

Standard Assessment Form for Postgraduate courses  
**(Ophthalmology)**

**1. Name of Institution:** \_\_\_\_\_

**Annual Intake for U.G.:** \_\_\_\_\_

**Reference:** \_\_\_\_\_

**2. Particulars of the Assessor:-** **Assessment Date** \_\_\_\_\_

**Name** .....

**Designation** .....

**Speciality** .....

**Name & Address**  
**of Institute/College** .....

.....

**Residential Address**  
**(with Pin Code)** .....

.....

**Phone** .....

**(Off)** .....

**(Resi)**.....

**(Fax)**.....

**Mobile No.** .....

**E-mail:** .....

**Signature of Assessor**

**3. (Institutional Information)****A). Particulars of college**

<b>Item</b>	<b>College</b>	<b>Chairman/Health Secretary</b>	<b>Dean</b>	<b>Medical Superintendent</b>
<b>Name</b>				
<b>Address</b>				
<b>State</b>				
<b>Pin Code</b>				
<b>Phone (Off) (Res) (Fax)</b>				
<b>Mobile No.</b>				
<b>E.mail:</b>				

**B). Particulars of Affiliated University**

<b>Item</b>	<b>University</b>	<b>Vice Chancellor</b>	<b>Registrar</b>
<b>Name</b>			
<b>Address</b>			
<b>State</b>			
<b>Pin Code</b>			
<b>Phone (Off) (Res) (Fax)</b>			
<b>Mobile No.</b>			
<b>E.mail:</b>			

Signature of Dean/Principal

## 4. Details of PG courses and their sanctioned intake by MCI:

Department	Course	Sanctioned seats			
		Permitted		Recognized	
		When	No. of Seats	When	No. of Seats
Diploma in Anesthesia	Diploma				
Diploma in Child Health	Diploma				
Diploma in Community Medicine	Diploma				
Diploma in Clinical Pathology	Diploma				
Diploma in Diabetology	Diploma				
Diploma in Forensic Medicine	Diploma				
Diploma in Health Administration	Diploma				
Diploma in Hospital Administration	Diploma				
Diploma in Health Education	Diploma				
Diploma in Obstetrics & Gynaecology	Diploma				
Diploma in Industrial Hygiene	Diploma				
Diploma in Immuno-Haematology and Blood Transfusion	Diploma				
Diploma in Oto-Rhino-Laryngology	Diploma				
Diploma in Radio-Diagnosis	Diploma				
Diploma in Radio Therapy	Diploma				
Diploma in Medical Virology	Diploma				
Diploma in Occupational Health	Diploma				
Diploma in Ophthalmology	Diploma				
Diploma in Orthopaedics	Diploma				
Diploma in Public Health	Diploma				
Diploma in Physical Medicine & Rehabilitation	Diploma				
Diploma in Psychological Medicine	Diploma				
Diploma in Radiation Medicine	Diploma				
Diploma in Sports Medicine	Diploma				
Diploma in Tuberculosis & Chest Diseases	Diploma				
Diploma in Tropical Medicine Health	Diploma				
Diploma in Dermatology, Venereology and Leprosy	Diploma				
Diploma - Aviation Medicine	Diploma				
Diploma in Cardiology	Diploma				
Diploma in Microbiology	Diploma				
Diploma in Industrial Health	Diploma				
MD – Anaesthesiology	MD				
MD/MS - Anatomy	MD				
MD - Aviation Medicine/Aerospace Medicine	MD				
MD - Bio-Chemistry	MD				
MD - Bio-Physics	MD				
MD - Forensic Medicine	MD				
MD - General Medicine	MD				
MD - Community Health Administration	MD				
MD - Geriatrics	MD				
MD - Hospital Administration	MD				
MD - Health Administration	MD				
MD - Microbiology	MD				

