier</li> <li>• Cupboards &amp; furniture (Tables, Chairs etc.)</li> </ul>		
LAB	Psychological Lab A well equipped Psychological Lab accessible to the PSW trainees		

**F. LIBRARY FACILITIES :**

Total No. of Books Available	No. of Indian Journals	No. of International Journals	Availability of E-Journals	24 Hours Broadband Availability

**Part 3**

**A. Clinical Requirement**

		Available	Not	Remarks
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			<b>Available</b>	
Out Patients	300 patients/ year/student			
Inpatients	40			
Specialty cases	Psychiatry and de addiction cases			
<b>Man Power requirement</b>				
Teaching (per 8 students)	Principal Cum Professor/Addl Professor 1 HOD cum Assistant Professor 1 Assistant Professor 2 Lecturer 2 Biostatistician 1			
Non Teaching	NA			
Technical	NA			
Ministerial	Administrative officer 1 Clerical staff 2 Peon 1 Driver 1			

## B. Particulars of Faculty

Name & Designation	Qualifications (MSW, MPhil-PSW, Ph.D and if any)	University / Institute	Year of passing	Total Teaching Experience (Relevant in details)	Date of Joining in the Inspecting Dept.	Remarks
Asso/Asst.Professor cum Head						
Asst.Professor						

Psychiatric Social Worker						
Psychiatric social Worker						

### C. Particulars of the Head / Director of the Institute

Name & Designation :

Age & Date of Birth :

Email ID :

Phone No. :

Mobile No. :

Qualifications :

Name & Designation	Qualifications	University / Institute	Year of passing	Total Teaching Experience (Relevant) in details	Date of Joining in the Inspecting Dept.	Remarks

**1 Cardinal deficiencies:**

**a) Infrastructural:**

**a) Clinical:**

**b) Manpower:**

**c) Academic:**

**d) Other:**

**2 Any other remarks by the inspector(s):**

**Name and signature of inspector (1)**

**Name and signature of inspector (2)**