

# BDS Inspection Performa

For

**DENTAL COLLEGE**

**UPTO 100 ADMISSIONS PER YEAR**

## ACKNOWLEDGEMENT

We are indebted to the valuable contributions and sincere efforts of the following for the development of this evaluation tool to improve the standards of Dental Education of Pakistan.

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## PAKISTAN MEDICAL & DENTAL COUNCIL

The college applying for initial recognition will submit a Self-Appraisal Report along with evidences based on Inspection Proforma for 50 BDS Medical College. The Inspection Section of PM&DC will scrutinize the report and if the mandatory standards are met, then the inspection will be carried out.

### Marking Scheme:

The standards will be categorized as follows:

- a. Mandatory Standards
- b. Graded Standards
  - a. Minimal Standard – 01 Marks
  - b. Essential Standard – 02 Marks
  - c. Quality Standard – 03 Marks

Note: Each standard will be scored on a Likert Scale which will be developed after input of relevant experts. For Minimal standard, it will range from 0.5, 0.75 to 1, for Essential standard, range will be 1, 1.5 and 2; while for Quality standard, scoring range will be 2, 2.5 and 3.

- c. **Qualifying Criteria** will be as under:

★ Passing Score = 90% and above

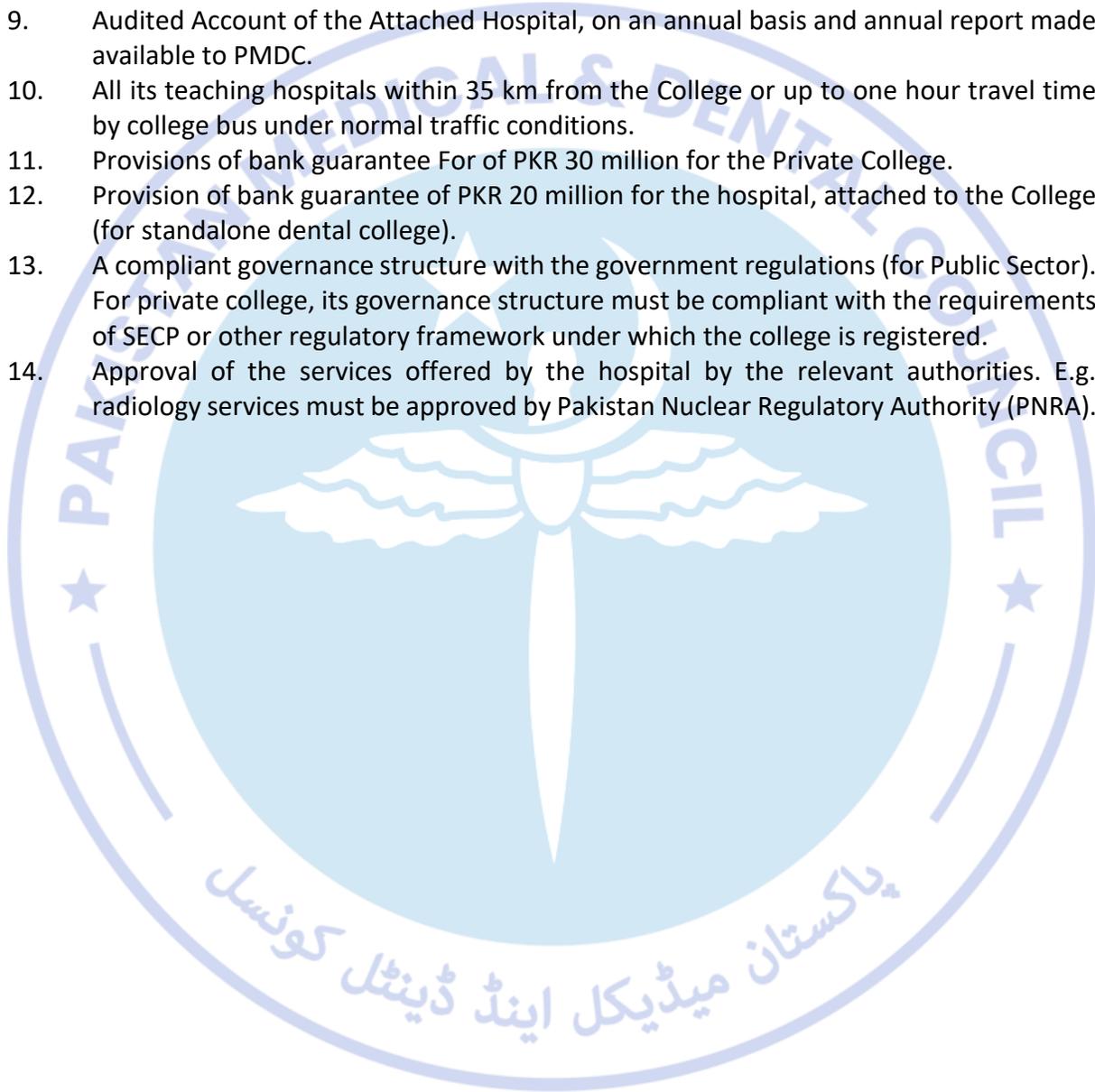
Score between 80% - 89.99%: College may be allowed to apply for re-inspection after six months along with compliance report of previous visit

Score between 70% - 79.99%: College may be allowed to apply for re-inspection after one year along with compliance report of previous visit

### Legal requirement

1. Established in a building owned or leased from the government or other competent authority by the legal entity that is granted the recognition or its parent entity.
2. A hospital(s) that have a minimum of 60 hospital beds owned by the college or leased from the government or other competent authority (may be shared with the associated medical college)
3. The Dental College has a minimum of 120 Dental operatories / units owned by the College.
4. Public Sector Colleges must be approved by the respective ministry of health/ competent authority
5. For Private Sector Colleges, the title of the ownership of the college shall vest in the name of any one of the following:

- a. Federal Government or Provincial Government or Local Government
  - b. Pakistan University
  - c. Public religious or charitable trust registered under relevant law.
6. Paid-up capital equivalent to 10% of the total tuition fee of admitted students.
  7. Investment of an equivalent amount of 1% of the total annual fee into an endowment fund utilization of which shall be regulated by PMDC or HEC.
  8. Its account audited on an annual basis and annual report made available to PMDC
  9. Audited Account of the Attached Hospital, on an annual basis and annual report made available to PMDC.
  10. All its teaching hospitals within 35 km from the College or up to one hour travel time by college bus under normal traffic conditions.
  11. Provisions of bank guarantee For of PKR 30 million for the Private College.
  12. Provision of bank guarantee of PKR 20 million for the hospital, attached to the College (for standalone dental college).
  13. A compliant governance structure with the government regulations (for Public Sector). For private college, its governance structure must be compliant with the requirements of SECP or other regulatory framework under which the college is registered.
  14. Approval of the services offered by the hospital by the relevant authorities. E.g. radiology services must be approved by Pakistan Nuclear Regulatory Authority (PNRA).



## 1. Dental College Convener SOPs

### 1.1 Purpose:

The purpose of this document is to define the roles and responsibilities of Inspection Convener of PMDC.

### 1.2 Standards / Issues addressed

### 1.3 Needed Resources.

- Meeting Room
- Computers/laptops with access to institution records.
- Printer
- Internet facility (Wi-Fi connectivity).
- Adequate stationary

### 1.4 Role and Responsibilities of the Convener

Each dental college inspection shall be collaborated through an onsite convener. His/her roles and responsibilities include;

1. To know the complete inspection process and understand his/her own responsibilities.
2. To lead the team on the inspection day and arrange meeting in the meeting room of the institution before the inspection starts to set the ground rules and plan activities for the day in a closed session with the team.
3. Convener will have a clearly defined communication method to reach to the team members. The convener will exchange the mobile numbers with the whole team to ensure timely communication as needed by the convener.
4. Will ensure that each of the inspection team member has their roles clearly defined.
5. Will ensure that all the sessions are carried out in the most professional and ethical framework.
6. During the initial session, he/she shall print all the forms for the inspection, sign and date each page and handover these signed forms to their respective inspectors.
7. Will lead the opening meeting with the Dean/Principal and ensure that the meeting is limited to 10 minutes.
8. The convener will use this time to introduce the inspection team, request the presence of institutional staff who will accompany the inspectors during the inspection and will formally start the inspection.
9. The convener will request during the opening meeting for availability of the meeting room with requirements as mentioned earlier in the document till the end of inspection meeting, which is planned as the last activity of the day, shall be attended only by the inspection team and no institutional representation is allowed.

10. Convener will ensure that the institution has received the inspection requirements for various sessions but will also hand-over a hardcopy of these requirements to the Dean/Principal on arrival with his/her signatures, date and time.
11. Ensure that the inspectors completely fill out their forms during the inspection.
12. At the end of the day, all inspectors will gather for the closed session in the room requested for the session and shall upload the data on the respective website.
13. After uploading the forms, the inspectors shall sign and date each page of their respective forms and hand over these forms to the Convener.
14. The Convener will place all these forms in an envelope and shall seal them with the stamp.
15. Signed and Sealed envelope shall be sent through the coordinator to the PMDC head office Islamabad on the same day via TCS service and receipt shall be submitted to PMDC on return from the inspection. The coordinator will also share a soft or paper copy of the invoice with the convener.
16. Convener will ensure Time Management during introductory meetings and will guide the team members to appropriate solutions when there are technical delays.
17. For time management, a chart will be used to chalk out the planned activities of the inspection day and shall monitor them closely to ensure timely completion of each.
18. Convener can call for emergency meeting when an unwanted situation arises and has the authority to request suspension of the inspection if there is any safety concern raised by the inspection team.
19. If the convener decides on requesting suspension of the ongoing inspection, he/she shall call PMDC and shall inform them of the situation and the agreement of the team in writing to be shared via email from each of the team members.
20. At the end of the initial session, the convener shall start his/her scheduled rounds
21. The convener after the inspection will fill in evaluation form for the inspection team.
22. The Convener and his team will fill in the disclosure affidavit before the initiation of the inspection.

## 2. Dental College Management Session

### 2.1 Purpose

Session to be conducted by the Convener with discussion on management and resources of the college including organizational relationships of college with university and teaching hospital(s); organization of staff; interaction of dean with college's governance organization, councils, committees and academic departments; Financial status and projections; Research programs and funding; and the status of facilities for education, research and patient care. Adequacy of finances for the achievement of the institution's missions are discussed; recent financial trends and projections for various revenue sources are also reviewed with the leadership of the college.

### 2.2 Location

Dean's/ Principal's Office or Committee Room

### 2.3 College Participants

- Dean/Principal of the college
- Finance Manager or equivalent of the college
- Representation from the university with which the college is affiliated or is constituent with.
- Leadership of the teaching hospital

### 2.4 Surveyor

Senior Faculty Member/Convener

### 2.5 Standards/Issues Addressed

- Standard 3: Institutional Autonomy and Academic Freedom (3.1 to 3.3)
- Standard 8: Student (8.1 and 8.10)
- Standard 9: Faculty (9.6, 9.7) and (9.4s)

### 2.6 Documents/Materials Needed

- Dental College ownership document. The College Management must have documents showing ownership and control of the buildings. The lease agreement should be valid for at least 33 years. The notice period for transfer of the building must be 10 years.
- Ownership evidence of Dental chairs
- MOU with the hospital (if applicable)
- SECP registration (if applicable)
- Financial statement reflecting Paid-up capital
- Budget document
- Annual audited financial reports

- Evidence of utilization of Faculty Development Program(FDP) funds
- Organogram of the college and relationship with the university
- College's faculty development program

## 2.7 How to Evaluate

To evaluate the compliance to relevant standards, review the documents provided by the college. Based on the review, conduct a leadership interview session with the following list of questions to be answered:

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	Graded standards	Graded score		NA
1.	Has the dental college been established in a building owned or acquired on lease for at least 33 years by the legal entity ( <i>Ownership document and control evidence</i> )	M						
2.	Is the Dental College independent entity both financially/ administratively and led by a professor of dentistry as a Principal/Dean?	M						
3.	Has the dental college ownership and control of 75 Dental Units? ( <i>Ownership and control document where applicable</i> )	M						
4.	Is the public dental college approved by the respective government authority?	M						
5.	Is the legal entity of private dental college approved by the Security and Exchange Commission of Pakistan (SECP)?	M						
6.	Does the dental college have a minimum Paid-up capital equivalent to 10% of the total tuition fee of admitted students?	M						
7.	Is the payroll of faculty plus staff plus house officers submitted to PM&DC every three month to ensure timely regular payment of salaries and stipends ensuring minimal parity with public sector institutions?(evidence)				E			
8.	Are all graduates given an opportunity for paid house job in the affiliated hospital which commensurate with the house job pay of public sector?	M						

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	Graded standards	Graded score		NA
9.	Is the minimum salary of faculty and staff at same level as their counterparts in public sector Medical college? [Minimum pay scale should not be less than Govt BPS Scales for faculty and staff]				E			
10.	Is there a mechanism in place to ensure Job security of faculty and staff? (Contract period must be minimum of 02 years)?	M						
11.	Does the college invest equivalent of 1% of the total annual fee into an endowment fund, utilization of which is regulated by PMDC or HEC? (for private colleges)				E			
12.	Does the college have its account audited by a third party? (Report to be submitted to PMDC)	M						
13.	Does the college report dropout of students to PMDC in the first two years to maintain total admission record?				E			
14.	Are all the teaching hospitals within 35km of the dental college premises? (under 60min of travel under normal traffic conditions)	M						
15.	Does the stand-alone dental college has its own medical teaching hospital or enter into MOU with medical teaching hospital for provision of clinical services as per requirement of PMDC?	M						
16.	Does the public college governance structure comply with government regulations? (If applicable)	M						
17.	Does the private college governance structure comply with SECP regulations?	M						
18.	Does the college have a standardized budget development process?				E			
19.	(If yes) Is the budget development process collaborative and takes into account the requirements of curriculum delivery from the faculty?				E			
20.	Does the college have allocated budget for implementation of curriculum?	M						
21.	Does the college has allocated budget to address deficiencies and continuous renewal of training programs?				Q			

SR. NO	EVALUATION QUESTIONS	Compliance							
		Mandatory	Yes	No	Graded standards	Graded score		NA	
22.	Does the college has allocated budget for co-curricular activities, minimum of PKR 5000 per student per year ( <i>check evidence of expenditure too</i> )				Q				
23.	Does the college has allocated budget for faculty development program for national CME/CDE/CPD, minimum or equivalent of PKR 50,000 per department per year?	M							
24.	Does the college has allocated budget for financial support of students, with minimum 5% deserving students with good academic record as determined by scholarship awarding committee getting 25% discounts?	M							
25.	Does the budget correlate with the audited accounts of the previous year – taking into account the number of students?				E				
26.	Is there a policy ensuring clinical work or procedures and cost of any material used during training and studentship are not charged to the students?	M							
27.	Is there admission policy developed?	M							
28.	Is the admission policy in line with national regulations?	M							
29.	Is there a mechanism at the hospital's end to ensure adequacy of clinical facilities for the program?				E				
30.	Is there a structured hierarchy defined for the institution? (organogram of the institution and of various departments)	M							
31.	Is there a structured process to disseminate policies developed by the institutional leadership related to governance, services and resources?				E				
32.	Are the respective Standard Operating Procedures (SOPs-Curriculum/ Teaching Program) available and functional as a document for each department.				E				
33.	Are the legal requirements related to dental institution fulfilled at the primary survey and are still valid?	M							
34.	Are HR policies developed, applicable to the college staff?	M							

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	Graded standards	Graded score		NA
35.	Does the college have anti-harassment policy in line with national guidelines	M						
36.	Is there an established mechanism to address disciplinary issues?				E			
37.	Is there a policy to allow females to take maternity leaves as per Govt Rules?	M						
38.	Is there a process to ensure health needs of faculty? (Entitlement/Insurance/health allowance, etc.)				E			
39.	Has the institution incorporated community visits, dental camps etc.?				E			
40.	Is there a department of medical or dental education at the institution?	M						
41.	Is there a fitness center/ Gym with required equipment and coaching staff for the students and the faculty with separate sessions defined for males and females?				E			
42.	Are there facilities and equipment for indoor and outdoor games? (Own facility or MOU)				E			
43.	Are the roles and authorities of the Dean /Principal of dental college clearly defined in his/her job description that are in alignment with PMDC regulations?	M						
44.	Ensure that the institution is led by a PM&DC-accredited <b>Professor of Basic or clinical Dental Sciences</b> with <b>level 3 qualification</b> with at least <b>5 years post- professor experience</b> accredited by PM&DC. Moreover, the Principal should have at least <b>three years of administrative experience</b> (as HoD/ Dean/ Associate Dean/Vice Principal/ PG program director), a significant number of research publications (15 publications), and at least <b>six-month certification in Health Professions Education/ Medical Education</b> . The <b>age limit</b> for the Principal at the time of appointment should be <b>maximum 65 years</b> .	M						
45.	Is the Associate Dean /Vice Principal of dental college from Senior Faculty of dentistry?	M						

SR. NO	EVALUATION QUESTIONS	Compliance							
		Mandatory	Yes	No	Graded standards	Graded score		NA	
46.	Are the roles and authorities of the Head of departments clearly defined in his/her job description that are in alignment with PMDC regulations?				E				

<b>MANDATORY</b>	28
<b>GRADED STANDARD (Quality)</b>	2
<b>GRADED STANDARD (Essential)</b>	16
<b>GRADED STANDARD (Minimal)</b>	0
<b>TOTAL</b>	46

Use the rest of the session to clarify any queries regarding the functioning of Dental College – including information needed for subsequent sessions.

### 3. Curricular Organization and Management Session

**Inspector: Dental or Medical Education Expert**

#### 3.1 Purpose

This session is to be conducted by a Health Professions Education expert with the relevant leadership of the Dental College to review educational objectives, outcome measures and how they are integrated throughout the curriculum. The session also focuses on curriculum design, content coverage, and methods of teaching and evaluation of student performance. Evidence of implementation of curriculum is reviewed.

The scope of this session covers relevant leadership of the Dental college that constitute the curriculum committee to review curriculum management and program evaluation and discussion of the system for implementation and management of the curriculum, adequacy of resources and authority for the educational program and its management, and methods for evaluating the effectiveness of the educational program and evidence of success in achieving objectives. Evidence of effective management is reviewed.

#### 3.2 Location

College Committee Room

#### 3.3 College Participants

★ Representative from curriculum committee

#### 3.4 Surveyor

Dental Education expert

#### 3.5 Standards/Issues Addressed

- Standard 1: Mission Statement (1.1 and 1.2)
- Standard 2: Outcomes
- Standard 4: Curricular Organization
- Standard 5: Educational Contents
- Standard 6: Curricular Management
- Standard 10: Program Evaluation and Continuous Renewal (10.5)

#### 3.6 Documents/Materials Needed

- Document outlining mission of the institution
- Document outlining vision of the university
- Organogram of the institution reflecting curriculum committee
- Terms of reference of the Curriculum Committee including its structure
- Minutes of meeting reflecting discussion on curriculum and how the changes are made based on feedback and evaluation by the various stakeholders
- Curriculum Document
- College's policy on electives for students and record of student selected electives

- College's study guides or log book
- Program Feedback
- Program evaluation results
- List of all current or previous (last 12 months) research projects

### 3.7 Procedure

The surveyor would like to look at the development methodology, structure, implementation, and review and feedback integration mechanism of the curriculum. Curriculum committee structure and its TORs shall also be discussed in this session. The surveyor will engage in discussion with the curriculum committee members and will request evidence against standards based on the questionnaire given below.

