
Requirements for continuation of affiliation under KUHS

MDS Course (3 seats)

**ORAL AND
MAXILLOFACIAL
SURGERY**

**KERALA UNIVERSITY OF HEALTH SCIENCES
THRISSUR
PROFORMA FOR MDS COURSE INSPECTION**

KUHS Appointment Order No:			
<input type="checkbox"/> For Continuation of Affiliation			
Date of Inspection :			
Name & Official Address of inspectors:			
Inspector 1			
Inspector 2			
Course and Subject:			
No. of BDS Seats:		Total No of Seats MDS (in all specialties):	
No of MDS seats sanctioned in specialty	By KUHS:	By DCI:	By GOI:

PART I - GENERAL INFORMATION

1. Name of the college with address , e-mail id ,telephone number and fax number :

2. Reg:no. of the society (agency) and personnel of the managing body :

3. PRINCIPAL :

a. Name of the Principal :

b. Age and Date of Birth

c. Specialty :

d. State Dental Council Reg. no:

State:

e. Qualification

f. Teaching experience in years :

Total*	After PG	As a PG Teacher	As a Professor

*Minimum teaching experience 14 yrs after MDS in a DCI recognized dental institution, of which 5 yrs should be as Professor

g. Telephone no: Landline Office:

Res:

Mobile:

h. Fax no :

E-mail id :

4. HEAD OF THE DEPARTMENT :

i. Name of the Head of the Department:

j. Age and Date of Birth

k. State Dental Council Reg. no:

State:

l. Qualification

m. Teaching experience in years :

9. CLINICAL WORK LOAD:-**(i) MCI Recognized Medical College****1st day****2nd day**

On the day of Inspection:

*(should be recorded at the end of the OPD hour upto 2 pm) _____

Average Number of Patients in Last Six Months

Month						
No. of Patients						

OR**(ii) Attached General Hospital**

On the day of Inspection:

*(should be recorded at the end of the OPD hour upto 2 pm) _____

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

(iii) **Dental College / Hospital**

On the day of Inspection: New _____
 *(should be recorded at the end of the OPD hour upto 2 pm)
 Old _____

Average Number of Patients in Last Six Months

Month						
No. of Patients						

(iv) **Speciality**

On the day of Inspection: UG _____
 *(should be recorded at the end of the OPD hour upto 2 pm)
 PG _____
 Total _____

Average Number 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

Unit	Starting MDS	2nd Renewal	3rd& 4th 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

10. SPECIALITY DEPARTMENT INFRA STRUCTUREDETAILS:**Constructed Area for P.G. Study (Applicable for one unit)**

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

11. LIBRARY DETAILS:

Books	No. of Titles	No. of Books
Central Library (Pertaining to the speciality)		
No. of Books purchased in last 5 years		
Department Library		

Internet/photocopy facilities are available Yes/No

Library Timings _____

Seating Capacity _____

Minimum Requirements:

Central Library (Pertaining to Speciality) – 20 Titles

Department Library – 10 Titles

Journals	International	National
Speciality & Related		
Back Volumes		

Year/month up to which latest Indian Journals available _____

Year/month up to which latest Foreign Journals available _____

Minimum Requirements:

Speciality & Related – 4 - 6 international and 2 - 4 national

Back Volumes – Minimum 3 International Journals for 10 years

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

12. POST GRADUATE ACADEMIC DETAILS :-**Table I(Pre-Clinical and Clinical Work*):**

S.No	Name of student	Year of study	Attendance	1st 6 months		
				Exodontia	Suturing	Wiring

Minimum Requirements for Each Student:

1. Minimum of 200 Extractions
2. All types of Wiring Exercises on Models
3. Suturing techniques on pillow

Table II: Academic Presentation by PG Students

S.No.	Name of the student	Year of study	Attendance	Journal Discussions	Seminars	Clinical Case Discussions	Lectures taken for undergraduates

Minimum Requirements for each student:

1. Journal Discussions – 5 per year
2. Seminars – 5 per year
3. Clinical case discussions – 5 per year
4. Lectures for undergraduates – 1 per year