MD - Nuclear Medicine	MD				
MD/MS - Obstetrics & Gynaecology	MD				
MD - Paediatrics	MD				
MD - Pathology	MD				
MD - Dermatology , Venereology & Leprosy	MD				
MD - Pharmacology	MD				
MD - Physiology	MD				
MD - Physical Medicine & Rehabilitation	MD				
MD - Psychiatry	MD				
MD - Radio Diagnosis/Radiology	MD				
MD - Radiotherapy	MD				
MD - Social & Preventive Medicine / Community Medicine	MD				
MD - Tuberculosis & Respiratory Diseases / Pulmonary Medicine	MD				
MD - Immuno Haematology & Blood Transfusion	MD				
MD - Tropical Medicine	MD				
MD - Pulmonary Medicine	MD				
MD - Sports Medicine	MD				
MD - Family Medicine	MD				
MS - Orthopaedics	MS				
MS - ENT	MS				
MS - General Surgery	MS				
MS - Ophthalmology	MS				
DM - Neurology	DM				
DM - Rheumatology	DM				
DM - Endocrinology	DM				
DM - Clinical Pharmacology	DM				
DM - Clinical Haematology	DM				
DM - Pulmonary Medicine	DM				
DM - Neuro Radiology	DM				
DM - Nephrology	DM				
DM - Neonatology	DM				
DM - Oncology	DM				
DM - Gastroenterology	DM				
DM - Cardiology	DM				
DM - Clinical Immunology	DM				
DM - Pul. Med. & Critical Care Med.	DM				
DM - Cardiac-Anaes.	DM				
DM - Haematology Pathology	DM				
DM - Medical Genetics	DM				
M.Ch - Cardio Thoracic and Vascular Surgery	MCh				
M.Ch - Neuro Surgery	MCh				
M.Ch - Paediatric Surgery	MCh				
M.Ch - Plastic Surgery	MCh				
M.Ch - Surgical Gastroenterology	MCh				
M.Ch - Surgical Oncology	MCh				
M.Ch - Urology/Genito-Urinary Surgery	MCh				
M.Ch - Endocrine Surgery	MCh				

**PART – I**

5. Department inspected: .....

6. Particulars of HOD

- ◆ Name:
- ◆ Age :
- ◆ PG Degree { University  
Institution  
Year
- ◆ Total teaching experience(give details)

7. Previous Assessment of department by MCI, if any:-

- Date
- Purpose, (for starting/increase of seats/ for recognition)
- Deficiencies pointed out, if any.

8. Purpose of present Assessment:

- Starting of PG.. Degree/diploma/both.
- Increase in seats...Degree/Diploma/both.
- Recognition /approval of degree/diploma/ both.
- Whether the course was started with prior approval of MCI .
- Date of permission of MCI for Degree/ Diploma/ both
- Annual intake Sanctioned by MCI for degree/ diploma/both
- Date of first admission for Degree/diploma/both
- Date of examination of Ist batch for recognition of course

9. Mode of selection (actual/proposed) of PG students.

10. If course already started, yearwise number of PG students admitted and available PG teachers during the last five years.

Year	Names of PG students admitted		Names of recognized PG teachers against whom the students were admitted.
	Degree	Diploma	

11. Central Library:

- Total No. of Books.
- Books pertaining to Ophthalmology
- Purchase of latest editions in last 3 years.

Ophthalmology Books	Other Books

- Journals:

	Total	Ophthalmology
Indian		
Foreign		

- Year/month upto which Indian Journals available
- Year/ month upto which Foreign journals available.
- Internet /Medlar/ Photocopy facilities available/ not available.
- Library opening timings:
- Reading facility out of routine library hours

12. Hostel facilities: Accommodation (No. of rooms) available for

- For U.G. students
- For Interns
- For P.G. students

## 13. Ethical Committee (Constitution)

## 14. Medical Education Unit (Constitution).

(Specify number of meetings of these bodies held annually & minutes thereof)

15. Emergency/  
Casualty  
Department

- Available Space
- No. of beds
- Equipment(s)
- Available staff (Medical/Paramedical)
- No .of cases (Average daily attendance of patients).
- Investigative facilities available (round the clock).
- Facilities available

## 16. Central Laboratory

- Controlling Department.
- Working Hours.
- Investigative work load.

## 17. Central Research Lab.

- Whether there is any Central Research Lab.
- Administrative Control
- Staff
- Equipment
- Work load.

## 18. Investigative facilities (Approx. number of investigations done daily)

## I. Radiology

- Plain X-rays: .....
- CT Scan; .....
- MR Scan .....
- Mammography .....
- Ba Studies/IVP .....
- Ultra-sonography .....
- Others. ....

## II. Pathology

- Haematology .....
- Histopathology .....
- FNAC .....
- Cytology .....