### 3.8 How to Evaluate

To evaluate the compliance to relevant standards, review the documents provided by the college. Based on the review, conduct a Curricular Organization/management interview session with the following list of questions answered:

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	GRADED STANDARD	Graded score		NA
1.	Are program outcomes written in the institution's prospectus and/or websites? (Evidence: this should be checked on the institutional/hospital's website. The program outcomes may also be part of the training manual which must be distributed to all trainees/ House officers/ students)	M						
2.	Is the mission statement of the institution aligned with vision of university? (And see if the former is linked with the later)				E			
3.	Are the program outcomes aligned to with the institutional mission statement? (Match the outcomes with the institution's mission statement and see if the former is linked with the later)				E			
4.	Are the program outcomes developed with the involvement of students? (Evidence of involvement e.g., meeting minutes, feedback, etc.)				E			
5.	Was faculty involved in development of curricular outcomes? (Evidence of involvement e.g. meeting minutes, feedback, etc.)				E			
6.	Do the program outcomes address knowledge, skills and attitudes (professional behavior)? (Read the outcome to find out how well, if at all, these three areas are addressed in the outcomes)				E			
7.	Is the planned and implemented curriculum the same?				E			

SR. NO	EVALUATION QUESTIONS	Compliance							
		Mandator y	Yes	No	GRADED STANDAR D	Graded score			NA
	(Match the study guides, academic planner/calendar with the timetable)								
8.	Is there a clear description of course sequence and rationale for each course? (There must be a document which shows in what sequence the various courses will be taught. In case of a hospital, there should be a training manual in which the sequence of content is clearly shown)				E				
9.	Is there a curricular map, comparing the course content with the program outcomes? (This table should be shown by the institution/ hospital)				E				
10.	Does the institution have online teaching backup plan with SOPs available and functional?				E				
11.	Is there a Learning Management system available and functional to the students (LMS)				E				
12.	Does the institution have autonomy to formulate policies for execution of the educational outcomes?				E				
13.	Does the institution have approved policies and strategies to monitor legal, ethical, and safety measures related to technology use? (Policies with approval for procurement of software, ethical guidelines for students and faculty)				E				
<b>CURRICULAR GOVERNANCE</b>									
14.	Are the Terms of Reference for the curriculum committee approved by a competent authority? (Document of approval)	M							
15.	Is there an evidence of curriculum committee to overseeing curriculum implementation? (Approved minutes of meetings and decisions implemented)	M							
16.	Is there representation of basic sciences in the curriculum committee? (Curriculum Committee member list with disciplines)	M							
17.	Is there representation of behavioral sciences in the curriculum committee? (Curriculum Committee member list with disciplines)				E				
18.	Is there representation of community dentistry in the curriculum committee? (Curriculum Committee member list with disciplines)	M							

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	GRADED STANDAR D	Graded score		NA
19.	Is there representation of clinical sciences in the curriculum committee? (Curriculum Committee member list with disciplines)	M						
20.	Is there representation of medical education in the curriculum committee? (Curriculum Committee member list with disciplines)	M						
<b>CURRICULAR DELIVERY</b>								
21.	Are student-centered teaching strategies used? (Study guide, Time table, curriculum committee meeting minutes approving student centered strategy for implementation)				E			
22.	Are community visits arranged for the students? (Study guide, Time table, plan for visits)	M						
23.	Is there evidence that students are allowed to attend electives of their choice as part of the program? (Elective policy and list of students approved for electives)				E			
24.	Are clinical rotations/clerkships scheduled for each of the clinical subjects? (Approved schedule of rotations and attendance, copy of logbooks, grade books etc.)				E			
25.	Do study guides clearly mention objectives for each teaching session?				E			
26.	Are study guides disseminated to the students and faculty? (It is preferred that the study guides, training plans be on official websites. Alternatively, there must be evidence that students and faculty have received such documents)				E			
<b>CURRICULAR CONTENT &amp; TEACHING HOUR</b>								
27.	Are learning resources (e.g. Phantom head, mannequins, models, videos, simulators etc.) used to support clinical learning?				E			
28.	Are basic science subjects taught with clinical relevance (e.g. case scenarios etc.)?				E			
29.	Are there opportunities for students to spend sufficient time in planned contact with patients and community in relevant clinical and community settings?				E			
30.	Are the Terms of Reference documented for the curricular committee?	M						

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	GRADED STANDAR D	Graded score		NA
31.	Do the TORs include Planning, implementation, and evaluation of the curriculum in order to ensure that educational outcomes are achieved?				E			
32.	Do the TORs include Planning, implementation, and evaluation of innovations in the curriculum?				E			
33.	Do the TORs include representation from the Department of Medical/Dental Education with a post-graduate qualification recognized by PMDC/HEC in health professions education?	M						
34.	Is there evidence of implementation of the TORs through various meeting minutes?				E			
35.	Does the College / University make students undergo Comprehensive Treatment Planning of a patient in need of multispecialty care?				E			
36.	Is the learning being supervised throughout the curriculum evident by the schedules of the teachers, lab staff etc.?				E			
37.	Are the logbook or study guides developed, clearly mentioning the overall objectives of the course and terminal objectives of each teaching session?				E			
38.	Are the logbook or study guides disseminated to the students?				E			
39.	Are the logbook or study guides disseminated to the faculty?				E			
<p><b>The following distribution of teaching hours is for discipline-based curriculum. However, the institution where the integrated curriculum is followed, will adjust minimum 1200 hours per annum based on their curricular outcomes.</b></p> <p><b>20% flexibility of allocated hours may be given to the institution ensuring a minimum of 1100 hours per annum (including Generic Competencies)</b></p> <p><b>The HEC general education policy with maximum 450 contact hours Shall be distributed in all four years of the BDS program.</b></p> <p><b>BDS 1<sup>st</sup> Year Subjects (minimum 1100 hours)</b></p>								
40.	Does the Anatomy curriculum (including embryology, histology, gross anatomy etc.) include 300 hours of study?				E			
41.	Does the Physiology curriculum include minimum 300 hours of study?				E			
42.	Does the Biochemistry curriculum include minimum 180 hours of study?				E			

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	GRADED STANDARD	Graded score		NA
43.	Does the Oral Biology and Tooth Morphology curriculum include 300 hours of study?				E			
44.	Are there at least 120 hours of study offered from general education (including, Islamic studies, Pakistan studies, English, Arts & humanities, behavioural sciences and research) of HEC policy?				E			
<b>BDS Second Year (minimum 1100 hours)</b>								
45.	Does the Dental Materials Science curriculum include 300 hours of study?				E			
46.	Does the Pharmacology curriculum include 220 hours of study?				E			
47.	Does the Pathology curriculum include 220 hours of study?				E			
48.	Does the Dental Public Health/ Preventive Community Dentistry curriculum include 200 hours of study (including hours of community visits)?				E			
49.	Does the Pre-clinical Operative curriculum include 80 hours of study?				E			
50.	Does the Pre-clinical Prosthodontics curriculum include 80 hours of study?				E			
51.	Are there 100 hours of study offered from courses of general education of HEC policy including behavior science, ICT and research?				E			
<b>BDS Third Year (minimum 1200 hours)</b>								
52.	Does the General Surgery curriculum include 170 hours of study?				E			
53.	Does the General Medicine curriculum include 180 hours of study?				E			
54.	Does the Oral Pathology curriculum include minimum 180 hours of study?				E			
55.	Does the Oral Medicine, Diagnosis & Oral Radiology curriculum include 150 hours of study?				E			
56.	Does the Periodontology curriculum include 180 hours of study?				E			
57.	Does the Pre-clinical / Clinical Prosthodontics curriculum include 80 hours of study?				E			
58.	Does the Pre-clinical/Clinical Operative Dentistry curriculum include 80-hours of study?				E			

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	GRADED STANDARD	Graded score		NA
59.	Does the Oral and Maxillofacial and Anesthesia curriculum include 80 hours of study (including 5 hours of Forensic odontology)?				E			
60.	Are there 100 hours of study offered from courses of general education of HEC policy including behavior science, ICT and research				E			
<b>BDS Fourth Year (Total 1200 hours)</b>								
61.	Does the Oral and Maxillofacial and Anesthesia curriculum include minimum 250 dedicated hours of study?				E			
62.	Does the Orthodontics curriculum include minimum 250 dedicated hours of study?				E			
63.	Does the Operative Dentistry curriculum Dentistry have minimum 250 dedicated hours of study?				E			
64.	Does the Prosthodontics curriculum include minimum 250 dedicated hours of study?				E			
65.	Does the preclinical/clinical Paediatric dentistry include 100 hours				E			
66.	Are there 100 hours of study offered from courses of general education of HEC policy including behavior science, ICT and research?				E			
<b>Feedback and Evaluation</b>								
67.	Is there a mechanism to receive feedback about the curriculum from students?	M						
68.	Is there a mechanism to receive feedback about the curriculum from faculty?	M						
69.	Is there a mechanism to integrate student feedback into the curriculum? (Evidence of changes made)				E			
70.	Is there a mechanism to integrate faculty feedback into the curriculum? (Evidence of changes made)?				E			
71.	Is there a mechanism for curriculum monitoring and progressive improvements?				E			
72.	Is there a documented and approved program evaluation plan? (Approved evaluation plan)	M						
73.	Is there a documented & approved mechanism for the conduct of program evaluation? (Approved SOPs regarding process of evaluation)				E			

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	GRADED STANDARD	Graded score		NA
74.	If the institute has graduated at least one batch, is there evidence that the program has been evaluated periodically? (Filled feedback forms, summary reports of feedback)				E			
75.	Is there any evidence that curricular/ course / training amendments have been made on the basis of evaluation/ feedback data? (Documents showing changes before and after feedback)				E			
76.	Are recommendations based on results of program evaluation findings implemented and documented?				E			
77.	Does the institution provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?				Q			
78.	Does the institution provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Innovative teaching methodologies?				Q			

## Assessment

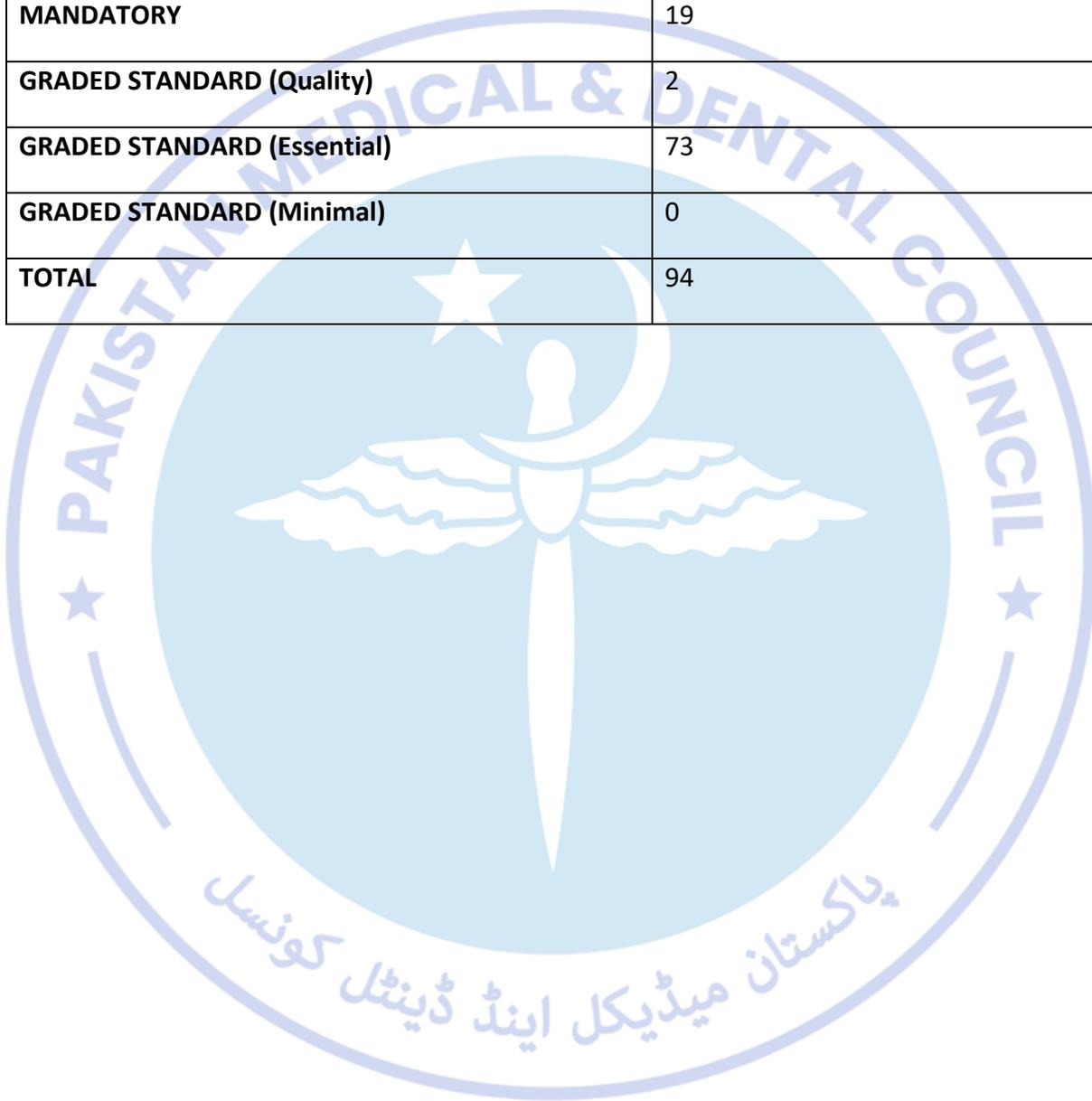
(If the institution being inspected is not the examining body/ University, survey questions related to university examinations should be marked as university policy)

79.	Are there documented and approved assessment policies and plan? (Approved assessment plan)	M						
80.	Does the Continuous/internal assessment carry 20% of overall weightage? (as per respective university policy) (Approved assessment plan)	M						
81.	Are suitable assessment tools used to assess knowledge, skills and attitudes? (Approved assessment plan)	M						
82.	Are external examiners invited for assessment? (Policies and SOPs for inviting externals. Evidence of externals being invited in previous exams)	M						
83.	Is there a Table of Specifications (TOS) for every examination?	M						

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	GRADED STANDAR D	Graded score		NA
	(Copy of TOS)							
84.	Is there evidence that the Table of Specifications (TOS) is according to the assessment plan? (Match TOS with assessment plan)				E			
85.	Is there evidence of formative assessment taking place regularly? (Schedule of formative assessment, sample of assessment, proof of written feedback given to students by a faculty etc.)				E			
86.	Are portfolios/logbooks used as part of assessment? (Samples of logbooks filled by students and signed by relevant faculty)				E			
87.	Are there any quality assurance procedures employed (e.g., item review) prior to examination? as per respective university policy (Attendance and minutes of meetings held for item review)				E			
88.	Is faculty development conducted to support the faculty in item writing? (Proof of faculty development sessions on Item writing-attendance sheet, session plan)	M						
89.	Is post-exam analysis carried out routinely as part of quality assurance mechanism (e.g., item analysis)? as per respective university policy (Data analyses excel sheets or SPSS files, result reports)				E			
90.	Is the result of internal assessment finalized based on post-exam analysis? (Pre- and post-analysis result)				E			
91.	Is there a mechanism for appeal of results? as per respective university policy (Approved appeals policy and SOPs, applications of appeals from students and decision report)				E			
92.	Is there a mechanism to take student feedback on assessment strategies? (Filled feedback forms on assessment)				E			
93.	Is student feedback communicated to faculty and to other relevant stakeholders? (Emails and/ or letters to faculty containing feedback)				E			
94.	Is there evidence that feedback is utilized to improve the assessment system? as per respective university policy (Committee decisions regarding amendment in assessment based on feedback from faculty and/ or				E			

SR. NO	EVALUATION QUESTIONS	Compliance						
		Mandatory	Yes	No	GRADED STANDARD	Graded score		NA
	students, difference in assessment practice before and after the feedback)							

<b>MANDATORY</b>	19
<b>GRADED STANDARD (Quality)</b>	2
<b>GRADED STANDARD (Essential)</b>	73
<b>GRADED STANDARD (Minimal)</b>	0
<b>TOTAL</b>	94



## 4. Infrastructure Tour

### 4.1 Purpose

This tour is conducted by the Architect. The focus of this tour is to evaluate adequacy of infrastructure in terms of space, seating requirements, hostel and other facilities for Dental education. The architect will review the map (CAD) and will ensure that the infrastructure is in alignment with the drawings and its corroboration with PMDC requirements.

### 4.2 Location

All facility areas.

### 4.3 Tour Participants

- One representative from administration
- One representative from project team (if available and functional)

### 4.4 Surveyor

Architect/Civil Engineer

### 4.5 Standards/Issues Addressed

Recognition Standard 1: Infrastructure

### 4.6 Documents/Materials Needed

- Computer Aided Designing (CAD) Map of the facility
- Seating plan of the facility
- Hostel facilities design

### 4.7 Procedure

The surveyor will visit the college to ensure that the infrastructure is sufficient and adequately spaced to meet the needs of the students, faculty and other staff. Visit will cover dental college facilities in general. These visits will include comparison of map/drawings to the actual structure.