Table III: Academic Activities by PG Students

S.No	Name of the Student	Year of Study	LD Topic	Dissertation topic	Approved or Not by the University	Progress of the Dissertation		
						Good	Fair	Poor

Table IV: Clinical Work*

S.No	Name of the Student	Year of study	Clinical Work (Completed/Not Completed)

Table V: Scientific Presentation Attended

S.No.	Name of the Student	Year of Study	Conferences /PG Conventions / CDE Programmes			
			Speciality		Non Speciality / Allied	
			Attended	Presented	Attended	Presented

Minimum Requirements for each student:

1. Scientific Presentations – 1

2. Speciality Conferences / PG Conventions attended – 2

Table VI: (Postings in Allied Medical Subjects)

S.No	Name of the student	Year of study	Posted	Not posted

(General medicine, General surgery, ENT, Ophthalmology, Neurosurgery, Casualty, Radiology, Anesthesia, Oncology)

13. EXAMINATIONS

Please furnish the scheme of exam as laid down by the University.

1. Theory:

- (a) No. of examination papers in university exam with title of each paper
- (b) Attach full set of question papers
- (c) Duration of the written exam
- (d) Total marks
- (e) Classification grades for pass/fail

2. Practicals:

- (a) Total number of candidates examined
- (b) Duration of exam in days:
- (c) Start & finish time of exams:
- (d) Venue:
- (e) List of exercises with marks & time allotted for each
- (f) Classification grades for pass/fail

3. Viva Voce:

- (a) Duration of viva voce for each candidate

4. Constitution of the Board of Examiners:

Attach copy of University order

(a) Indicate for the Chairman & Examiners the following:

Name & Designation

Institution where employed

Qualification with Degree & Year of acquisition

Teaching Experience

14. HOSTEL FACILITY FOR PG _____

15. RESEARCH FACILITY: _____

16. STIPEND FOR PG STUDENTS _____

17. EQUIPMENTS

DEPARTMENT: ORAL & MAXILLOFACIAL SURGERY

S.No.	Name	Specification	Quantity		Availability
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.		
			Unit 1	Unit 2	
2.	Autoclave	Front loading	2	2	
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 5 1	2 5 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 2 1 2	1 1 1 2 1 2	
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	2	
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	
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	

18. STAFF-**TEACHING STAFF**

Minimum Required No: for 3 admissions – Professor – 1, Reader – 2, Sr. Lecturer – 1 (1 unit) or Professor -1, Reader – 2, Sr. lecturer – 3 (1 unit).

However to be a PG teacher, the reader should have at least 9 years teaching experience after MDS with the required points for publications as specified by DCI and only an active PG teacher can be a PG guide. Faculty who does not have the post MDS 9 years teaching experience or points cannot be considered as a PG teacher / guide.

Faculty	Requirement	Availability Mark <input checked="" type="checkbox"/> or <input type="checkbox"/> only	Whether qualified to be a PG teacher
Head of the Department	Qualification BDS Degree of an Indian University or an equivalent qualification with post graduate qualification in the subject.		
	Minimum Required Teaching Experience 1 year as Professor, 5 years as Reader, 4 yrs as Senior Lecturer. Total 10 years teaching experience after PG.		
	Publications* (40 points)		
Professor	Qualification BDS Degree of an Indian University or an equivalent qualification with post graduate qualification in the subject.		
	Minimum Required Teaching Experience 5 years as Reader, 4 yrs as Sr. Lecturer. Total 9 yrs teaching experience after PG.		
	Publications* (30 points)		
Reader	Qualification BDS Degree of an Indian University or an equivalent qualification with post graduate qualification in the subject.		
	Minimum Required Teaching Experience 4 yrs as Senior Lecturer. Total 4 years teaching experience after PG.		
	Publications* (20 points)		

Note:

- All the faculty should be full time. Part time faculty cannot be accepted.
- Faculty who is accepted as PG teacher in a dental institution starting PG Courses should not be accepted for one year in any other dental institution.
- A PG guide has to be an active PG teacher with 9 years of teaching experience after PG, of which 5 years should be as reader and with the required publications.