## III. Microbiology

- Bacteriology .....
- Serology .....
- Mycology .....
- Parasitology .....
- Virology
- Immunology

## IV. Biochemistry

- Blood Chemistry .....
- Endocrinology
- Other fluids

19. Operation Theatres: (Mention only the operation theatres available for Ophthalmology surgery department)

- AC/Non AC
- Numbers:
- Equipment(s)
- Pre-Anaesthetic Clinic
- Post-anaesthetic care area.
- Resuscitation arrangement           adequate/ inadequate
- ICU
- Pain Clinic
- Total Anaesthesia staff
- No. of days operation carried out
- Average No. of cases operated daily
  - Major .....
  - Minor .....

20. Central Supply of Oxygen/Suction:           Available/ Not available.

21. Central Sterilization Deptt.                   Adequate/ Not adequate

22. Laundry :   Manual/ Mechanical.  
   Service: Adequate/Inadequate.

23. Kitchen   Available/ Not available  
   Cooking by Gas/Wood

24. Incinerator

- Available/ Not available.
- Functional/ not functional
- Capacity

25. Generator Facility: Available/ Not available.  
Capacity:
26. Medical Record Section: Computerized/ Not computerized.
27. Recreational facilities:
- Play grounds.
  - Gymnasium
  - Auditorium

**PART – II (Departmental Information)**

**General Departmental facilities:**

- Total no. of beds in the department. ....
- No. of Units in the department. ....
- Unit wise teaching Resident staff (Annexed) .....

Note: Unit wise teaching Resident Staff should be shown separately for each unit on a separate page.



1. List of Non-teaching Staff in the department: -

S.No.	Name	Designation

2. Available Clinical Material: **(Give the data only for the department of Ophthalmology)**

- Average daily OPD.
- Average daily IPD.
- Average daily bed occupancy rate:
- Average daily operations: Major                      Minor
- Year-wise available clinical materials (during previous three years).

Whether these figures are commensurate with the number of investigations and blood units consumed daily.        Yes/No

3 Specialty clinics and services being provided by the department.

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.....

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## 4. Teaching facilities:

	Number	Size	Sitting capacity
Seminar Rooms			
Demonstration Rooms			

Audiovisual Aids: Adequate / Inadequate.

## 5. Departmental Library:

- Total No. of Books.
- Purchase of latest editions in last 3 years.

## 6. Departmental Museum (Wherever applicable).

- Space:
- No. of specimens
- Charts/ Diagrams.

## 7. Departmental Research Lab.

- Space
- Equipment
- No. of publications from the department during the last three years.                      Indexed                      Non-indexed.

## 8. Working Ward Side lab.

- Space
- Facilities
- Departmental Technicians

## 9. OPD Space:

- No. of rooms
- Patient Exam. arrangement: Adequate/ Inadequate
- Equipment                      Adequate/ Inadequate
- Teaching Space                      Adequate / Inadequate
- Waiting area for patients.                      Adequate / Inadequate
- Indoor Space:                      Adequate / Inadequate

## 10. Office Accommodation:

- Departmental Office
- Space
- Staff (Steno /Clerk).
- Computer/ Typewriter:

## Office Space for Teaching Faculty:

- HOD
- Professor
- Assoc. Prof./ Reader
- Lecturer/ Asstt. Professor
- Resident duty room

## 11. Speciality clinics being run by the department.

- Glaucoma Clinic
- Squint Clinic
- Retina Clinic
- Neuro-Ophthalmology Clinic.
- Ophthalmoplasty clinic.

## 12. Whether the following facilities are available in the department or not ?

- |                        |                            |
|------------------------|----------------------------|
| • Phacdemulsification. | Functional/ Non-functional |
| • IOL Implantation     | Functional/ Non-functional |
| • Retinal repairs.     | Functional/ Non-functional |
| • Keratoplasty         | Functional/ Non-functional |
| • Eye Bank             | Functional/ Non-functional |

## 13. Equipment:

- |                                     |                            |
|-------------------------------------|----------------------------|
| • Operating Microscope.             | Functional/ Non-functional |
| • Slit Lamps                        | Functional/ Non-functional |
| • Flourescein angiography equipment | Functional/ Non-functional |
| • Laser (specify type).             | Functional/ Non-functional |

- Ultrasonography Machine                      A-Scan/ B.Scan
- Biometer
- Indirect Ophthalmoscope
- Gonioscope
- Applanation Tonometer
- 90 D and 78 lenses
- Streak Retinoscope
- Contact Lens set
- Synoptophore and other instruments related to Orthoptic work up and squint clinic.