### 4.8 How to Prepare

To evaluate the compliance to relevant standards, review the documents provided by the college. Based on the review, conduct an infrastructure tour/session with the following list of questions answered:

SR. NO.	EVALUATION QUESTIONS	COMPLIANCE						
		Man datory	YES	NO	GRADED STANDAR D	Graded score		NA
<b>COLLEGE COVERED AREA</b>								
1.	Total covered area of a Dental College at least 70,000 sq. ft. in case of a stand-alone College.	M						
2.	Total covered area of a Dental College at least 50,000 sq. ft. in case it is associated with a Medical College.	M						
3.	Is the college accessible to public transport and has parking areas in the vicinity	M						
4.	The Learning Resource Centre (library and IT Lab) may be shared with associated Medical College.	M						
5.	Does the college have seating capacity of at least 60% of the total student strength for the auditorium (may be shared with medical college)?	M						
6.	At least 3 dedicated lecture halls for dentistry with seating capacity sufficient to accommodate the student's strength of each class of dental program.	M						
7.	Four lecture halls for dentistry with seating capacity sufficient to accommodate the student's strength of each class of dental program.			Q				
8.	At least one tutorial room each for Anatomy, Physiology, Biochemistry, Pharmacology and Pathology, may be shared with attached Medical College. Must for at least 25% of class strength (at least 3 for stand-alone dental college)			E				
9.	The Dental College must have 4 tutorial rooms for Dental Subjects with the seating capacity of at least 25% of class strength			E				
10.	Common Room for boys. Seating capacity for 5% of total student strength in Common Room for Boys for the 4 years' tenure. If boys' common room is shared with associated medical College, the seating capacity must be for 5% of male student strength of medical and dental college combined.			E				
11.	Common Room for girls. Seating capacity for 5% of total student strength in Common Room for Girls for the 4years' tenure. If girls' common room is shared with associated medical college, the seating capacity must be for 5% of female student strength of medical and dental colleges combined.			E				

12.	Washroom facilities for faculty and students (with facilities for disabled individuals) separate for both genders with cleaning schedules displayed.				E				
13.	Hostel facilities may be shared with associated medical college. (at least 20% for male students and 30% for female students )				E				
14.	Does the college have a Day-Care Room with at least 400 sq.ft of the covered area of the college (may be shared with associated Medical College).				E				
15.	Student's cafeteria: The student's cafeteria may be shared with associated medical college.				E				
16.	Administration Offices comprising of Principal/ Dean Office, Vice Principal/ Associate Deans Office, Committee / Conference room with seating of 20 to 30 faculty members. Student affairs section should be in dental college.	M							
17.	IT Department, Security Office, Waiting Area, Support Staff Offices, Finance Office and Maintenance Office may be shared with associated medical college.				E				
18.	Separate offices for Professors and Associate Professors with adequate space.				E				
19.	Work stations/space for other faculty members.				E				
20.	Anatomy Museum or Models / Specimens displayed in lab/ dissection hall. This may be shared with associated Medical College.	M							
21.	Dissection Hall: The hall may be shared with associated Medical College.	M							
22.	Pathology Museum: The museum may be shared with associated medical college.	M							
23.	At least 5 multi-purpose / Separate labs for Anatomy, Physiology, Biochemistry, Pharmacology and Pathology. The multi-purpose labs may be shared with associated medical college.	M							
24.	A multipurpose Laboratory area of Science of Dental Materials /Pre-Clinical prosthodontics	M							
25.	A Prosthodontic Laboratory	M							
26.	Plaster room and curing room for prosthodontics and orthodontics.	M							
27.	A Casting and Ceramic Laboratory.				E				
28.	A multi-purpose lab for Oral Pathology and / or Oral Biology.	M							
29.	A Skill Development Lab with dental phantom head simulation units. .	M							
30.	An orthodontic laboratory with CEPH Tracing and wire work facilities.	M							

31.	The college must have adequate circulation spaces to meet emergency, safety and disability requirements.				E				
<b>Seating Capacity</b>									
32.	Seating capacity for 20% of total student strength in Learning Resource Centre for the 4 years' tenure. If library is shared with associated medical college, the seating capacity must be for 20% of total student strength of medical and dental colleges combined.				E				
33.	Seating capacity for 15% of total student strength in Students Cafeteria for the 4 years tenure. If cafeteria is shared with associated medical college, the seating capacity must be for 15% of total student strength of medical and dental colleges combined.				E				
34.	Seating capacity for at least 25% of the total student's strength in Anatomy Simulation lab /Dissection Hall. Dissection hall may be shared with associated medical college.				E				
35.	Seating capacity of At least 25% of the total students in each of the 5 multi-purpose labs for Anatomy, Physiology, Biochemistry, Pharmacology and Pathology. These may be shared with associated medical college.				E				
36.	At least 25% Seating capacity of the class for rotational batches available and functional in Laboratory of Science of Dental Materials				E				
37.	At least 25% Seating capacity of the class for rotational batches available and functional in Dental Prosthetic Prosthodontics lab.				E				
38.	At least 20-25 students work space is available and functional in Plaster room and Curing facilities.				E				
39.	Seating capacity for small group of 8-10 students only in Ceramic Lab.				E				
40.	At least 25% Seating capacity of the class for rotational batches available and functional in multi-purpose lab for Oral Pathology and/ or Oral Biology				E				
41.	Skill Development Lab with fully functional individual Phantom Heads for 33% students	M							
42.	At least 25% Seating capacity of the class for rotational batches available and functional in Orthodontic Lab with CEPH Tracing and wire work facilities.				E				
43.	Separate workstation for each teaching staff of Basic Sciences inside college building, with separate offices for Associate Professors and above. In case of associated medical college, the offices and				E				

	workstations of dental faculty must be separate from the medical college.								
44.	Separate Academic Council faculty conference room with a Seating capacity of 20- 30 individuals.	M							
<b>HOSTEL REQUIREMENTS</b>									
45.	The boy's hostel must have the capacity to house at least 20% of the total male student strength. If the boy's hostel is shared with associated Medical College, the housing capacity must be for 20% of total male student strength of Medical and Dental colleges combined.	M							
46.	The girl's hostel must have the capacity to house at least 30% of the total female students' strength. If the girl's hostel is shared with associated medical college, the housing capacity must be for 30% of total student strength of medical and dental college combined.	M							
47.	The hostels must have television and internet access					E			
48.	The hostels must have indoor games facilities					E			
<b>OTHER REQUIREMENTS</b>									
49.	The college must be able to provide teaching in an environment with comfortable Room temperature (18 to 26 degrees Celsius) in lecture halls, demonstration areas, laboratories and learning resource Centre's under conditions of full occupancy.	M							
50.	The college's Learning Resource Centre (Library and IT lab) must have functioning computers for 30% of seating capacity with access on all computers of HEC and university's digital library	M							
51.	The college must have Wi-Fi connectivity all across the campus, with access to every student and faculty. Wi-Fi connectivity must allow access to HEC and university's digital library.	M							
52.	The college must have at least one multi-sports ground as per the requirements of HEC. The multi-sports ground may be shared with associated medical college/ MOU with a sports complex with transport facility	M							
53.	The college must have, preferably within premises, a mosque/prayer area with adequate capacity may be shared with associated medical college					E			
54.	The college must provide transport facility, either owned or hired, catering to at least 20% of the total	M							

	student strength, 30 faculty members and 30 other staff members. If transport is shared with associated medical college, the transport capacity must be for 20% of total student strength of medical and dental colleges combined, 80 faculty members of medical and dental college and 80 other staff members of medical and dental colleges.							
55.	The college must provide to students a counseling cell, staffed with a clinical psychologist. The counseling cell may be shared with associated Medical College.				E			
56.	Does the College have a good access road (at least 30 ft. or more) to its premises for ambulances and non-ambulatory care?				E			
57.	Does the College have sufficient parking space for ambulances and non- ambulatory care.				E			
58.	Does the College have sufficient Parking space for the faculty and students?				E			

<b>MANDATORY</b>	26
<b>GRADED STANDARD (Quality)</b>	1
<b>GRADED STANDARD (Essential)</b>	31
<b>GRADED STANDARD (Minimal)</b>	0
<b>TOTAL</b>	58

## 5. Biomedical Tour

### 5.1 Purpose

This tour is conducted by the Biomedical Engineer. The focus of this tour is to evaluate adequacy of equipment and relevant material required for provision of appropriate dental education.

### 5.2 Location

All facility areas (Dental College)

### 5.3 Tour Participants

- One representative from biomedical department

### 5.4 Surveyor

Biomedical Engineer

### 5.5 Standards/Issues Addressed

Recognition Standard 1: Infrastructure

### 5.6 Documents/Materials Needed

- Periodic Preventive Maintenance Schedule (PPM) Schedule
- Machine/equipment Logs
- Per machine log book
- Downtime Report

### 5.7 Procedure

Surveyor will visit the Dental College and the hospital to ensure they are available and functional in adequate numbers, are functional and are in use? Equipment inventory will be audited and the log of machines will be checked for their quality control

### 5.8 How to Prepare

To evaluate the compliance to relevant standards, review the documents provided by the college. Based on the review, conduct a comprehensive tour of the hospital to verify its equipment. On Day of college tour, remember to conduct a paired tour with basic sciences nominee to ensure that educational material mentioned in checklist is close to what is required by PMDC.

**Biomedical Equipment Session**

**(All equipment/instruments/material/ must be functional and in use)**

SR. NO	EVALUATION QUESTIONS	COMPLIANCE							
		MANDATORY	Yes	No	GRADED STANDARDS	Marking scale			NA
						100 %	75 %	50 %	
<b>Multi-Disciplinary Laboratory of Science of Dental Materials / Pre-Clinical Prosthodontics</b>									
1.	30 Bunsen burners/ spirit lamps available and functional and in use				E				
2.	05 heavy duty rotary engines or micro motor available and functional				E				
3.	03 polishing unit available and functional				E				
4.	03 dental lathe / polishing unit available and functional				E				
5.	Minimum 15 dental lathe stones and 10 polishing brushes assorted available				Min				
6.	Self-cure acrylic powder 1500 g and one litter liquid available				Min				
7.	3 roll each of wire 0.7mm,0.8mm available				Min				
8.	2 box of each Waxes for CPD, Sticky wax and Boxing wax available				Min				
9.	3 Acrylic shade guides available				Min				
10.	Minimum 5 liter cold mold seal				Min				
11.	06 cutters (wire) available and functional				Min				
12.	10 green stick box (for demo purpose) available				Min				
13.	06 Glass slabs available				Min				
14.	01 cement each of all types available				Min				
15.	20 box of impression compound available				Min				
16.	10 sets each of impression trays (Assorted for partial and complete dentures – for demo) available and functional				Min				
17.	10 boxes of modelling wax available				Min				
18.	05 moulds each (partial and complete denture) available				Min				
19.	1000 grams petroleum jelly available				Min				
20.	10 plaster knife available and functional				Min				
21.	10 plaster spatula available and functional				Min				
22.	1kg self-cure acrylic powder available				Min				
23.	02 packs silicone impression materials (for demo) available				Min				
24.	10kg each dental stone (soft, hard) available				Min				
25.	100 sheets of sandpaper available				Min				
26.	2 boxes sticky wax every system available				Min				

27.	30 boxes of acrylic teeth available				Min				
28.	02 kg of S.S wire (0.5, 0.7, 0.8 half round) available				Min				
29.	15 wax knives available and functional				Min				
30.	15 wax carvers available and functional				Min				
31.	1kg heat cure acrylic powder available and functional				Min				
32.	10 rubber bowls available and functional				Min				
33.	05 dental composite kit including bond and etchant available				Min				
34.	5 each dental amalgam and mercury available				Min				
35.	5 sets Mortar & pestle				Min				
36.	5 packs calcium hydroxide cement available				Min				
37.	10 packs boxing-in wax available				Min				

### ORAL PATHOLOGY LABORATORY

**Note:- other than first two requirements, the rest can be shared with the pathology department**

38.	Microscopes available and functional (1/4 <sup>th</sup> of total strength)	M							
39.	One multi head microscope with 3 heads Or One microscope with multimedia connectivity				Q				
40.	One centrifuge machine available and functional				E				
41.	One calorimeter/chemistry analyzer available and functional				E				
42.	One reagent refrigerator available and functional				Min				
43.	One balance available and functional				Min				
44.	Two staining rack available				Min				
45.	Twelve staining jars available				Min				
46.	10 packs of glass slides available				Min				
47.	Ten boxes of cover slip available				Min				
48.	10 bottles of hydrogen peroxide available				Min				

### ORAL BIOLOGY LABORATORY

**Note: In the case of the One multipurpose Lab for Oral Pathology and Oral Biology 30 microscopes plus 01 multi head microscope with three heads Or One microscope with multimedia connectivity (along with the other related materials for the both oral Pathology and Oral Biology departments**

49.	Microscopes available and functional (25% of total strength of the class)	M							
50.	Oral histology slides of oral tissue (1/4 <sup>th</sup> of class strength each)	M							
51.	04 sets of single teeth moulds available				E				
52.	04 sets of ideal complete teeth moulds available				E				
53.	04 sets of deciduous teeth study models available				E				
54.	04 sets of permanent teeth study models available				E				
55.	04 sets of mixed dentition study models available				E				

56.	One multi head microscope with 3 heads Or One microscope with multimedia connectivity				Q				
<b>SKILLS LABORATORY (PHANTOM LAB) – MANDATORY REQUIREMENT</b>									
57.	Phantom heads available and functional for 33% for a class strength	M							
58.	Phantom head attachments for students available and functional				E				
59.	100 sets of Phantom head teeth and relevant material available and functional				E				
60.	100 Typodont available and functional for all the Phantom head units				E				
61.	Two Amalgamator available and functional				E				
62.	20 High Speed Hand piece				E				
63.	4 Curing light				E				
<b>Materials Required &amp; Used for Phantom Head Exercises</b>									
64.	10 Endo Box				Min				
65.	10 pkt #15 - #40 k Files 25mm 1box				Min				
66.	10 pkt # 10 K Files				Min				
67.	10 pkt Finger spreaders #15 - #40				Min				
68.	10 pkt #45 - #80 K Files 25mm 1 box				Min				
69.	5 pkt Gate Gildden Burs #2 & #3				Min				
<b>Filling &amp; Examination Instrument</b>									
70.	25 sets Mirror				Min				
71.	25 sets Probe				Min				
72.	25 sets Tweezer				Min				
73.	25 sets Condenser (Narrow)				Min				
74.	25 sets Burnisher				Min				
75.	25 sets Wards Carver				Min				
76.	25 sets Frahms Carver				Min				
77.	25 sets Dycal Applicator				Min				
78.	25 sets Excavator				Min				
79.	25 sets Plastic Instrument				Min				
80.	25 sets Cement Spatula				Min				
81.	25 sets Right Gingival Margin Trimmer 1mm				Min				
82.	25 sets Left Gingival Margin Trimmer 1mm				Min				
83.	25 sets Amalgam gun				Min				
84.	25 sets Hatchet 1mm				Min				
<b>Materials</b>									
85.	3 kit Composite kit				Min				
86.	10 pkt Amalgam Capsules								

87.	3 pkt Amalgam finishing kit				Min				
88.	25 Matrix band retainer				Min				
89.	10 pkt Matrix band				Min				
90.	10 kit Rubber dam kits				Min				
91.	5 pkt Rubber dam sheets				Min				
92.	5 pkt Wedges assorted				Min				
93.	5 pkt Abrasive strips				Min				
94.	5 pkt Mylar strip				Min				
95.	2 pkt Abrasive finishing discs				Min				
96.	5 pkt Floss				Min				
97.	25 pkt Paper points				Min				
98.	25 pkt GP points				Min				
99.	2 pkt Sealer				Min				
100.	100 pieces Endodontic typodont teeth (anterior & Posterior)				Min				
101.	500 pieces Typodont teeth (anterior /posterior)				E				
102.	Burs 10 Pkt each (10 pk SF 41, 10 pk BR 41, 10 pk SF – 12, 10 pk TR 224CA, 10 pk SO 21, 10 pk TR 13C, 10 pk F 0.25, 10 pk TF 21)				E				

### ANATOMY (may be shared with medical college)

#### DISSECTION HALL

103.	Cadavers with storage facility or equivalent.	M							
104.	One Set of appropriate dissecting instrument sets for two cadavers available and functional				E				
105.	Ten half dissection tables available				E				
106.	The college must have at least one multimedia available and functional, for teaching purpose				E				
107.	The college must have at least two white boards available for teaching purpose				Min				

#### HISTOLOGY LABORATORY

108.	Two slide projecting microscope OR one penta-head Multi viewing Biological Microscope available and functional				Q				
109.	Three histology slide sets available and functional				E				
110.	Binocular microscopes available and functional (At least ¼ of student strength)				E				
111.	One computer in the department with internet facility available and functional				E				
112.	One scanner available and functional, in the department				E				
113.	One laser printer available and functional				Q				

MUSEUM									
114.	Ten head and neck (muscles, vessels, nerves and joints) anatomical model available and functional	M							
115.	Five special senses anatomical model available and functional				Min				
116.	Five brain anatomical model available				Min				
117.	Two torsos (Male and Female) model available				Min				
118.	One cross sectional torso model available				Min				
119.	One histology model available				Min				
120.	One embryology model available				Min				
121.	Seventy five human's loose bones available				Min				
122.	Two articulated skeletons available and				Min				
123.	Four sets of cervical vertebral column available				Min				
124.	One anatomical chart of every system available				Min				
125.	One cross sectional body model available				Min				
126.	Assorted anatomy CDs/Videos/teaching simulators available and functional				Min				
PHYSIOLOGY (May be shared with a medical college)									
127.	One centrifuge machine available and functional				E				
128.	5 sphygmomanometers available and functional				Min				
129.	Ten microscope Binoculars available and functional	M							
130.	10 hemocytometers available and functional				Min				
131.	5 hemoglobin meters available and functional				Min				
132.	5 complete perimeters available and functional				Min				
133.	10 ESR pipettes available and functional				Min				
134.	10 percussion hammers available and functional				Min				
135.	5 clinical thermometers available				Min				
136.	5 student kymographs available				Min				
137.	2 ECG machines available and functional	M			Min				
138.	Five micro-haematocrit reader available and functional				E				
139.	One microhematocrit centrifuge available and functional				Min				
140.	5 stethoscopes available and functional				Min				
141.	One finger pulse oximeter available and functional				Min				
142.	5 stop watches available and functional.				Min				
143.	10 tuning forks of different frequencies available and functional				Min				
144.	Five vision E type charts/Snellen's charts available and functional				Min				
145.	Five Ishihara charts available and functional				Min				

146.	Two weighing machines available and functional				Min				
147.	An audiometer available and functional				Min				
148.	An examination couch available				Min				
149.	A Jaeger's chart				Min				
150.	An ophthalmoscope				E				
151.	A refrigerator				E				
152.	Assorted torches available and functional				Min				
153.	Assorted tourniquets available				Min				
154.	One water bath available and functional				Min				
155.	One beaker 100ml graduated available and functional				Min				
156.	One beaker 500ml graduated available and functional				Min				
157.	One blood group tiles available				Min				
158.	Assorted capillary tubes (heparinized) available				Min				
159.	One treadmill or an ergometer cycle available and functional.				E				
160.	Assorted capillary tubes (plain) available and functional.				Min				
161.	Assorted centrifuge tubes with cork available				Min				
162.	Assorted EDTA tube available				Min				
163.	Assorted ESR pipette available				Min				
164.	One glass rod available				Min				
165.	One magnifying glass available				Min				
166.	Assorted microscope slides				Min				
167.	Assorted Petri dishes (various sizes)				Min				
168.	One spirit lamp/gas burner available and functional				Min				
169.	Assorted Win Trobe's tubes available				Min				
170.	One antisera A, B and D available				Min				
171.	One cedar wood oil available				Min				
172.	One distilled water available				Min				
173.	One bottle of HCL				Min				
174.	One bottle of Leishman's stain available				Min				
175.	One bottle of methylated spirit available				Min				
176.	One bottles of platelet solution (Ree's and Ecker's solution) available				Min				
177.	One bottle of RBC solution available				Min				
178.	One bottle of WBC solution available				Min				

### Biochemistry (May be shared with a Medical college)

179.	Two clinical PH meters available and functional				E				
180.	Two electronic balance available and functional				E				
181.	Two glucometers available and functional				E				
182.	A bench top centrifuge				E				

183.	One water distillation unit available and functional				E				
184.	Five stop watches available and functional				Min				
185.	One hot box oven available and functional				Min				
<b>PHARMACOLOGY (May be shared with Medical college )</b>									
186.	One audio-visual facility and assorted experimental CDs for pharmacology practical's available and functional				E				
187.	Two BP apparatus available and functional				Min				
188.	Two stethoscopes available and functional				Min				
189.	One electronic balance available and functional				Min				
190.	Adequate number of thermometers available				Min				
191.	Adequate number of torches available and functional				Min				
192.	Adequate number of oxygen cylinders available and functional				Min				
<b>PATHOLOGY (May be shared with hospital or medical college)</b>									
193.	Twenty five microscope binoculars available and functional	M							
194.	One Microscope multi head (5 pieces) available and functional				Q				
195.	Four stain dropping bottles (250ml) available and functional				Min				
196.	Four wash bottles available and functional				Min				
197.	Four adjustable staining racks available				Min				
198.	One 14 cubic feet refrigerator available and functional.				Min				
199.	Four glass beakers (graduated) (Pyrex) 500 ml graduated available				Min				
200.	Four glass cylinders (graduated) (Pyrex) 500 ml graduated available				Min				
<b>S. R. NO.</b>	<b>EVALUATION QUESTIONS</b>	<b>COMPLIANCE</b>							
		<b>Mandatory</b>	<b>Yes</b>	<b>No</b>	<b>GRADED STANDARDS</b>	<b>Marking s</b>			<b>NA</b>
						<b>100 %</b>	<b>75 %</b>	<b>50 %</b>	
<b>Dental College Biomedical Equipment Session (All equipment/armamentariums/ material must be functional and in use)</b>									
<b>COMMUNITY AND PREVENTIVE DENTISTRY</b>									