19. 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:-

1. 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 upto a maximum of 5 co-authors will be considered.
2. For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.
3. Maximum of 3 publications would be considered for allotting points in Category III.
4. Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.
5. 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. 30th 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

20. FACULTY DETAILS

**Minimum Required No: for 3 admissions - Professor - 1, Reader - 2, Sr. Lecturer - 1 (1 unit)
or Professor -1, Reader - 2, Sr. lecturer - 3 (1 unit)**

S l. N o	Name of Faculty	Age and DOB*	Qualificat ion & Year of Passing*	University	Publicatio ns Points as per DCI*	FID Details of Teaching Experience in an approved/recognized institution after P.G.* (proof of support to be provided)			Total Teachin g Experie nce after PG	Present during Inspection and dated Signature of Faculty	
						Designation	Institution	Period			
								From			To
	Principal										
1											
	Professor & H.O.D.										
1											
	Professors										
1											
2											
	Readers										
1											
2											
	Senior Lecturer										
1											
2											
3											

*Attach certified copies of documents to prove date of birth, Qualification, Publications, teaching experience after PG.

21.DETAILS OF NON-TEACHING & TECHNICAL STAFF IN THE DEPARTMENT

Sl. no	Non- Teaching / Technical Staff	Available

Note:

1. Certified (by the Principal) copies of relevant documents and a photograph of inspectors with faculty members should be attached.
2. Infrastructure including library, attached hospital, hostels and their facilities should be physically verified. Equipments should be physically verified.
3. Certified copies of relevant documents of faculty proving qualification, date of joining present institution, teaching experience after PG and only required publications should be attached.
4. All pages of the proforma should be signed by the inspectors.

22.OVERALL IMPRESSION :-

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

Name, Designation and signature of the Inspectors :

Inspector 1:

Inspector 2:

Inspector 1

Inspector 2

MDS COURSE
CHECKLIST FOR INSPECTORS

S.No		Yes	No
1.	Is the Inspection Proforma filled Completely and each page <u>signed by both the inspectors?</u>		
2.	Has the University affiliation been checked and found in order? (copy should be attached with the inspection proforma)		
3.	Has the Essentiality Certificate been checked and found in order?		
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?		
5.	Is the attached hospital (100 bedded) as per the norms and located within 10 kms from the Dental College?		
6.	Are the teachers posted as per DCI norms and the updated registration certificate from respective State Councils attached?		
7.	Medical College / Hospital Attached		
	a) MCI Approved / Recognised Medical College.		
	b) 100 Bedded General Hospital.		
	c) Authority of attachment		
	d) Bed Occupancy		
8.	Is the list of teaching staff as per DCI format enclosed?		
9.	Have the Dental faculty been checked for the following?		
	a) Appointment		
	b) Teaching experience		
	c) Relieving certificates from the previous institutions		
	d) TDS Certificate		
	e) Form 16		

	f)	Proof of Residence		
	g)	Biometric Attendance		
	h)	Signature of Teaching Faculty on the day of inspection.		
	i)	Any staff on Notice Period (not to be considered after submission of resignation.		
10.		Signature of PG students on the day of Inspection.		
11.		Has the details of Students been checked?		
12.		Has the clinical material till <u>the end of the day</u> and patient inflow, as per norms, been checked?		
13.		Has the E-library/Library been checked for Journals/Books and other facilities?		
14.		Have the detailed comments been submitted along with the Inspection Report? (strengths and shortcomings).		
15.		Have the details of the publications as given in the format of the Inspection Proforma been verified?		
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?		
17.		Any case of Ragging in the institution in the last one year has been reported?		
18.		Have the Satellite Clinics been checked?		
19.		Have the Publications of Faculty been checked?		
20.		Have the Bio Medical waste details been checked?		
21.		Have the Fire and Safety Certificate been obtained and renewed annually?		
22.		Has the CCTV Camera been checked and found in order?		