14. Community ophthalmology participation (give details).

15. Has the state adopted organ transplant act, 1994/ eye donation act.

16. Wet lab facility with good quality operating microscope and Instrument sets for intraocular surgery for training of PG students in microscopic ocular surgery. Available or not.

17. List of publications from the department during the last 3 years in indexed and non-indexed journals.

18. Clinic Pathological conference

19. Any other information.

**PART III**

**POSTGRADUATE EXAMINATION**

1. Minimum prescribed period of training.
2. Minimum prescribed essential attendance.
3. Periodic performance appraisal done or not?
4. Details of examiners appointed by Examining University.
5. Whether appointment of examiners & conduct of examination as per prescribed MCI norms or not ?

Signature of Assessor

Summary of Assessment report – (check list) to be completed by the Assessor.

**Date of Assessment:-**

**Name of Assessor:-**

1	<b>Name of the institution</b>		Name and other particulars of Institution (Dean/Director)	
			PG degree:Recognized/Non-R	
			Experience:Adequate/Inadequate	
				Age: Below/above 65 years
2	<b>Department Inspected</b>		Name & other particulars of Head of Department	
			PG degree:Recognised Non-R	
			Experience:Adequate/Inadequate	
				Age:Below/above 65 years.
3	<b>Date of last Assessment of the Department (with Report):</b>			
	<b>Number of UG admission every year</b>			
	<b>Staff position for UG</b>		<b>Sufficient/Insufficient</b>	
	<b>Other deficiency, if any</b>		<b>Yes/No</b>	
4	<b>Total PG Teachers in the Department (with requisite qualifications &amp; Experience</b>			
	Designation	Number	Name	Total Experience
	Professors			
	Addl. Professors			
	Assoc. Professors/Readers			
	Asstt. Professors			
	<ul style="list-style-type: none"> <li>- All teachers should be physically identified.</li> <li>- Detailed proforma (with photograph affixed) in respect of every teacher must be obtained which signed by the concerned teacher, HOD and Head of institution</li> <li>- To ensure that staff is full time, paid and not working in any other institution simultaneously.</li> </ul>			
5	<b>Requisite important information of the Department</b>			
	Number of units in the department			
	Teaching complement in each unit		Complete/incomplete	
	Total number of beds (Unit-wise)			
	Instruments and other expected facilities		Adequate/Inadequate	
	Ward side Laboratory		Yes/No	
	Laboratory Technician		Number and Names	
	Department Research Laboratory		Yes/No	
	Departmental Library – Book/Journals		Adequate/Inadequate	
	Central Library – Books/Journals pertaining to the department			
6	<b>Space for Department</b>			
	Indoor wards(Units/Department) & OPD space		Adequate/Inadequate	
	Offices for Faculty members & office steno		Adequate/Inadequate	
	Class Rooms and Demonstration rooms		Adequate/Inadequate	

	Specific requirements related to the department (Museum/Mortuary/Specialized Investigation etc.)			Adequate/Inadequate
7	Clinical Material			Adequate/Inadequate
8	No of publications from the department during 3 years			
9	Examination conduct			As per norms of MCI/Not as per norms of MCI
	Standard of Examination			Satisfactory/Not satisfactory
10	Year-wise number of PG students admitted and available staff during the last 5 years	Year	No. of PG students admitted (Deg/Dip)	No. of recognized PG teachers in the department
	2002			
	2001			
	2000			
	1999			
	1998			
11	Other relevant facilities in the Institution			
	Radiology facilities			Adequate/Inadequate
	Bio-Chemistry facilities (24 hrs emergency lab)			Adequate/Inadequate
	Pathology & Microbiology facilities			Adequate/Inadequate
	Blood Bank facilities (24 hours open or not blood components available)			Adequate/Inadequate
	Incinerator			Adequate/Inadequate
	Laundry			Adequate/Inadequate
	Hostels for UG & PG students			Adequate/Inadequate
	Accommodation for Staff			Adequate/Inadequate

12. **Final remarks by the Assessor:** (No recommendations regarding permission/recognition be made) Give factual position only).

**Signature of the Assessor**

**Note :** Specific mention of required facilities as per MCI norms and commensurate with the degree under consideration must be made specifying whether these are Available/Not available.