SCREENING AND PREVENTIVE CLINIC									
201.	Four portable dental Units	M							
202.	10 light-weight folding chairs/ couches for dental examination and preventive procedures				E				
203.	10 High speed hand pieces				E				
204.	Does the department have periodontology models (CPITN models) available and functional (at least 25% of class strength)				E				
205.	DMFT models available and functional (at least 25% of class strength)				E				
206.	10 tooth brushing models available and functional				E				
207.	100 sets of examination instruments available and functional				Min				
208.	100 CPI-C probes available and functional				Min				
209.	20 Periodontal Probes available and functional				Min				
210.	5 stethoscopes				Min				
211.	5 BP apparatus available and functional				Min				
212.	02 measuring tapes available				Min				
213.	01 weighing machine (digital)				Min				
214.	10 thermometers available and functional				Min				
215.	10 bottles of plaque disclosing agent/ lozenges				Min				
216.	10 dental flosses				Min				
217.	01 First Aid box				Min				
218.	25 sets of ART available and functional; each set must comprise of small & medium size excavators, cavity opener and Application-Filling-Contouring-Instrument (AFCI)				Min				
219.	10 plastic instruments available				Min				
220.	10 mouth props available				Min				
221.	2 packs each of disposable suction tips and gloves, glasses, masks, napkins, Sterilization pouch roll etc.				Min				
222.	10 cheek retractors available				Min				
223.	25 round diamond burs available				Min				
224.	25 slow speed round burs available				Min				
225.	02 polishing brushes available				Min				
226.	06 instrument trays available				Min				
227.	05 Mixing spatulas available				Min				
228.	05 Glass slabs available				Min				
229.	05 Instrument dish available				Min				
230.	75 CPI-Essential probes available				Min				
231.	20 Periodontal Probes available				Min				
232.	Assorted torches available and functional				Min				

233.	01 Temperature maintained ice boxes available				Min				
234.	GIC (high-viscosity for ART and Fissure Sealant purpose) available				Min				
235.	5 liters sterilization liquid available				Min				
236.	02 Xylocaine spray/gel available				Min				
237.	04 Fluoride gel available				Min				
238.	5 bottles hydrogen peroxide available				Min				
239.	Sufficient boxes of disposable glasses, Gloves, suction tips, sterilization pouches available				Min				

### ORAL AND MAXILLOFACIAL SURGERY DEPARTMENT

240.	Does the department have 18 dental units with functional high-volume suction?	M							
241.	06 portable suction machines available and functional				E				
242.	<b>10 Micro motors with straight</b> hand pieces available and functional and functional				E				
243.	12 portable slow speed straight hand piece available and functional and functional				E				
244.	120 sets of examination instruments i.e., Mirrors, Probes and Tweezers available				Min				
245.	10 sets of each extraction forceps for upper and lower teeth available (Total 100 forceps)				Min				
246.	10 each BDR forceps for upper and lower teeth available				Min				
247.	10 sets of each deciduous molar forceps for upper and lower teeth available (Total 32)				Min				
248.	10 wire cutters available				Min				
249.	12 wire twisters available				Min				
250.	15 bone files available				Min				
251.	04 surgical chisels/osteotomes and mallet available				Min				
252.	08 bone rongeurs available and functional				Min				
253.	12 Bone curettes available				Min				
254.	08 root tips pick available				Min				
255.	48 tissue forceps available				Min				
256.	12 excavators available				Min				
257.	12 condensers available				Min				
258.	03 plastic instruments				Min				
259.	08 mouth props available				Min				
260.	20 suction tips (steel) available				Min				
261.	15 cheek retractors available				Min				
262.	20 scalpel handles available				Min				
263.	30 LA syringes available				Min				
264.	20 needle holders available				Min				

265.	30 suture cutting scissors available				Min				
266.	30 straight elevators available				Min				
267.	20 periosteal elevators available				Min				
268.	20 sets of Cryer elevator available				Min				
269.	04 skin hooks available				Min				
270.	10 each artery forceps (straight and curved each) available				Min				
271.	08 minor oral surgery trays available				Min				
272.	03 Major surgical instrument (large) trays for OMFS procedures available				Min				
273.	01 set of standard emergency instrument kit in oral and maxillofacial surgery ward available				Min				
274.	01 set of Orthognathic surgery instruments available				E				
275.	01 set of implant surgical kit with physio-dispenser with drill and saw available				E				

### ORTHODONTICS DEPARTMENT

276.	Does the department have 18 dental units with functional high-volume suction allocated for the unit?	M							
277.	One Intra oral scanner				Q				
278.	One ultrasonic scaler				E				
279.	At least Five composite light cure unit available and functional				E				
280.	One DSLR camera with macro lens and ring flash				E				
281.	03 semi adjustable articulator available and functional				E				
282.	02 Hanau Face bow available				E				
283.	07 slow speed hand piece available and functional				E				
284.	06 high speed hand piece available and functional				E				
285.	50 sets of examination instruments available				Min				
286.	50 orthodontic probes available				Min				
287.	At least 15 band pushers and band seaters available				Min				
288.	At least 15 band removers available				Min				
289.	At least 06 bracket removers available				Min				
290.	At least 15 separator pliers available				Min				
291.	At least 24 bracket holders available				Min				
292.	At least 24 distal end cutters available				Min				
293.	At least 24 weingart pliers available				Min				
294.	At least 24 Mathieu pliers available				Min				
295.	At least 24 light wire cutters available				Min				

296.	At least 24 straight end cutters available				Min				
297.	06 sets of reflectors/ mirrors for orthodontic photography available				Min				
298.	12 pairs of separate cheek retractors available				Min				
299.	06 lip retractors available				Min				
300.	20 impression trays set (assorted) both stainless steel and plastic available (small medium large)				Min				
301.	At least 10 Plaster bowls and spatulas available				Min				
302.	At least 10 plastic instruments and glass slabs available				Min				
303.	At least 06 bird beak pliers available				Min				
304.	At least 06 Tweed loop forming pliers available				Min				
305.	At least 06 Tweed torqueing pliers available				Min				
306.	10 Adam pliers available				Min				
307.	08 round piers available				Min				
308.	08 pair of scissors available				Min				
309.	12 straight hard wire/ heavy wire cutter cutters available				Min				
310.	30 complete Brackets sets available				Min				
311.	10 packs of fissure and round burs for highspeed hand pieces available (diamond, tungsten carbide)				Min				
312.	10 packs of burs for slow speed hand piece for composite removal available				Min				
313.	05 molar bands (of each size) available				Min				
314.	02 premolar bands (of each size) available				Min				
315.	10 packs of molar tubes for upper and lower, first and second molars available				Min				
316.	10 packs spot weldable lingual cleats and sheaths available				Min				
317.	10 packs bondable buttons available				Min				
318.	01 pack each of full range of NiTi arch wires available				Min				
319.	01pack each of full range of stainless-steel arch wires available				Min				
320.	01pack each of full range of RCS arch wires available				Min				
321.	Spools of stainless-steel wires size range 0.5, 0.6, 0.7 (1kg each) 1mm (4 coils each) available				Min				
322.	03 spools elastomeric power chains of short, medium and long size available				Min				
323.	01 spool each of open and closed coil spring				Min				
324.	01 spool of sleeve available				Min				
325.	04 pack (40 strips) each of Grey/ color elastic ligatures				Min				

326.	02 strips of separators available				Min				
327.	01 Pack of steel ligatures available				Min				
328.	01 pack of lace back wires available				Min				
329.	04 composite bracket bonding kits (1 Tube per kit) available				Min				
330.	05 syringes of 35% phosphoric acid etchant available				Min				
331.	01 pack each of luting and restorative GIC available				Min				
332.	02 kg of Self-cure acrylic should be available				Min				
333.	01 kg Heat-cure acrylic should be available				Min				
334.	06 packs of alginate impression material available				Min				
335.	20 kg good quality white hard plaster available				Min				
336.	40 kg soft plaster available				Min				
337.	02 packs of Hard solder available				Min				
338.	02 packs of modelling and sticky wax available				Min				

#### ORTHODONTICS LABORATORY

339.	25 illuminators for rotation batch available and functional for cephalometric purposes and X-ray investigations	M							
340.	01 functional spot welder with all the accessories available and functional				Q				
341.	01 vacuum former machine available and functional				E				
342.	02 Orthodontic double disc model trimmer (may be kept in plaster room)				E				
343.	01 Soldering torch available and functional				Min				
344.	02 heavy duty rotary engines or micro motor available and functional				E				
345.	10 plane line articulators available and functional				Min				
346.	At least 6 pairs of base formers upper and lower of medium and large size available and functional				Min				

#### OPERATIVE DENTISTRY DEPARTMENT

347.	Does the hospital have 30 dental units with functional high-volume suction?	M							
348.	15 Slow Speed hand piece available and functional				E				
349.	50 High Speed hand pieces available and functional				E				
350.	12 Light Curing unit available and functional				E				
351.	04 Electric Pulp Tester available and functional				E				
352.	04 Amalgamator available and functional				E				

353.	30 Adequate amount of matrix band retainers available				Min				
354.	100 Examination instruments available				Min				
355.	30 Excavator available				Min				
356.	30 Condensers available				Min				
357.	30 Burnisher (egg shaped and T-shaped) available				Min				
358.	30 Frahm's carvers available				Min				
359.	30 Wards carver available				Min				
360.	30 Plastic instruments available				Min				
361.	15 dycal applicator available				Min				
362.	02 Scissors available				Min				
363.	05 MTA gun available				E				
364.	95 Rubber dam sheets available				Min				
365.	30 Rubber Dam kit available				Min				
366.	05 Bur Box Holder available				Min				
367.	03 packs of retraction cords available				Min				
368.	05 X-ray illuminator available and functional				E				
369.	02 Instrument trolley available				Min				
370.	24 Amalgam finishing kits available				Min				
371.	24 Amalgam gun Double ended available				Min				
372.	34 Cement spatula available				Min				
373.	17 full sets of composite finishing burs and discs available				Min				
374.	17 Plungers available				Min				
375.	85 packs of lidocaine cartridges available				Min				
376.	17 Bite block available				Min				
377.	17 Cheek retractor available				Min				
378.	17 box of 5 cc syringe available				Min				
379.	17 bottles of saline available				Min				
380.	51 Napkin holders available				Min				
381.	85 packs of matrix bands available				Min				
382.	51 Articulating paper available				Min				
383.	51 packs of High speed diamond burs available				Min				
384.	51 packs of slow speed round burs available				Min				
385.	85 long tapered diamond burs available				Min				
386.	05 Ultrasonic Scaler available and functional				E				
387.	20 Scaler tips available				Min				
388.	10 packs, 2 kits of composite resin shade available				Min				
389.	05 bottles of bonding agents available				Min				
390.	05 syringes of etchants available				Min				
391.	05 packs of abrasive strips available				Min				
392.	05 boxes of amalgam alloy capsules available				Min				
393.	05 bottles of temporary filling material available				Min				

394.	05 boxes of Zinc oxide eugenol cement available				Min				
395.	05 bottles of GIC type II available				Min				
396.	3 packs of Dycal available				Min				
397.	10 bottle of Xylocaine Spray/gel each available				Min				
398.	05 bottles of disinfectant available				Min				
399.	4 GIC Varnish in use				Min				
400.	Adequate Pits and fissure sealant available				Min				
401.	05 boxes of polishing brushes in use				Min				
402.	05 packs of short anesthesia needle available				Min				
403.	05 packs of long anesthesia needles available				Min				
404.	05 packs of Cellulose strips available				Min				
405.	05 packs wooden wedges available				Min				
406.	01 Ethyl chloride available				Min				
407.	01 pack GP Stick available				Min				
408.	17 Dental floss available				Min				
409.	10 bottles hydrogen peroxide available				Min				
410.	20 syringes of flow able light cure composite available				Min				
411.	01 Sodium perborate available				Min				
412.	01 Carbamide peroxide available				Min				
413.	02 packs Flexible plastic wedges available				Min				
414.	05 Propy paste available				Min				
415.	05 Pumice paste available				Min				
416.	10 Fluoride varnish available				Min				
417.	01 Hemostat available				Min				
418.	Adequate Pits and fissure sealant available				Min				

## ENDODONTICS

419.	Adequate number of Ultrasonic scaler with endodontic tips available and functional.				E				
420.	Dental Xray machine				E				
421.	08 Rotary Endo Machine available and functional				E				
422.	05 Apex locators available and functional				E				
423.	100 Examination sets available				Min				
424.	34 packs of Rubber dam sheets available				Min				
425.	05 X-ray illuminator available and functional.				Min				
426.	50 DG 16 explorers available				Min				
427.	2 Dental loupes available				Min				
428.	10 Excavators available				Min				
429.	10 Condensers available				Min				
430.	5 Cement spatulas available				Min				
431.	10 Plungers available				Min				
432.	5 Matrix band retainers available (Per Clinic)				Min				
433.	3 packs of Matrix bands available (Per Clinic)				Min				

434.	1 Electric Pulp Tester available and functional.				Min				
435.	1 Down pack & back fill system available				Min				
436.	1 GP cutter available and functional (Per Clinic)				Min				
437.	1 Digital camera available and functional on sharing				E				
438.	2 X- ray holder system available				Min				
439.	5 packs of High speed burs (assorted) available				Min				
440.	5 packs of Slow speed burs (assorted) available and functional. (Per Clinic)				Min				
441.	03 Packets fiber post				Min				
442.	15 packs of Rotary files available and functional				Min				
443.	20 packs of K – files assorted available				Min				
444.	20 packs of K – files NiTi assorted available				Min				
445.	20 packs of H - files assorted available				Min				
446.	5 packs of Barbed broaches available				Min				
447.	5 packs of Finger spreaders assorted available				Min				
448.	10 packs of Gates glidden burs available (Per Clinic)				Min				
449.	5 packs of Lentulo spiral drills available (Per Clinic)				Min				
450.	30 packs of Paper points assorted available				Min				
451.	30 packs of GP points assorted available				Min				
452.	30 packs of GP points for rotary assorted available				Min				
453.	3 packs of Local anesthesia with epinephrine available				Min				
454.	3 packs of Local anesthesia without epinephrine available				Min				
455.	5 packs of Block needle available				Min				
456.	5 packs of Infiltrate needles available				Min				
457.	2 Instrument retrieval kit available				Min				
458.	2 Composite finishing kit available				Min				
459.	5 packs of Non – setting calcium hydroxide available				Min				
460.	3 Endodontic sealers available and functional				Min				
461.	3 packs of Intra-canal medicament available				Min				
462.	3 Topical anesthesia available and functional				Min				
463.	3 Topical anesthetic sprays available				Min				
464.	3 bottles of Sodium hypochlorite available (Per Clinic)				Min				
465.	3 bottles of Saline available (Per Clinic)				Min				
466.	3 packs of EDTA available (Per Clinic)				Min				
467.	2 packs of Temporary filling material available (Per Clinic)				Min				
468.	3 Composite kits available (Per Clinic)				Min				

469.	3 packs of GIC type II available (Per Clinic)				Min				
470.	1 bottle of GP solvent available (Per Clinic)				Min				
<b>PROSTHODONTICS DEPARTMENT</b>									
471.	Does the hospital have 18 dental units with functional high-volume suction?	M							
472.	08 Compatible face bow available and functional				E				
473.	08 Semi adjustable articulators available and functional				E				
474.	40 Air turbine High speed handpiece available and functional				E				
475.	06 slow speed handpiece available and functional				E				
476.	03 Micromotor portable				E				
477.	18 Bunsen burners /spirit lamps available and functional and in use				Min				
478.	36 sets of partials and 36 sets of complete edentulous Impression trays assorted available				Min				
479.	120 sets of examination instruments in use				Min				
480.	08 crown and bridge removers available				Min				
481.	6 Fox guide/Camphors planes available				Min				
482.	36 packs of articulating paper available				Min				
483.	03 packs of GIC luting agents available				Min				
484.	02 Packs of composite luting agent				Min				
485.	12 Crown cutting diamond bur available				Min				
486.	12 Straight fissure burs short available				Min				
487.	24 Wheel disc shape bur available				Min				
488.	24 Tapered fissures round end bur available				Min				
489.	36 Round burs available				Min				
490.	36 End cutting burs available				Min				
491.	36 Acrylic trimming burs (different sizes) available				Min				
492.	36 sets of flat end cylindrical burs available				Min				
493.	36 sets of round ends and cylindrical burs available				Min				
494.	36 sets of flat end tapering burs available				Min				
495.	36 sets of round end tapering burs available				Min				
496.	36 sets of finishing burs available				Min				
497.	36 sets of cone burs available				Min				
498.	12 sets of rugby shaped burs available				Min				
499.	12 sets of wheel burs available				Min				
500.	12 sets of interdental burs available				Min				
501.	12 Sets of Cavex imp. Paste available				Min				
502.	12 packs of Impression compound available				Min				
503.	36 packs green stick available and functional.				Min				

504.	At least five boxes of rubber base impression material plus putty and wash available				Min				
505.	36 Adequate suction tips available				Min				
506.	12 Indelible pencils available				Min				
507.	2 pack of soft relining silicone (chair side) & (heat cured) available				Min				
508.	4 Acrylic shade guides available				Min				
509.	4 porcelain shade guides available				Min				
510.	2 box of Pressure indicating paste available				Min				
511.	4 boxes of Bite registration paste available				Min				
512.	12 packs of Alginate available				Min				
513.	24 alginate mixing bowl and spatulas				Min				
514.	12 butane torch/flame torch available and functional				Min				
515.	12 Camel hair brush available				Min				
516.	Adequate multipurpose applicator brushes available				Min				
517.	Adequate Glass slabs available				Min				
518.	24 wax knives available				Min				
519.	24 wax carvers available				Min				
520.	02 packs Addition Silicon Impression material				Min				

#### PROSTHODONTIC LABORATORY

521.	25 Bunsen burners/ spirit lamps available and functional and in use				E				
522.	05 heavy duty rotary engines or micro motor available and functional				E				
523.	05 polishing unit available and functional				E				
524.	03 dental lathe / polishing unit available and functional				Min				
525.	15 articulators simple plane line available				Min				
526.	Adequate no. of dental lathe stones and polishing brushes assorted available				Min				
527.	Self-cure acrylic powder 800g and 400ml liquid available				Min				
528.	2 roll each of wire 0.7mm, 0.8mm available				Min				
529.	1 pack of Soft relining silicone(chair side) & (heat cured) available				Min				
530.	2 box of each Waxes for CPD, Sticky wax and Boxing wax available				Min				
531.	4 Acrylic shade guides available				Min				
532.	5 liters cold mould seal available				Min				
533.	12 cutters (wire) available				Min				
534.	05 boxes modelling wax available				Min				
535.	05 petroleum jelly available				Min				

536.	12 plaster knife available				Min				
537.	12 plaster spatulas available				Min				
538.	5kg self-cure acrylic powder available				Min				
539.	Dental stones available (50 kg soft plaster, 20 kg hard plaster)				Min				
540.	Adequate sandpaper available				Min				
541.	Adequate sticky wax every system available				Min				
542.	36 boxes of acrylic teeth available				Min				
543.	02 kg of S.S wire (0.5, 0.7, 0.8 half round) available				Min				
544.	12 wax knives available				Min				
545.	12 wax carvers available				Min				
546.	12 rubber bowls available				Min				

### Plaster & Curing Room (for prosthodontics and orthodontics)

547.	03 model trimmers available and functional	M							
548.	04 vibrators available and functional				E				
549.	04 curing tank facility available and functional				E				
550.	04 de-waxing unit available and functional				E				
551.	05 press and 05 flasks available				Min				
552.	06 plaster cutting saws available and in use				Min				
553.	Water bath available and functional				Min				
554.	80 kg Soft plaster available and functional				Min				
555.	40 kg Hard plaster available and functional				Min				
556.	10 packs of Heat cure acrylic (pink & clear) available				Min				
557.	06 Base formers (upper and lower arches) different sizes				Min				
558.	05 liter Cold mould seal				Min				
559.	05 Plaster mixing bowl and spatulas				Min				

### CASTING & CREAMIC LABORATORY

560.	A porcelain furnace available and functional				E				
561.	A Sandblaster available and functional				E				
562.	A casting furnace(oven) available and functional				E				
563.	3 Dental Cast Surveyor available and functional.				E				
564.	01 duplicating machine with duplicate flasks available and functional				E				
565.	08 heavy duty micro-motors available and functional				E				
566.	Electrolyte polisher available and functional				E				
567.	An electric induction casting machine available and functional				E				
568.	A wax pot available				E				
569.	Adequate casting wax available				Min				

570.	Adequate metal grinding and polishing stones available				Min				
571.	Adequate porcelain stones available				Min				
572.	Adequate metals (cobalt-chromium and nickel-chromium alloys) available and functional.				Min				
573.	Porcelain of all shades available				Min				
574.	Porcelain stains of different colours available				Min				
575.	10 crucible former available				Min				
576.	03 crown thickness measuring gauge for metal and wax available				Min				
577.	02 die saw available				Min				
578.	05 soldering rods available				Min				
579.	1kg duplicating gel available				Min				
580.	03 Porcelain brushes available				Min				
581.	Finishing and polishing stones of different shapes and grits available				Min				
582.	10 packs investment material available				Min				

#### PERIODONTOLOGY

583.	Does the hospital have 22 dental units with functional high-volume suction allocated for the department	M							
584.	22 Ultrasonic Scalar with 05 scaler tips for each (all types) available				E				
585.	15 Slow Speed hand pieces available and functional				E				
586.	15 high Speed hand pieces available and functional				E				
587.	Autoclave if no CSSD available and functional								
588.	02 Sterilization pouch roll available if no CSSD available				Min				
589.	100 sets Examination Instruments available				Min				
590.	20 Goldman-Fox/Williams probe Periodontal Probes – UNC 15 or Michigan O Probe available				Min				
591.	10 Nabors Probe/Furcation prob (color coded) available				Min				
592.	4 Model & Brush available				Min				
593.	30 WHO/ CPITN probe for Basic Periodontal Examination (BPE)				Min				
594.	05 surgical files sugarman available				Min				
595.	05 Delicate scissors available				Min				
596.	05 soft tissue retractor				Min				
597.	08 Mayo hager needle holder				Min				
598.	08 Straight Castroviejo perma sharp needle holder				Min				

599.	10 Scalpel Handle (straight-round) available				Min				
600.	12 Papilla elevator-periosteal elevator available				Min				
601.	12 Prichard Periosteal available				Min				
602.	12 sets of Gracey's Curettes, available				Min				
603.	06 Universal Curettes available				Min				
604.	5 Prichard Periodontal Surgical Curette available				Min				
605.	5 Furcation Curettes available				Min				
606.	2 packs of Non-Eugenol periodontal dressing available				Min				
607.	03 boxes each of Suturing material Vicryl, 5.0,4.0 3.0, 2.0, available				Min				
608.	05 Instrument trays; Small available				Min				
609.	05 Instrument trays; Medium available				Min				
610.	300 Polishing cups/brushes available				Min				
611.	12 Mixing spatulas available				Min				
612.	06 Glass slabs available				Min				
613.	03 X ray Illuminator available and functional				Min				
614.	04 bottles of Fluoride Gel available				Min				
615.	40 packets of disposable Suction Tips, Gloves, glasses, available				Min				
616.	1 Electrocautery available and functional				Q				
617.	01 Diode laser machine available				Q				
618.	2 Electric Pulp Tester (EPT) available				E				
619.	30 packs 2 X 2, 4x4 Surgical Gauze available				Min				
620.	Sickle scalers – 20				Min				
621.	Peri-scalers – 20				Min				
622.	Interdental Scaler- 20				Min				

### PAEDIATRIC DENTISTRY

623.	Hospital has 10 dental units with functional high-volume suction allocated for the department?	M							
624.	15 High Speed hand pieces (Peado/small head) available and functional.				E				
625.	08 Slow speed hand pieces (Peado/small head) available and functional.				E				
626.	10 Rubber Dam Kits available				E				
627.	03 Light Cure Machine available and functional				E				
628.	2 Electric Pulp Tester available and functional				Min				
629.	Instruments For S.S Crowns kit available				Min				
630.	4 Rotary Endo machine available and functional				Min				
631.	4 set of Ultrasonic scaler for Prophylaxis available and functional.				Min				
632.	Amalgamator two functional available and functional				E				
633.	10 packs of Rubber dam sheets available				Min				

634.	15 assorted upper and lower Pediatric Extraction Forceps available				Min				
635.	3 set of all types of Elevators available				Min				
636.	100 sets of examination Instruments available				Min				
637.	40 sets of all filling Instruments (Excavators, Condensers, Burnishers, Carvers, Plastic instruments) available				Min				
638.	20 sets of all endodontic instruments available				Min				
639.	One radiographic illuminator available and functional.				Min				
640.	One Instrument trolley available				Min				
641.	4 all sizes of bite blocks available				Min				
642.	25 sets of NiTi Hand files (K & H) (short length files)				Min				
643.	10 sets of rotary files 10 available				Min				
644.	1 full set of impression Trays for children available				Min				
645.	4 Bowls and Spatulas available				Min				
646.	100 Insulin Syringes available				Min				
647.	20 each anesthesia cartridge gun available				Min				
648.	200 (30 Gauge) Ultra short needles available				Min				
649.	200 Lidocaine Cartridges available				Min				
650.	2 set of preformed SS Crowns available				Min				
651.	2 SS crown kit available				Min				
652.	1 set of anterior polycarbonate crown formers (Strip Crowns) available				Min				
653.	Articulating papers and paper forceps available				Min				
654.	20 packs of round diamond burs available				Min				
655.	20 packs of straight fissure diamond burs available				Min				
656.	20 packs of slow speed round burs available				Min				
657.	10 kits of composite finishing burs and discs available				Min				
658.	2 mortars and pestles available				Min				
659.	5 packs of matrix band retainers available				Min				
660.	5 packs of cellulose strips available				Min				
661.	1 pack of type 1 GIC available				Min				
662.	5 packs of type 2 GIC available				Min				
663.	5 sets of composite filling materials with etchant and bonding agent available				Min				
664.	5 sets of fissure sealants available				Min				
665.	5 calcium hydroxide setting packs available				Min				
666.	1 zinc oxide eugenol cement available				Min				
667.	1 pack of zinc oxide powder available				Min				
668.	5 sets of fissure sealants available				Min				

669.	5 packs of fluoride varnish available				Min				
670.	2 bottle of xylocaine gel and spray available				Min				
671.	1 pumice/polish available				Min				
672.	3 packs of alginate available				Min				
673.	2 dental amalgam available				Min				
674.	3 bottles of ferric sulphate available				Min				
675.	2 bottle of hemostat available				Min				
<b>Oral Medicine &amp; Diagnosis</b>									
676.	Does the hospital have 4 dental units with functional high-volume suction allocated for the department?	M							
677.	100 sets of Examination instruments (mirror, probe, tweezers) available				Min				
678.	08 anaesthesia syringe and needles available				Min				
679.	Adequate amount of disposable gloves packets, disposable masks packets and disposable syringes available				Min				
680.	One X ray illuminator available and functional				Min				
681.	4 high speed hand pieces with burs available and functional				E				
682.	1 Pulse oximeter available				Min				
683.	4 Thermometers available				Min				
684.	2 BP apparatus available and functional				Min				
685.	2 Stethoscope available				Min				
686.	Medical Emergency kit containing all emergency medications used in dealing medical emergencies available and functional				Min				
<b>Maxillofacial Radiology</b>									
687.	Periapical X-ray Machines (Digital) available and functional	M							
688.	OPG X-ray Machines (Digital) available and functional	M							
689.	CEPH X-ray Machines (Digital) available and functional	M							
690.	3 lead aprons available				E				
691.	1 TLD (Thermo-luminescent dosimeter) available				E				
692.	4 Lead Shield/Partitions available				E				
693.	Film Badge/Radiation detector & thyroid shields available				E				
694.	CBCT X-ray Machines available and functional				Q				
<b>GENERAL MEDICINE DEPARTMENT (may be shared with medical hospital)</b>									
695.	One defibrillator available and functional	M							

696.	2 ECG machine (at least Triple Channel) available and functional	M					
697.	4 complete nebulizers available				E		
698.	2 cardiac monitors available				E		
699.	10 BP apparatus available				Min		
700.	5 stethoscopes available				Min		
701.	4 pulse oximeters available				Min		
702.	6 glucometers available				Min		
703.	10 thermometers available				Min		
704.	3 torches available				Min		
705.	3 measuring tapes available				Min		
706.	4 hammers available				Min		
707.	2 tuning forks (128Hz) available				Min		
708.	3 examination couches available				Min		
<b>GENERAL SURGERY DEPARTMENT (May be shared with medical hospital)</b>							
709.	5 basic surgical sets available	M					
710.	2 surgical diathermies (Monopolar and Bipolar) machines available.	M					
711.	1 portable X-ray machine, operation table, and radiographic film cassette facilities e.g. for per operative cholangiogram. Image intensifier with C-arm and double monitors available				E		
712.	3 suction machines available and functional.				E		
713.	1 defibrillator available and functional.				E		
<b>OPERATING ROOMS (May be shared with medical hospital)</b>							
714.	Recovery area with central oxygen and suction and monitoring facilities in Dental and Maxillofacial Operating room	M					
715.	Monitoring facilities in theatre	M					
716.	One image intensifier in Dental and Maxillofacial Operating room	M					
717.	Two Anaesthesia machines with ventilators in Dental and Maxillofacial Operating room	M					
718.	Mono polar Diathermy machine in each theatre				E		
719.	Bipolar Diathermy machine in each theatre				E		
720.	Facilities for resuscitation in Dental and Maxillofacial Operating room				E		
<b>CENTRAL STERILIZATION AND SERVICES DEPARTMENT (CSSD) (May be shared with medical hospital)</b>							
721.	Instrument washing area				E		
722.	Linen washing area				E		

723.	One Washer disinfector				E			
724.	B-Class Autoclaves with 134 C Temp. 500ltrs Or /and Each Clinical department has a B class Autoclave greater than 20 liters capacity	M						
725.	One Sealing Machines				E			
726.	Chemical Sterilization facilities				E			
727.	Storage & Distribution Counter				E			
<b>Note: The Equipment of Basic Medical Sciences, like Physiology, Anatomy Biochemistry, Histology, General Pathology, General Surgery and General Medicine can be shared amongst Associated Medical and Dental Colleges</b>								
<b>Documentation Review</b>								
728.	Is the preventive maintenance/calibration plan being carried out periodically?				E			
729.	Is the record of preventive maintenance/calibration being maintained?				E			
730.	Is the record of repair maintenance being maintained?				E			
731.	Is the record of down time being maintained?				E			
732.	Are there any master calibrators available and functional?				E			
733.	Are the master calibrators calibrated?				E			
734.	Are the training certificates of person dedicated for calibration of medical devices available and functional?				E			
735.	Is the record of service/maintenance reports of rental/contractual equipment maintained?				E			
736.	Is dedicated / separate workshop for repairing / maintenance of BM equipment available and functional?				E			
737.	Is sufficient Biomedical staff for repair/ maintenance with reference to the number of beds/equipment available and functional?				E			
738.	Is proper training of end user being done at the time of installation? (attendance list of trainings)				E			
739.	Is daily and weekly self-test list of Defibrillators available and functional?				E			

<b>MANDATORY</b>	31
<b>GRADED STANDARD (Quality)</b>	10
<b>GRADED STANDARD (Essential)</b>	130
<b>GRADED STANDARD (Minimal)</b>	568
<b>TOTAL</b>	739



## 6. Dental College Safety Tour

### 6.1 Purpose

This tour is conducted by the Hospital Management and Safety Expert. The focus of this tour is to evaluate adequacy and safety of Dental college facilities for clinical training. The tour will focus on the safety of systems in the dental education and shall cover fire safety, general safety and security, disaster preparedness, hazardous material, infection prevention and control and safety of water systems.

### 6.2 Location

All facility areas.

### 6.3 Tour Participants

- One representative from administration
- One representative from security
- One relevant safety representative
- One representative from department managing medical/dental equipment
- Representation from IT
- Department Heads and representatives' availability at their respective sites

### 6.4 Surveyor

College/Hospital Management Expert

### 6.5 Standards/Issues Addressed

Recognition Standard 1: Infrastructure requirements

Standard 11: Governance, Services and Resources (11.4, 11.11)

### 6.6 Documents/Materials Needed

- Facility Map
- Fire, Safety & Security Program documents
- Utilities Management Plan
- Hazardous Material & Waste Management Plan
- Emergency Preparedness and Evacuation Plan
- Infection Control and Prevention Program
- Infrastructure plans to meet needs of persons with disabilities
- IT Resource Center details / Digital Resource Center details
- Library/Digital Resource Center details (including list of subscriptions)

## 6.7 Procedure

The surveyor will visit the facility to ensure that safety measures for the infrastructure is sufficient and adequately equipped to meet the needs of safety of the students, faculty and other staff. Visit will cover various operational areas of the institution. These visits will include on site interviews with the relevant departmental heads regarding the safety of routine functioning of their operations, any challenges faced, fire safety plans, emergency preparedness plans, infection control plans and others to validate their execution through evidence as and when required. During the tour, the surveyor will also ensure safety of provision of internet and Wi-Fi services throughout the facility from the perspective of students and faculty.

## 6.8 How to Prepare

The institution should identify the participants in this session and develop and implement various plans as mentioned above. The institution should identify the progress against those plans in the relevant committees and maintain updated records showcasing their progress.

DENTAL COLLEGE SAFETY TOUR									
No.	EVALUATION QUESTIONS	Compliance							
		Mandatory	Yes	No	Graded standard	Graded score			N A
<b>HOSTELS</b>									
1.	Are the students' general needs met by the male hostel's facilities?				E				
2.	Are the students' general needs met by the female hostel's facilities?				E				
3.	Are the students/faculty/staff overall satisfied with the cafeteria?				E				
<b>FIRE PROTECTION/SAFETY</b>									
4.	Does the organization have a documented fire safety and evacuation plan?	M							
5.	Does the fire safety plan have training schedule for staff, faculty and students?				E				

6.	Does the fire safety plan mention an oversight by a designated expert person?				E				
7.	Does the fire safety plan identify and address high risk/fire-prone areas?				E				
8.	In case of any emergency, Is effective alarm system available?				E				
9.	Does the institute have a designated and trained fire response team?				E				
10.	Does the institute conduct a mock fire evacuation drill?				E				
11.	Does the institute have a designated assembly area?				E				
12.	Are students/faculty aware of the designated assembly area and alternative fire exits?				E				
13.	Are portable fire extinguishers available and functional in every department?				E				
14.	Are staff and students aware about the location and use of fire extinguishers?				E				
15.	Are evacuation maps displayed at the department/floor?				E				
16.	Are emergency exits unobstructed and clear at all times?				E				
17.	Are Illuminated exit signs displayed at exit doors?				E				

**SAFETY AND SECURITY**

18.	Does the institute have slip resistant strips on stairs?				E				
19.	Are grip bars available and functional with stairs to avoid falls?				E				
20.	In case of elevators, are safety mechanisms (emergency alarm, maximum load, emergency number) displayed?				E				

21.	Are all electrical wires secured (connectors used to connect wires instead of tapes)				E				
22.	Has the organization taken appropriate steps (frequent evaluation Logs available and functional) to address fire risks for vulnerable areas? (Lab, generator room, server room, store, record room)				E				
23.	Are security guards available at entrance and aware of their duties?				E				
24.	Are CCTV facilities available and functional?				E				
25.	Are Institutions entrance secured and walls protected from outside intruders?				E				
26.	Is first aid kit available to cater to students/faculty needs?				E				
27.	Is the emergency response team's (Internal & external) identified and displayed at prominent locations with their contact numbers?				E				
28.	Is Basic life support training programme available and implemented (documented evidence)?				E				
29.	Are bar grips available in washrooms for disabled/old age persons (faculty and students)?				E				
30.	Are ramps/lifts and wheel chair available to ensure ease of transportation for disabled persons?				E				

### WASTE MANAGEMENT

31.	Does the institution have a documented waste management program?	M							
32.	Is infectious waste being segregated appropriately through color coded bags? (e.g. red, yellow, blue as appropriate to the waste management guidelines)				E				

33.	Is temporary waste storage facility available and functional?				E				
34.	Is the Incinerator available and functional or MOU for waste disposal present?				E				
35.	Is infectious waste being properly incinerated / disposed within 24 hours of generation?				E				
36.	Is inventory of hazardous material (chemical) maintained throughout the facility?				E				
37.	Are all chemicals labeled based on a hazardous tag? E.g. (toxic, corrosive, irritant, flammable)				E				
38.	Are all chemicals stored properly according to optimal temperature?				E				
39.	Is spill kit available to manage chemical / infectious / mercury spill?				E				
40.	Are all relevant staff aware about risks of chemicals?				E				
41.	Do all staff wear appropriate Personnel Protective Equipment PPEs during work? (e.g. gloves, masks, gowns, eye shield as applicable)				E				
42.	Is Material Safety Data Sheet MSDS maintained for all chemicals?				E				
<b>UTILITY MANAGEMENT</b>									
43.	Are alternate sources of energy available and functional in case of power failure to cater to the institution's needs?				E				
44.	Is a facility map available?				E				
45.	Is drinking water being tested quarterly?				E				
<b>IT, LIBRARY AND LEARNING RESOURCE CENTER</b>									
46.	Is IT server room secured from unauthorized access?				E				

47.	Is backup data being saved periodically at other locations? (avoid loss of data in case of fire)				E				
48.	Are fire safety measures being taken to avoid fire incidents in IT, Library and Learning Resource Center?				E				
49.	Is proper temperature being maintained as required by server rooms?				E				
50.	Is Wi-Fi internet available and functional throughout the campus for students/faculty with adequate speed?	M							
51.	Are there sufficient educational resources in library to cater to need of the student? (Online subscriptions, journal subscriptions etc.)				E				

**INFECTION CONTROL AND PREVENTION PROGRAM**

52	Is there a documented infection control program / policy in the institution?	M							
53	Is the staff aware of infection control program/policy?				E				
54	Is there a Hepatitis B and Corona vaccination policy for health care workers (at risk) and all students? (supporting evidence)				E				
55	Are floors clean?				E				
56	Are horizontal surfaces clean?				E				
57	Are ceiling tiles not discolored, wet, missing or damaged?				E				
58	Is there evidence of rodents, cockroaches, flies and mosquitoes?				E				
59	Is pest control done regularly and safely by a certified pest control company or appropriate alternate arrangements are made?				E				

60	Is there a needle stick injury policy?				E				
61	Are sharp containers /Boxes adequately available?				E				
62	Are sharp containers /Boxes not overfilled (over three fourths)?				E				
63	Are all relevant equipment clean?				E				
64	Are hand hygiene posters and Isolation Precaution signs present at appropriate sites as needed for contact, droplet, and airborne precautions?				E				
65	Is hand soap /liquid available in all hand washing stations/bathrooms? OR Are alcohol rubs /sanitizers available at point of patient care with functioning dispensers?				E				
66	Are eye wash stations or appropriate alternatives available in areas where splash of bodily fluid/hazardous material is expected?				E				
67	Are disposable latex gloves available whenever needed for handling bloody and body fluids or for contact precautions?				E				
68.	Are gowns adequately available when splashing anticipated or for contact precautions?				E				

<b>MANDATORY</b>	4
<b>GRADED STANDARD (Quality)</b>	0
<b>GRADED STANDARD (Essential)</b>	64
<b>GRADED STANDARD (Minimal) x 01 Marks</b>	0
<b>TOTAL</b>	68

## 7. Student Session

### 7.1 Purpose

This session is conducted with students for discussion regarding students' personal and academic, counseling and health support system in the college. Evaluation of Students' awareness about financial aid, infection control, curriculum and its implementation including teaching, and assessment will be carried out. Role of students' perceived value in academic planning, implementation and programme evaluation will also be assessed.

The session shall also assess the effectiveness of policies and procedures for student academic growth. Review implementation of the policies about discipline, conduct, and student mistreatment and career guidance strategies. Evaluate the execution of clinical clerkships/experiences and electives for rounding out clinical training of the students.

### 7.2 Location

College Committee Room/Appropriate area

### 7.3 College Participants

- At least 08 students; with due representation of all classes all four years of the program. No faculty or administration representation in the session. Equal representation of male and female students. (Exemption in case of profession examination)

At least four current house officers.

### 7.4 Surveyor

Senior dental faculty member

### 7.5 Standards/Issues Addressed

- Standard 1: Mission Statement (1.3 and 1.4)
- Standard 4: Curricular Organization (4.3s)
- Standard 6: Curricular Management (6.5)
- Standard 8: Students (8.1 to 8.12) and (8.1s to 8.3s)
- Standard 10: Program Evaluation and Continuous Renewal (10.5)
- Standard 12: Research and Scholarship (12.1 and 12.3) and (12.1s)

## 7.6 Documents/Materials Needed

- Document outlining mission of the institution
- Minutes of meeting reflecting discussion on mission of institution, involving students
- College's policy on electives for students
- College's study guides/log books
- College's student financial support policy
- Meeting minutes of curriculum committee reflecting student participation
- College's student grievance policy
- College's code of conduct
- List of all current or previous (last 12 months) student research activities

## 7.7 Procedure

The surveyor(s) would like to look at the facilities available and functional to the students and their involvement in academic programme.

## 7.8 How to Evaluate

### Document Review

To evaluate standards relevant to students, review the list of documents given above in order to answer the questions below:

Sr No	EVALUATION QUESTIONS	COMPLIANCE						
		Mandatory	Yes	NO	Graded standards	Graded score		N A
1.	Is there a college policy for students regarding electives (student-selected component)?				E			
2.	Is there a financial support policy / program available?	M						
3.	Does the policy have clearly defined criteria for scholarships / financial support?	M						
4.	Does the criteria include 5% of students getting 25% waiver on fee?	M						
5.	Is there evidence of disbursement of financial support in line with the policy?				E			
6.	Does the students have access to counselling to address their psychological, academic and/ or career needs?				E			
7.	Is there a policy for access to academic and medical record of students?				E			
8.	Is there a policy for co-curricular opportunities for students?				E			

9.	Is there a policy for student feedback of the educational programs?				E				
10.	Is there a policy for disciplinary action against the student?				E				
11.	Is there a disciplinary committee (for students) of the college? (Evidence)				E				
12.	Is there a policy for fair and formal process for taking any action that affects the status of a student?				E				
13.	<i>(If yes)</i> Does the process include notice of impending action?				E				
14.	<i>(If yes)</i> Does the process include disclosure of evidence on which action would be based?				E				
15.	<i>(If yes)</i> Does the process include opportunity for the student to respond?				E				
16.	<i>(If yes)</i> Does the process include an appeal process?				E				
17.	Is there evidence of implementation of the policy? (Evidence case of any disciplinary action)				E				
18.	Is a code of conduct document developed and known to all students?				E				
19.	Is a transfer policy developed?				E				
20.	<i>(If yes)</i> Is the policy in line with the University or PMDC regulations?				E				
21.	Is there evidence of implementation of the policy? <i>(Review preferably two transfer cases – out of the college and into the college)</i>				E				
22.	Is there a documented policy on forbidding students from partaking in any political activity?				E				
23.	Does the code of conduct document forbid students from partaking in any political activity?				E				
24.	Is there evidence of student participation in program evaluation? <i>(Review meeting minutes or Institution Evaluation Committee report of university which includes the program under review BDS)</i>				E				

Based on the review, conduct a student interview session with the following list of questions answered. For a 'Yes', at least seven out of students should answer the question appropriately.

STUDENT INTERVIEW SESSION									
25.	Are the students aware of the mission statement of the college or are able to retrieve it from appropriate document?				E				

26.	Are the students aware of the curricular outcomes of the college or are able to retrieve it from appropriate document?				E		
27.	Do the students understand the procedure for electives (student-selected components) and that it is in line with the college policy?				E		
28.	Are study guides or logbooks disseminated to the students?				E		
29.	Are students aware of the financial support program / policy?				E		
30.	Do the students participate in the educational committees of the college?				E		
31.	Do the students have opportunities, funding and technical support for co-curricular activities?				E		
32.	Do the students provide feedback on the education programs?				E		
33.	(If yes) Is the student feedback taken on a defined interval as per policy?				E		
34.	Do the students have access to avail health services?				E		
35.	Do the students have knowledge about the grievance process for situations that affect the status of the student?				E		
36.	Are the students aware of the code of conduct document?				E		
37.	Are the students aware of the exchange program (regional and international) of the college?				E		
38.	Are the students aware of the research advisory committee or equivalent?				E		
39.	Do the students have knowledge of the research opportunities available to them?				E		
40.	Do the students have knowledge of the infection prevention and control protocols?				E		
41.	Do the students have knowledge of the fire or emergency drills that were previously arranged in the college?				E		
42.	Are there adequate facilities in the hospital for house job?				E		

<b>MANDATORY</b>	3
<b>GRADED STANDARD (Quality) x 03 Marks</b>	0
<b>GRADED STANDARD (Essential) x 02 Marks</b>	39
<b>GRADED STANDARD (Minimal) x 01 Marks</b>	0
<b>TOTAL</b>	42

## 8. Faculty Session

### 8.1 Purpose

This session focuses on interaction with faculty other than the leadership already interacted with. This session focuses on discussion of notable achievements and ongoing challenges in individual courses and clerkships/clinical experiences in achieving institute's educational objectives; adequacy of resources for education, and availability of faculty to participate in teaching.

This session will also include discussion on faculty appointment, promotion policies and faculty development opportunities, effectiveness of faculty governance, faculty compensation and incentives, and opportunities for collegial interaction among faculty.

### 8.2 Location

At the discretion of dental college leadership inside the facility.

### 8.3 Faculty Participants

- One representative from each of basic sciences (Professor/Associate professor)
- One demonstrator from basic sciences and one from clinical sciences
- One representative from each of major clinical divisions (Professor/Associate Professor)
- Three department heads or faculty members with multiple roles
  - Other (2-3) faculty members, at the discretion of the college
- Both gender representations

### 8.4 Surveyor

Senior Faculty Member

### 8.5 Standards/Issues Addressed

Collaborative involvement of the faculty of medical college for medical students as required in the following standards from the following chapters:

- Standard 1: Mission (1.3 and 1.4)
- Standard 2: Outcomes (2.4, 2.5 and 2.1s)
- Standard 6: Curricular Management (6.3 and 6.4)
- Standard 7: Assessment (7.3, 7.6 and 7.7)
- Standard 9: Faculty (9.1 to 9.7)
- Standard 9: Faculty (9.1s to 9.4s)
- Standard 10: Program Evaluation and Continuous renewal (10.5)
- Standard 11: Governance, Services and Resources (11.11)
- Standard 12: Research and Scholarship (12.1, 12.3 and 12.1s)

### 8.6 Documents/Materials Needed

- All related documents (as listed in required documents)
- Mission statement document

- List of faculty members
- Departmental staffing plans
- Staff Health Plan/Health insurance Policy
- Research advisory committee minutes indicating facilitation to faculty
- Internal assessment and external assessment records (20:80 Rule/ as per university policy)
- Staff faculty files of participants as requested above
- Job descriptions of various hierarchical tiers of faculty
- Faculty training and development plan and records
- Faculty CME/CPD log of previous 12 months
- Criteria for faculty recruitment, selection, promotion and retention
- Financial trail of all faculty salary disbursements of previous 6 months
- Biometric attendance of faculty (Minimum requirement >70%)

### 8.7 Procedure

The surveyor(s) will ask questions related to the direction of the medical college, its mission, curriculum development and implementation, integration of outcomes into the program, methodologies of assessment, involvement and support in research and assessment of health plan for the faculty.

The surveyor will assess compliance with the standards as listed above. During the session, the surveyor will also identify issues that he or she will pursue in later survey activities.

The surveyor will ask questions related to criteria for recruitment, selection, and promotion of faculty and the plans in place for retention, methodologies in place for faculty development, financial disbursement of faculty, and CME/CPD logs of the faculty.

The surveyor will assess compliance with the standards as listed above. During the session, the surveyor(s) will also identify issues that he or she will pursue in later survey activities.

### 8.8 How to Prepare

The institution should identify the participants in this session. Although the faculty should be familiar with all the standards, the faculty should read closely the standards mentioned prior to survey. In preparation for this session, it would be useful to turn the standards into questions. Mock discussions could then be conducted with participants so they feel more comfortable with possible questions.

***NB: During the session if the institution provides receipt as evidence of a registration of a new faculty and yet the PMDC has not issued any document in this regard, the receipt shall be taken as evidence of compliance.***

SR. NO	EVALUATION QUESTIONS	COMPLIANCE							
		Mandatory	Yes	No	Grade standard	Graded score			N A
1.	Are the faculty members aware of the institutional vision?				E				
2.	Is the mission developed with the involvement of the faculty members?				E				
3.	Is there evidence of faculty participation in program evaluation? (Review meeting minutes or/and BDS Programme Evaluation report)				E				
4.	Are the faculty members aware of the curriculum outcomes of the college or are able to retrieve it from appropriate document?				E				
5.	Were curriculum objectives developed with involvement of the faculty members? (TORs or minutes of meetings of curriculum committee)				E				
6.	Do the faculty members have access to study guides / log books? (Online or hard copies etc.)				E				
7.	Is there a process for faculty members to provide feedback on curriculum? Are the faculty members aware of the process to provide feedback on curriculum?				E				
8.	Are the departmental staffing plans of basic sciences in alignment with PMDC requirements?				E				
9.	Are the departmental staffing plans of clinical sciences in alignment with PMDC requirements?				E				
10.	Are the notable achievements of faculty acknowledged? (Awards, incentives etc.)				E				
11.	Is there a mechanism to document or communicate any ongoing challenges in teaching or training processes as faced by the faculty members?				E				
12.	Is there a mechanism to ensure that these challenges are addressed?				E				
13.	Research advisory committee is in place and facilitates faculty on research?	M							
14.	Is there a process to ensure that the health needs of the faculty are met? (check the staff health plan/policy)				E				
15.	Is there a structured faculty development program (FDP)? (opportunities for training and development of staff at various levels of the organization)	M							

16.	Is there a process on forbidding faculty from partaking in on campus political activity?				E				
17.	Is there a program to train the trainers?				E				
18.	Is there a process to ensure that the faculty members are involved in continuous dental/medical education?				E				
19.	Is faculty facilitated to attend national educational trainings?				E				
20.	Is faculty facilitated to attend international educational trainings?				E				
21.	Is the faculty governance demonstrated in the institutional policies?				E				
22.	Is there a day care center to support faculty members?				E				
23.	Are maternity leaves part of HR policy according to the Government policy?	M							
24.	Is there a policy and an established mechanism to ensure faculty recruitment, selection, promotion and retention that is in alignment with PMDC staff selection criteria? ( <i>evidence of implementation</i> )	M							
25.	Is there a mechanism in place for faculty performance evaluation and reporting?				E				
26.	Is the faculty appraisal/performance report linked to promotion?				E				
27.	What is the financial structure in place for remuneration disbursement of the faculty? (request trail of salary transactions for a period of last 12 months for random 5 faculty members)	M							
28.	Are the job descriptions of the faculty members documented? (see job description in staff files for Professor, Assoc. Professor, Asst. Professor and Demonstrator etc. as applicable)				E				
29.	Are the faculty members aware of their job descriptions?				E				
30.	Are the faculty members engaged in multiple roles which are evident from their job descriptions?				E				
31.	Ensure that the institution is led by a PM&DC-accredited <b>Professor of Basic or clinical Dental Sciences</b> with <b>level 3 qualification</b> with at least <b>5 years post- professor experience</b> accredited by PM&DC. Moreover, the Principal should have at least <b>three years of administrative experience</b> (as HoD/ Dean/ Associate Dean/Vice Principal/ PG program	M							

	director), a significant number of research publications (15 publications), and at least <b>six-month certification in Health Professions Education/ Medical Education</b> . The <b>age limit</b> for the Principal at the time of appointment should be <b>maximum 65 years</b> .								
32.	Does the unit/college provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?				Q				

**Medical Institution Staffing Section: (To be filled by PMDC coordinator before the survey).** The inspector will request 5 random faculty files from the faculty list to interview the faculty and to assess the file for;

1. Contract
2. Financial Disbursement
3. Attendance
4. Appraisals

**Faculty Registration / Process of Registration**

33.	Does the college have faculty attendance of at least 70% verifiable through biometric attendance?	M							
34.	Does the college have contracts with all faculty members, with remuneration clearly specified?	M							
35.	The college must demonstrate payment of the remuneration to the faculty members through banking channel every month for the last 12 months	M							
<b>Basic Sciences Faculty</b>									
<b>Anatomy</b>									
36.	At least one faculty member Assistant Professor or above.	M							
37.	At least one senior lecturer				E				
38.	Three Demonstrators				E				
<b>Physiology</b>									
39.	At least one faculty member Assistant Professor or above.	M							
40.	At least one senior lecturer				E				
41.	Three Demonstrators				E				
<b>Biochemistry</b>									
42.	At least one faculty member Assistant Professor or above.	M							
43.	At least one senior lecturer				E				
44.	Three Demonstrators				E				
<b>Pathology</b>									
45.	At least one faculty member Assistant Professor or above.	M							

46.	At least one senior lecturer					E				
47.	Three Demonstrators					E				
<b>Pharmacology</b>										
48.	At least one faculty member Assistant Professor or above.	M								
49.	At least one senior lecturer					E				
50.	Three Demonstrators					E				
<b>Oral Biology</b>										
51.	At least two Professor or Associate Professor	M								
52.	At least two Assistant Professor or above	M								
53.	Four Demonstrators					E				
<b>Science of Dental Materials</b>										
54.	At least two Professor or Associate Professor	M								
55.	At least two Assistant Professor or above	M								
56.	Four Demonstrators					E				
<b>Community &amp; Preventive Dentistry</b>										
57.	At least two Professor or Associate Professor	M								
58.	At least two Assistant Professor or above	M								
59.	Four Demonstrators					E				
<b>Oral pathology</b>										
60.	At least two Professor or Associate Professor	M								
61.	At least two Assistant Professor or above	M								
62.	Four Demonstrators					E				
<b>Dental Education</b>										
63.	At least one Faculty Member as Assistant Professor or above with minimum MHPE/ MCPS HPE/ equivalent / a higher qualification. The faculty with basic dental qualification/post graduate dental qualification will be the head of Department of Dental Education	M								
64.	Three Demonstrators of Dental Education Department, having Certificate course in Medical/Dental Education - Health Professions Education, equivalent or a higher qualification.					E				

## CLINICAL SCIENCES

### GENERAL MEDICINE

65.	At least two faculty member Assistant Professor or above.	M								
66.	At least One Senior Registrar					E				
67.	The hospital must have at least three Registrar.(dedicated)					E				

**GENERAL SURGERY**

68.	At least two faculty member Assistant Professor or above.	M							
69.	At least One Senior Registrar				E				
70.	The hospital must have at least three Registrar.(dedicated)				E				

**Note: In case of standalone college MOU may be signed with a PMDC registered hospital for services in medicine, surgery, accident and emergency, etc. as per standard of PMDC policy.**

**ORAL AND MAXILLOFACIAL SURGERY**

71.	One Professor	M							
72.	One Associate Professor	M							
73.	Two Assistant Professor	M							
74.	One Senior Registrar or above				E				
75.	Four Demonstrators/ Registrar				E				

**PROSTHODONTICS**

76.	One Professor	M							
77.	One Associate Professor	M							
78.	Two Assistant Professor	M							
79.	One Senior Registrar or above				E				
80.	Five Demonstrators/ Registrar				E				

**ORTHODONTICS**

81.	One Professor	M							
82.	One Associate Professor	M							
83.	Two Assistant Professor	M							
84.	One Senior Registrar or above				E				
85.	Four Demonstrators/ Registrar				E				

**OPERATIVE /RESTORATIVE OR CONSERVATIVE DENTISTRY**

86.	One Professor	M							
87.	One Associate Professor	M							
88.	Two Assistant Professor	M							
89.	One Senior Registrar or above				E				
90.	Five Demonstrators/ Registrar				E				

**Note: In the first Inspection for Initial recognition of the college availability of one Professor/Associate professor will be acceptable for first three years in the following departments**

1. Oral and maxillofacial surgery
2. Prosthodontics
3. Orthodontics
4. Operative /restorative or conservative dentistry

**PEDIATRIC DENTISTRY**

91.	One Professor/Associate Professor	M							
92.	Two Assistant Professor	M							
93.	One senior Registrar				E				
94.	Three Demonstrators / Registrar				E				
	<p><b>Note:</b> Allied qualification may be considered for appointment as faculty member. The allied subjects are:</p> <p><b>1. Operative Dentistry</b></p> <p><b>2. Orthodontics</b></p>								
<b>PERIODONTOLOGY</b>									
95.	One Professor	M							
96.	One Associate Professor	M							
97.	One Assistant Professor	M							
98.	One Senior Registrar or above				E				
99.	Four Demonstrators/ Registrar				E				
<b>ORAL MEDICINE</b>									
100.	At least two faculty members professor or associate professor	M							
101.	One Assistant Professor or above	M							
102.	One senior Registrar				E				
103.	Three Demonstrators/ Registrar				E				
<b>OPTIONAL SPECIALTY</b>									
104.	<p>The institute may have at least one faculty member of Optional Specialty as Professor/ Associate Professor/Assistant Professor /Senior Registrar of dental Specialty</p> <ol style="list-style-type: none"> <li>1. Oral &amp; Maxillofacial Radiology</li> <li>2. Endodontics</li> <li>3. Geriatric Dentistry</li> <li>4. Implantology</li> <li>5. Forensic Dentistry</li> <li>6. Orofacial pain</li> </ol> <p>Note: At least one faculty member can be appointed or designated from allied specialty without being registered in these specialties</p>								
105.	One Demonstrators/ Registrar				E				
<p><b>Note: Due to dearth of Specialist in Oral Medicine, it can be taught by faculty of allied subject i.e., Oral and Maxillofacial Surgery, until the availability of Specialists</b></p>									

## OTHER STAFF

1.	45 Dental Surgery Assistants				E				
2.	Three Prosthetic Technician/Technologist				E				
3.	One Ceramic Technician/Technologist				E				
4.	One Orthodontics Technician/Technologist				E				
5.	Four Laboratory Technicians/ Assistant for dental basic sciences				E				
6.	Two Dental Assistant in Phantom Head /Simulation Lab				E				
7.	Five Laboratory Assistants (Physiology, Anatomy, Biochemistry, Pathology, Pharmacology) for standalone Dental College				E				
8.	Two Radiographers				E				
9.	One Storekeeper				E				
10.	One Store Assistants				E				
11.	One CSSD Technician				E				
12.	One CSSD Assistants				E				
13.	One Photographer				E				
14.	Three Audio-visual Projectionists				E				
15.	One Biomedical Engineer				E				
16.	Two Biomedical Technicians				E				
17.	One Biostatistician with department of research (shared with medical college)				E				
18.	Two Dental Hospital Receptionists				E				
19.	Four Secretarial computer skilled Staff				E				
20.	Student Affairs Section Manager/Coordinator				E				
21.	Student Affairs Section two Office Assistant/ Receptionist				E				
22.	One Visiting/shared Clinical Psychologist/psychiatrist with associated medical college (behavioral Sciences, counseling etc.)				E				
23.	Six Staff Nurses, and two OT nurses for Oral and Maxillofacial Surgery Ward/ OT (shared with associated medical hospital)				E				

## ACCIDENT AND EMERGENCY (MAY BE SHARED WITH MEDICAL HOSPITAL)

24.	At least two faculty members Assistant Professor or above Note: Medical or Surgical faculty can be considered				E				
25.	One registrar of Oral and Maxillofacial Surgery Ward should provide emergency department on call coverage around the clock				E				

**ANESTHESIA (MAY BE SHARED WITH MEDICAL HOSPITAL)**

26.	At least two Assistant Professors or above				E				
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**SUPPORT DEPARTMENTS (MAY BE SHARED WITH MEDICAL COLLEGE)**

27.	One librarian and one Assistant librarian				E				
-----	---	--	--	--	---	--	--	--	--

28.	Quality Assurance/Enhancement Cell (Director, 2 Assistants)				E				
-----	---	--	--	--	---	--	--	--	--

29.	IT Department (Manager, 2 Assistant)				E				
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30.	Security Department				E				
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31.	Finance Department				E				
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32.	Maintenance Department				E				
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33.	HR Department				E				
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<b>MANDATORY</b>	44
<b>GRADED STANDARD (Quality) x 03 Marks</b>	2
<b>GRADED STANDARD (Essential) x 02 Marks</b>	92
<b>GRADED STANDARD (Minimal) x 01 Marks</b>	0
<b>TOTAL</b>	138

## 9. Dental College Facilities Tour

### 9.1 Purpose

This tour is conducted by the Basic Dental Sciences Expert on clinical learning facilities including inspection of lecture halls, small group classrooms, labs, and study areas used for pre-clinical education of the students. It would comprise of:

- Visit to library and computer learning facilities.
- Visit of basic sciences department to review academic and administrative functioning of departments; adequacy of resources for research, scholarship, teaching; and departmental support for faculty.
- Visiting and meetings with heads of respective departments
- Institutional tour will include the hostel facilities and can be divided into multiple sessions throughout the survey.

### 9.2 Location

All facility areas.

### 9.3 Tour Participants

- One representative from administration
- One representative from biomedical engineering department
- Representation from IT
- Department Heads and representatives' availability at their respective sites

### 9.4 Surveyor

Basic Dental Sciences Expert

### 9.5 Standards/Issues Addressed

Recognition Standard 1: Infrastructure requirements

Standard 11: Governance, Services and Resources (11.4, 11.11)

### 9.6 Documents/Materials Needed

- Institutional Map
- Departmental organograms/staff structure
- Skill lab timetable
- Timetables of medical and dental basic science labs and museums available and functional in their respective units
- Small group discussion timetables
- IT Resource Center details
- Library/Digital Resource Center details (including list of subscriptions)

### 9.7 Procedure

The surveyor(s) will visit the facility to ensure that the infrastructure is sufficient and adequately equipped to meet the needs of the students, faculty and other staff. Visit will cover various operational areas of the institution. These visits will include on site interviews with the relevant departmental heads regarding the routine functioning of their operations, any challenges faced, fire safety plans, emergency preparedness plans, infection control plans and others to validate their execution through evidence as and when required. During the tour, the surveyor will also ensure provision of internet and Wi-Fi services throughout the facility from the perspective of students and faculty.

### 9.8 How to Prepare

The institution should identify the participants in this session and develop and implement various plans as mentioned above. The institution should identify the progress against those plans in the relevant committees and maintain updated records showcasing their progress.

SR. NO	EVALUATION QUESTIONS	COMPLIANCE					
		MANDATORY	YES	NO	Graded standards	Graded score	NA
<b>PHYSIOLOGY</b>							
1.	The physiology departmental organogram is defined.	M					
2.	The head of department is aware of his/her responsibilities.				E		
3.	The head of department is aware of current departmental challenges.				E		
4.	There is a structured timetable for various classes. (Small group discussions, Laboratory etc.)				E		
5.	There is a structured allocation of faculty to cover the student schedules.				E		
6.	There is structured duty roster of staff including lab technicians to provide technical and clerical support.				E		

7.	The lab is well equipped to cater to needs of the students.				E				
8.	The students are comfortable with the study environment.				E				
9.	Adequate resource books are available in the department / E books				E				

### BIOCHEMISTRY

10.	The Biochemistry departmental organogram is defined.	M							
11.	The head of department is aware of his/her responsibilities.				E				
12.	The head of department is aware of current departmental challenges.				E				
13.	There is a structured timetable of various classes. (Small group discussions, Laboratory etc.)				E				
14.	There is a structured allocation of faculty to cover the student schedules.				E				
15.	There is structured duty roster of staff including lab technicians to provide technical and clerical support.				E				
16.	The lab is well equipped to cater to needs of the students.				E				
17.	The students are comfortable with the study environment.				E				
18.	Adequate resource books are available in the department/ E books				E				

### ANATOMY

19.	The Anatomy departmental organogram is defined.	M							
20.	The head of department is aware of his/her responsibilities.				E				
21.	The head of department is aware of current departmental challenges.				E				
22.	There is a structured timetable of various classes. (Small group discussions, Laboratory, Dissection Hall etc.)				E				
23.	There is a structured allocation of faculty to cover the student schedules.				E				
24.	There is structured duty roster of staff including lab technicians to provide technical and clerical support.				E				
25.	The lab is well equipped to cater to needs of the students.				E				

26.	The students are comfortable with the study environment.				E				
27.	Adequate resource books are available in the department/ E books				E				

### PHARMACOLOGY

28.	The pharmacology departmental organogram is defined.	M							
29.	The head of department is aware of his/her responsibilities.				E				
30.	The head of department is aware of current departmental challenges.				E				
31.	There is a structured timetable of various classes. (Small group discussions, Laboratory etc.)				E				
32.	There is a structured allocation of faculty to cover the student schedules.				E				
33.	There is structured duty roster of staff including lab technicians to provide technical and clerical support.				E				
34.	The lab is well equipped to cater to needs of the students.				E				
35.	The students are comfortable with the study environment.				E				
36.	Adequate resource books are available in the department/ E books				E				

### PATHOLOGY

37.	The pathology departmental organogram is defined.	M							
38.	The head of department is aware of his/her responsibilities.				E				
39.	The head of department is aware of current departmental challenges.				E				
40.	There is a structured timetable of various classes. (Small group discussions, Laboratory etc.)				E				
41.	There is a structured allocation of faculty to cover the student schedules.				E				
42.	There is structured duty roster of staff including lab technicians to provide technical and clerical support.				E				
43.	The lab is well equipped to cater to needs of the students.				E				
44.	The students are comfortable with the study environment.				E				

45.	Adequate resource books are available in the department/ E books				E				
<b>ORAL BIOLOGY AND TOOTH MORPHOLOGY</b>									
46.	The Oral Biology And Tooth Morphology departmental organogram is defined.	M							
47.	The head of department is aware of his/her responsibilities.				E				
48.	The head of department is aware of current departmental challenges.				E				
49.	There is a structured timetable of various classes. (Small group discussions, Laboratory etc.)				E				
50.	There is a structured allocation of faculty to cover the student schedules.				E				
51.	There is structured duty roster of staff including lab technicians to provide technical and clerical support.				E				
52.	The lab is well equipped to cater to needs of the students.				E				
53.	The students are comfortable with the study environment.				E				
54.	Adequate resource books are available in the department/ E books				E				
<b>SCIENCE OF DENTAL MATERIALS</b>									
55.	The Science of Dental Materials departmental organogram is defined.	M							
56.	The head of department is aware of his/her responsibilities.				E				
57.	The head of department is aware of current departmental challenges.				E				
58.	There is a structured timetable of various classes. (Small group discussions, Laboratory etc.)				E				
59.	There is a structured allocation of faculty to cover the student schedules.				E				
60.	There is structured duty roster of staff including lab technicians to provide technical and clerical support.				E				
61.	The lab is well equipped to cater to needs of the students.				E				
62.	The students are comfortable with the study environment.				E				
63.	Adequate resource books are available in the department/ E books				E				

### COMMUNITY AND PREVENTIVE DENTISTRY

64.	The Community and Preventive Dentistry departmental organogram is defined.	M							
65.	The head of department is aware of his/her responsibilities.				E				
66.	The head of department is aware of current departmental challenges.				E				
67.	There is a structured timetable of various classes. (Small group discussions, Laboratory etc.)				E				
68.	There is a structured allocation of faculty to cover the student schedules.				E				
69.	There is structured duty roster of staff including lab technicians to provide technical and clerical support.				E				
70.	The lab is well equipped to cater to needs of the students.				E				
71.	The students are comfortable with the study environment.				E				
72.	Adequate resource books are available in the department/ E books				E				

### ORAL PATHOLOGY

73.	The Oral Pathology departmental organogram is defined.	M							
74.	The head of department is aware of his/her responsibilities.				E				
75.	The head of department is aware of current departmental challenges.				E				
76.	There is a structured timetable of various classes. (Small group discussions, Laboratory etc.)				E				
77.	There is a structured allocation of faculty to cover the student schedules.				E				
78.	There is structured duty roster of staff including lab technicians to provide technical and clerical support.				E				
79.	The lab is well equipped to cater to needs of the students.				E				
80.	The students are comfortable with the study environment.				E				
81.	Adequate resource books are available in the department/ E books				E				

**PERIODONTOLOGY**

82.	The Periodontology departmental organogram is defined.	M							
83.	The head of department is aware of his / her responsibilities.				E				
84.	The head of department is aware of current departmental challenges.				E				
85.	There is a structured timetable of various classes. (Small group discussions, clinics etc.)				E				
86.	There is a structured allocation of faculty to cover the student schedules.				E				
87.	There is structured duty roster of staff to provide due support.				E				
88.	The students are comfortable with the study environment.				E				
89.	Adequate resource books are available in the department / E books				E				

**PHANTOM LAB**

90.	There is a faculty member responsible for the skill lab who is aware of his/her responsibilities.				E				
91.	The faculty member responsible is aware of current departmental challenges.				E				
92.	There is a structured timetable for various classes.				E				
93.	There is structured duty roster of staff/attendant to provide due support.				E				
94.	The lab is well equipped to cater to needs of the students.				E				
95.	The students are comfortable with the study environment.				E				
96.	The students feel adequacy of resources in the skill lab.				E				

**ORTHODONTICS**

97.	The Orthodontics departmental organogram is defined.	M							
98.	The head of department is aware of his/her responsibilities.				E				
99.	The head of department is aware of current departmental challenges.				E				
100.	There is a structured timetable for various classes. (Small group discussions, Laboratory etc.)				E				
101.	There is a structured allocation of faculty to cover the student schedules.				E				

102.	There is structured duty roster of staff including lab technicians to provide due support.				E				
103.	The lab is well equipped to cater to needs of the students.				E				
104.	The students are comfortable with the study environment.				E				
105.	Adequate resource books are available in the department / E books				E				

### PROSTHODONTICS

106.	The Prosthodontics departmental organogram is defined.	M							
107.	The head of department is aware of his/her responsibilities.				E				
108.	The head of department is aware of current departmental challenges.				E				
109.	There is a structured timetable for various classes. (Small group discussions, Laboratory etc.)				E				
110.	There is a structured allocation of faculty to cover the student schedules.				E				
111.	There is structured duty roster of staff including lab technicians to provide due support.				E				
112.	The lab is well equipped to cater to needs of the students.				E				
113.	The students are comfortable with the study environment.				E				
114.	Adequate resource books are available in the department/ E books				E				

### OPERATIVE DENTISTRY

115.	The Operative departmental organogram is defined.	M							
116.	The head of department is aware of his/her responsibilities.				E				
117.	The head of department is aware of current departmental challenges.				E				
118.	There is a structured timetable for various classes. (Small group discussions, Laboratory etc.)				E				
119.	There is a structured allocation of faculty to cover the student schedules.				E				
120.	There is structured duty roster of staff to provide technical and clerical support.				E				
121.	The students are comfortable with the study environment.				E				
122.	Adequate resource books are available in the department/ E books				E				

### ORAL DIAGNOSIS AND ORAL MEDICINE

123.	The Oral Diagnosis & Oral Medicine departmental organogram is defined.	M							
124.	The head of department is aware of his/her responsibilities.				E				
125.	The head of department is aware of current departmental challenges.				E				
126.	There is a structured timetable for various classes. (Small group discussions, clinics etc.)				E				
127.	There is a structured allocation of faculty to cover the student schedules.				E				
128.	There is structured duty roster of staff to provide technical and clerical support.				E				
129.	The students are comfortable with the study environment.				E				
130.	Adequate resource books are available in the department/ E books				E				

### PAEDIATRIC DENTISTRY

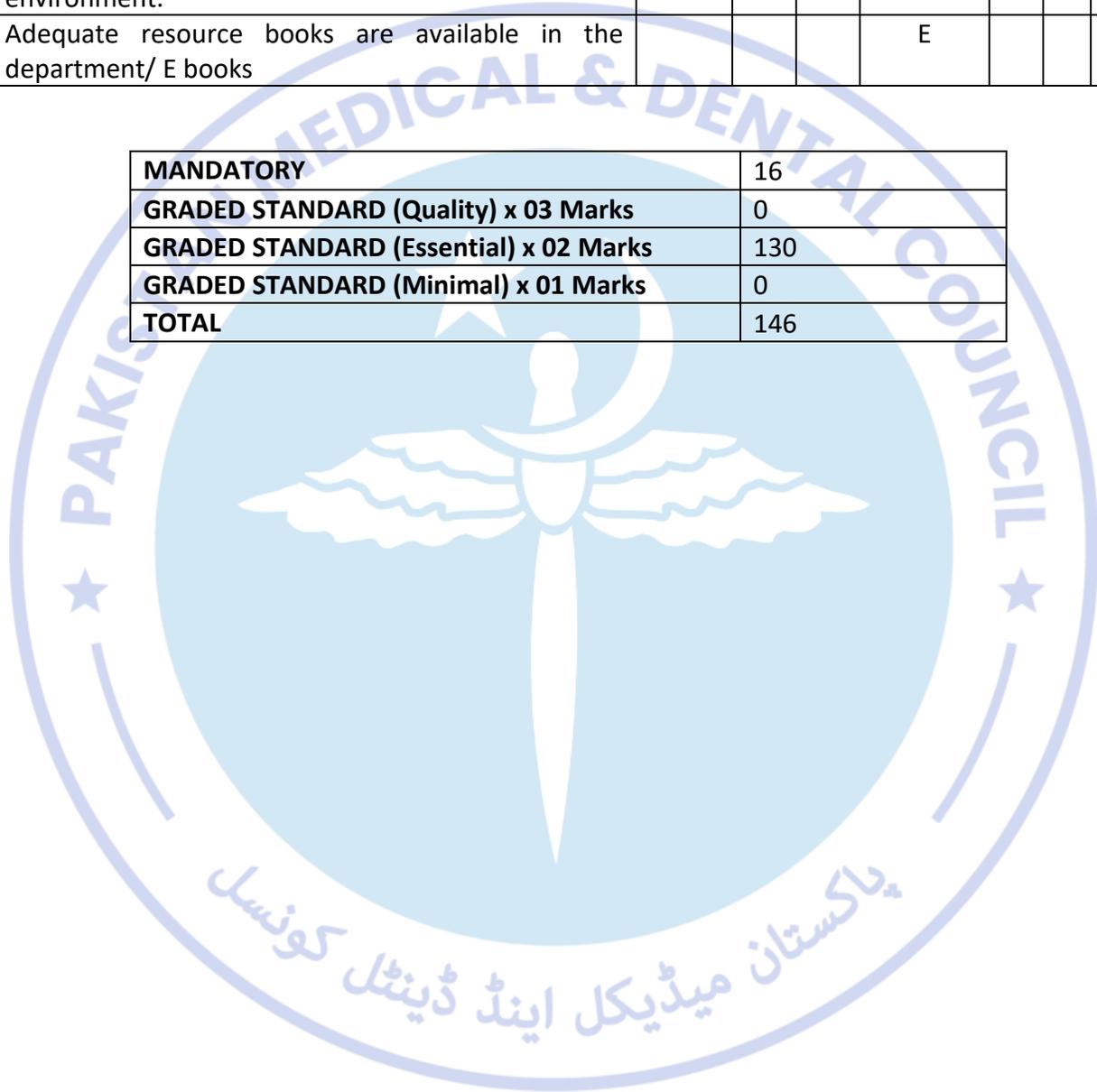
131.	The Paediatric Dentistry departmental organogram is defined.	M							
132.	The head of department is aware of his/her responsibilities.				E				
133.	The head of department is aware of current departmental challenges.				E				
134.	There is a structured timetable for various classes. (Small group discussions, clinics etc.)				E				
135.	There is a structured allocation of faculty to cover the student schedules.				E				
136.	There is structured duty roster of staff to provide due support.				E				
137.	The students are comfortable with the study environment.				E				
138.	Adequate resource books are available in the department/ E books				E				

### ORAL AND MAXILLOFACIAL SURGERY

139.	The Oral & Maxillofacial Surgery departmental organogram is defined.	M							
140.	The head of department is aware of his/her responsibilities.				E				
141.	The head of department is aware of current departmental challenges.				E				

142.	There is a structured timetable for of various classes. (Small group discussions, Laboratory etc.)				E				
143.	There is a structured allocation of faculty to cover the student schedules.				E				
144.	There is structured duty roster of staff to provide due support.				E				
145.	The students are comfortable with the study environment.				E				
146.	Adequate resource books are available in the department/ E books				E				

<b>MANDATORY</b>	16
<b>GRADED STANDARD (Quality) x 03 Marks</b>	0
<b>GRADED STANDARD (Essential) x 02 Marks</b>	130
<b>GRADED STANDARD (Minimal) x 01 Marks</b>	0
<b>TOTAL</b>	146



## 10. Research Evaluation Session

The establishment of a research department / cell is to promote research activities of faculty and academic units. These research centers serve as a focus of scholarly activity and intellectual creativity, focal points for interaction with research sponsors, and serve to amplify an institute's competitiveness in obtaining research funding in the designated areas. These facilities should promote intellectual environment that leads to solving community problems. Institute can serve as a means of focusing resources to advance this goal. The purpose of establishing a research department is to:

1. Promote and facilitate collaborative and/or interdisciplinary research.
2. To enhance research infrastructure and networking capacity.
3. Increase and effectively manage the resources.
4. Provide education and training in research and related skills, especially for graduate and undergraduate students.
5. Contribute to the university's strategic educational and research missions and to support synergies between research, teaching and learning.
6. Transfer the outcome of research or the knowledge gained through research to the community.

### 10.1 College Participants

Members of the institutes research committee.

### 10.2 Surveyor

Senior Faculty Member

### 10.3 Documents/Materials Needed

- Description of existing laboratory and office facilities that will be used by the research Center/Institute.
- Document of rationale for establishing the research center outlining mission of the institution.
- Research Ethics evaluation Performa.
- Research output annual report.
- List of research committees and subcommittees.
- List of all ongoing or previous (last 12 months) research projects.
- Minutes of the research committee and subcommittees meeting.
- Institutes policy on research elective project for students.

### 10.4 Procedure

The surveyor(s) would like to look at the research facilities and purpose, structure, monitoring and implementing bodies. The surveyor will engage in discussion with the research committee members and will request evidence based on the questionnaire given below.

## 10.5 How to Evaluate

To evaluate the compliance to relevant standards, review the documents provided by the college. Based on the review, conduct interview session based on the following list of questions answered:

Research Evaluation session (Research department /cell can be a shared facility with associated medical college)									
SR. No.	EVALUATION QUESTIOND	COMPLIANCE							
		Mandatory	YES	NO	Graded standard	Graded score			
1.	Is there an established research cell or department present	M							
2.	Is the rationale clearly stated for the established research cell/ center/ department and the anticipated benefits from its creation?				E				
3.	Is there a separate financial fund allocated in the annual budget for research?				E				
4.	Is there a Research Advisory Board or Research Advisory committee?				E				
5.	Is there a qualified resource (faculty or biostatistician) available and functional to support researchers in Research Biostatistics?				E				
6.	Is there an established research ethics committee/ IRB / ERB addressing ethical issues related to research projects?				E				
7.	Is Research taught in Undergraduate studies with defined learning Outcomes in the curriculum?				E				
8.	Is there any designated head/director of the Research Advisory Board/Research Advisory Committee?				E				
9.	Is there a yearly academic schedule of conducting faculty / Staff research development programs/courses/workshops (provide evidence)?				E				
10.	Is there an office facility that are being used by the research center/cell?				E				
11.	Is there a minimum criteria of research publications in PMDC recognized journals for faculty promotions?				E				

12.	Is there a technical review committee to assess the initially submitted research proposals to the institute?				E				
13.	Does the institute have its own webpage updating/showing all their research activities?				E				
14.	Is there a representation of basic sciences, dental education and clinical sciences in the research committee and subcommittees?				E				
15.	Are there any research collaborations with other national institutes?				E				
16.	Do researchers have access to the plagiarism check software (such as Turnitin)?				E				
17.	Is there adequate computer lab or digital library which can be accessed by the researchers?				E				
18.	Is there any access to the HEC or other international research database?				E				
19.	Has the institute conducted any research scientific fair at undergraduate/postgraduate level in the last 2 years?				E				
20.	Are there any flowchart/ mechanism clearly developed by the institute in how to process research projects?				E				
21.	Are there any research collaborations with international institutes?				Q				
22.	Has any research conference been arranged by the institute in the last 2 years?				Q				
23.	Does the institute provide incentive to faculty and students to publish research work in impact factor journals?				Q				
24.	Are there any research projects in undergraduate training programs?				Q				
25.	Is there any research data repository of the institute?				Q				
26.	Does the institute have its own recognized research journal?				Q				

<b>Mandatory</b>	1
<b>Quality</b>	6
<b>Essential</b>	19
<b>Total</b>	26

## **11. Dental Clinical Training Facility Tour**

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### ***Purpose***

This tour is conducted by the Clinical Sciences Medical Expert. The focus of this tour is to evaluate the adequacy and safety of hospital facilities for clinical training. The focus shall not be on the documentation in the medical record or the care provision in the hospital.

### ***Location***

All facility areas.

### ***Tour Participants***

- One representative from administration
- One representative from each clinical department in their respective units

### ***Surveyor(s)***

Clinical Sciences Dental Expert

### ***Standards/Issues Addressed***

Standard 11: Governance, Services and Resources (11.4)

### ***Documents/Materials Needed***

- Clinical Rotation Plan & Schedules
- Student Logs
- Case mix per department
- Facility Map
- Infection Control and Prevention Program

### ***What Will Occur***

The surveyor(s) will visit the clinical facilities of college to ensure that the infrastructure is sufficient and adequately equipped to meet the needs of the students, faculty and other staff. Visit will cover OPD, OR and other operational areas/units. These visits will include on site interviews with the relevant departmental/unit heads regarding the routine functioning of their operations, any challenges faced, and appropriate utilization of operations and infrastructure to ensure patients are being treated for a maximized learning experience for students.

### ***How to Prepare***

The hospital should identify the participants in this session and develop and implement various plans as mentioned above. The hospital should identify the progress against those plans in the relevant committees and maintain updated records showcasing their progress.

Q#	Surveyor Question	Mandatory	Yes	No	Graded standard	Compliance			NA	
20% flexibility allowed in allocation of Dental units subject to the structural and functional requirements of institution, however total number of Dental units should not be less than 75 for 50 BDS students										
1.	Does the hospital have oral and Maxillofacial Surgery specialty with a minimum of 18 dental units?	M								
2.	Does the hospital have orthodontics specialty with a minimum of 18 dental units?	M								
3.	Does the hospital have prosthodontics specialty with a minimum of 18 dental units?	M								
4.	Does the hospital have operative Dentistry specialty with a minimum of 30 dental units?	M								
5.	Does the hospital have periodontology specialties with minimum of 22 dental units?	M								
6.	Does the hospital have paediatric Dentistry specialties with minimum of 10 dental units?	M								
7.	Does the hospital have oral Diagnosis and Oral Medicine specialties with minimum of 4 dental units each?	M								
8.	Does the hospital have one of the following optional dental specialities: Dental Radiology Endodontic Geriatric Dentistry Implantology Forensic Dentistry Orofacial pain			Q						
<b>Dental Procedures/ visits</b>			<b>mandatory</b>	<b>Yes</b>	<b>No</b>	<b>Grade standards</b>	<b>Graded score</b>			<b>NA</b>
9.	Does the hospital have at least 4000 procedures/visit performed in the past 12 months in Orthodontics?					E				
10.	Does the hospital have at least 6000 procedures/visit performed in the past 12 months in Operative Dentistry?					E				

11.	Does the hospital have at least 5000 procedures/visit performed in the past 12 months in Periodontology?					E			
12.	Does the hospital have at least 5000 procedures/visit performed in the past 12 months in Prosthodontics?					E			
13.	Does the hospital have at least 5000 procedures/visit performed in the past 12 months in Oral and Maxillofacial Surgery?					E			
14.	Does the hospital have at least 2000 cases /visit performed in the past 12 months in Oral Medicine					E			
15.	Does the hospital have 2000 procedures performed in the past 12 months in Paediatric Dentistry?					E			

### Oral and maxillofacial surgery

16.	Does the hospital have a fully functional department?	M							
17.	Does the hospital have 18 dental units allocated for the Department?	M							
18.	Does the unit have a clearly defined hierarchical structure?	M							
19.	Is the unit head aware of his/her responsibilities?					E			
20.	Is there a timetable for students for clinical rotation/clerkship in Unit?					E			
21.	Does the hospital provide unit specific orientation to the students?					E			
22.	Is the learning supervised to ensure patient and student safety?					E			
23.	Are the students comfortable with the learning experience provided in the Unit?					E			
24.	Are the student study guides available and implemented?					E			
25.	Are the students trained on the skills identified for their respective year of medical education as identified in the study guides?					E			
26.	Do the student logs support the provision of training?					E			
27.	Is the student to supervisor ratio? According to PMDC criteria					E			
28.	Are there staff with valid BLS certification?					E			
29.	Are there relevant quality indicators identified and monitored by the department?					E			

30.	Are there appropriate resuscitation services accessible?					E			
31.	Does the hospital ensure privacy and confidentiality of the patient?					E			
32.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?					Q			
33.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Equipment?					Q			
34.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Innovative teaching methodologies?					Q			

### Pediatric Dentistry

35.	Does the hospital have a fully functional department?	M							
36.	Does the hospital have 10 dental units allocated for the Department?	M							
37.	Does the unit have a clearly defined hierarchical structure?	M							
38.	Is the unit head aware of his/her responsibilities?					E			
39.	Is there a timetable for students for clinical rotation/clerkship in Unit?					E			
40.	Does the hospital provide unit specific orientation to the students?					E			
41.	Is the learning supervised to ensure patient and student safety?					E			
42.	Are the students comfortable with the learning experience provided in the Unit?					E			
43.	Are the student study guides/log books available and implemented?					E			
44.	Are the students being trained on the skills identified for their respective year of medical education as identified in the study guides?					E			
45.	Do the student logs support the provision of training?					E			
46.	Is the student to supervisor ratio? According to PMDC criteria					E			
47.	Are relevant quality indicators identified and monitored by the department?					E			

48.	Are there staff with valid BLS certification?				E			
49.	Are there appropriate resuscitation services accessible?				E			
50.	Does the hospital ensure privacy and confidentiality of the patient?				E			
51.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?				Q			
52.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Equipment?				Q			
53.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Innovative teaching methodologies?				Q			
<b>Prosthodontics</b>								
54.	Does the hospital have a fully functional unit?	M						
55.	Does the hospital have 18 dental units allocated for the Department?	M						
56.	Does the unit have a clearly defined hierarchical structure?	M						
57.	Is the unit head aware of his/her responsibilities?				E			
58.	Is there a timetable for students for clinical rotation/clerkship in Unit?				E			
59.	Does the hospital provide unit specific orientation to the students?				E			
60.	Is the learning supervised to ensure patient and student safety?				E			
61.	Are the students comfortable with the learning experience provided in the Unit?				E			
62.	Are the student study guides/log books available and implemented?				E			
63.	Are the students being trained on the skills identified for their respective year of medical education as identified in the study guides/ log books?				E			
64.	Do the student logs support the provision of training?				E			
65.	Is the student to supervisor ratio? According to PMDC criteria				E			

66.	Are relevant quality indicators identified and monitored by the department?				E				
67.	Are there staff with valid BLS certification?				E				
68.	Are there appropriate resuscitation services accessible?				E				
69.	Does the hospital ensure privacy and confidentiality of the patient?				E				
70.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?				Q				
71.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Equipment?				Q				
72.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Innovative teaching methodologies?				Q				
<b>Orthodontics</b>									
73.	Does the hospital have a fully functional Department?	M							
74.	Does the hospital have 18 dental units allocated for the Department	M							
75.	Does the unit have a clearly defined hierarchical structure?	M							
76.	Is the unit head aware of his/her responsibilities?				E				
77.	Is there a timetable for students for clinical rotation/clerkship in Unit?				E				
78.	Does the hospital provide unit specific orientation to the students?				E				
79.	Is the learning supervised to ensure patient and student safety?				E				
80.	Are the students comfortable with the learning experience provided in the Unit?				E				
81.	Are the student study guides/ log books available and implemented?				E				
82.	Are the students being trained on the skills identified for their respective year of medical education as identified in the study guides/ log books?				E				
83.	Do the student logs support the provision of training?				E				

84.	Is the student to supervisor ratio? According to PMDC criteria				E				
85.	Are relevant quality indicators identified and monitored by the department?				E				
86.	Are there staff with valid BLS certification?				E				
87.	Are there appropriate resuscitation services accessible?				E				
88.	Does the hospital ensure privacy and confidentiality of the patient?				E				
89.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?				Q				
90.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Equipment?				Q				
91.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Innovative teaching methodologies?				Q				
<b>Operative Dentistry</b>									
92.	Does the hospital have a fully functional unit?	M							
93.	Does the hospital have 30 dental units allocated for the Department?	M							
94.	Does the unit have a clearly defined hierarchal structure?	M							
95.	Is the unit head aware of his/her responsibilities?				E				
96.	Is there a timetable for students for clinical rotation/clerkship in Unit?				E				
97.	Does the hospital provide unit specific orientation to the students?				E				
98.	Is the learning supervised to ensure patient and student safety?				E				
99.	Are the students comfortable with the learning experience provided in the Unit?				E				
100.	Are the student study guides/ log books available and implemented?				E				
101.	Are the students being trained on the skills identified for their respective year of medical education as identified in the study guides/ log books?				E				

102	Do the student logs support the provision of training?					E			
103	Is the student to supervisor ratio? According to PMDC criteria					E			
104	Are relevant quality indicators identified and monitored by the department?					E			
105	Are there staff with valid BLS certification?					E			
106	Are there appropriate resuscitation services accessible?					E			
107	Does the hospital ensure privacy and confidentiality of the patient?					E			
108	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?					Q			
109	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Equipment?					Q			
110	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Innovative teaching methodologies?					Q			

## Periodontology

111	Does the hospital have a fully functional unit?	M							
112	Does the hospital have 22 dental units allocated for the Department?	M							
113	Does the unit have a clearly defined hierarchical structure?	M							
114	Is the unit head aware of his/her responsibilities?					E			
115	Is there a timetable for students for clinical rotation/clerkship in Unit?					E			
116	Does the hospital provide unit specific orientation to the students?					E			
117	Is the learning supervised to ensure patient and student safety?					E			
118	Are the students comfortable with the learning experience provided in the Unit?					E			
119	Are the student study guides/ log books available and implemented?					E			
120	Are the students trained on the skills identified for their respective year of medical education as identified in the study guides/ log books?					E			

121	Do the student logs support the provision of training?				E				
122	Is the student to supervisor ratio? According to PMDC criteria				E				
123	Are relevant quality indicators identified and monitored by the department?				E				
124	Are there staff with valid BLS certification?				E				
125	Are there appropriate resuscitation services accessible?				E				
126	Does the hospital ensure privacy and confidentiality of the patient? (Evidence policy document)				E				
127	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?				Q				
128	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Equipment?				Q				
129	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Innovative teaching methodologies?				Q				

<b>MANDATORY</b>	25
<b>GRADED STANDARD (Quality)</b>	19
<b>GRADED STANDARD (Essential)</b>	85
<b>GRADED STANDARD (Minimal)</b>	0
<b>TOTAL</b>	129

# General Hospital Facilities Tour

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## **Purpose**

This tour is conducted by the Hospital Management and Safety Expert. The focus of this tour is to evaluate adequacy and safety of hospital facilities necessary to maintain the essentials of quality and patient safety.

## **Location**

All facility areas.

## **Tour Participants**

- One representative from administration
- Medical Faculty
- One representative from safety department
- One representative from biomedical department/equipment technician

## **Surveyor(s)**

Hospital Management & Safety Expert

## **Standards/Issues Addressed**

Standard 11: Governance, Services and Resources (11.4)

## **Documents/Materials Needed**

- MIS generated data of;
  - Hospital bed distribution per respective clinical specialty designated for BDS students training
  - Hospital bed occupancy data per clinical specialties (G Medicine, G Surgery, and Oral Maxillofacial Surgery) for last 12 months (Month-wise)
  - Average Length of Stay (ALOS) per clinical specialty for last 12 months (Month-wise)
  - List of procedures (Major and Minor) performed in patient department (IPD) per clinical specialty for last 12 months (month-wise)
    - *A minor procedure may be defines as any procedure performed under local anesthesia or no anesthesia. Any procedure performed either under spinal, general, conscious sedation etc. or with more complexity than a minor procedure shall be counted in the major category.*
  - List of Top diagnosis and their frequencies (10 per clinical specialty)
  - Lab volume (major services data, month-wise)
- Facility map
- Fire and safety plan
- Utility plan
- Waste management plan
- Emergency preparedness and evacuation plan
- Hazardous material program
- Infection control and prevention program
- Third party audit report

## **What Will Occur**

The surveyor(s) will visit the hospital to ensure that the infrastructure is sufficient and adequately equipped to meet the needs of the students, faculty and other staff. Visit will cover IPD, OPD, OR and critical areas

including other operational areas/units. These visits will include on-site interviews with the relevant departmental/unit heads regarding the routine functioning of their operations, any challenges faced, fire safety plans, utility plans, emergency preparedness plans, biomedical equipment plans, infection control plans and others to validate their execution through evidence as and when required.

### **How to Prepare**

The hospital should identify the participants in this session and develop and implement various plans as mentioned above. The hospital should identify the progress against those plans in the relevant committees and maintain updated records showcasing their progress.

## Hospital Inspection (G Medicine, G Surgery, and Oral & Maxillofacial Surgery) May be shared with medical college and hospital

Q #	Surveyor Question	Mandatory	Graded standards		Graded score	NA
			Yes	NO		
1.	Does the hospital have its account audited by a third party?	M				
2.	Is there at least 70% biometric attendance of all faculty of the hospital?	M				
3.	Is there evidence that the patients admitted on 35% of beds (not for profit) are not charged for accommodation and consultation?			E		
4.	Is there evidence that the patients admitted on 35% of beds are charged for Medications, diagnostic services (Lab, radiology) and therapeutic services (procedures) etc. are at cost price (not for profit)?			E		
5.	Does the hospital have General Medicine specialty with a minimum of 20 designated inpatient beds?	M				
6.	Does the hospital have General Surgery specialty with a minimum of 20 designated inpatient beds?	M				
7.	Does the hospital have Oral and Maxillofacial Surgery specialty with a minimum of 20 designated inpatient beds?	M				
8.	Does the hospital have a High Dependency Unit with a minimum of 2 inpatient beds with monitoring facilities?			E		
9.	Does the hospital have at least one bed with monitoring facilities in emergency room?			E		
10.	Does the hospital have pharmacy, both for indoor and outdoor patients?			E		
11.	Does the hospital have trained and qualified pharmacists?			E		

12.	Does the hospital have faculty workstations or offices for each of the faculty member?				E				
13.	Does the hospital have resuscitation area with all equipment?				E				
14.	Does the hospital have two fully equipped operating rooms (May be shared with Medical College and hospital) for Dental and Maxillofacial surgery/ Pediatric dentistry with appropriately furnished Pre-anesthesia area?				E				
15.	Does the hospital have a central Sterilization Services Department (CSSD) (May be shared with Medical College and hospital)				E				
16.	Does the hospital have store?				E				
<b>Surveyor Question</b>		<b>Compliance</b>							
17.	Does the hospital define a patient prioritization process? (triage)				E				
18.	Does the EMERGENCY DEPARTMENT have a clearly defined hierarchical structure?				E				
19.	Is the EMERGENCY DEPARTMENT head aware of his/her responsibilities?				E				
20.	Is there a timetable for students for clinical rotation/clerkship in EMERGENCY DEPARTMENT?				E				
21.	Does the hospital have an orientation program for students?				E				
22.	Does the provided orientation program cover principles of infection control?				E				
23.	Does the provided orientation program cover the fire and safety prevention guidelines?				E				
24.	Does the hospital provide unit specific orientation to the students?				E				
25.	Is the learning supervised to ensure patient and student safety?				E				
26.	Are the students comfortable with the learning experience provided in the EMERGENCY DEPARTMENT?				E				
27.	Do the student logs support the provision of training? (General Medicine and Surgery)				E				
28.	Is there a designated procedure room for the EMERGENCY DEPARTMENT?				E				
29.	Are there appropriate resuscitation services available in the EMERGENCY DEPARTMENT?				E				

## Medical Ward

30.	Does the hospital have a fully functional medical ward?	M						
31.	Does the hospital have minimum 20 beds allocated for medical ward?	M						
32.	Is the medical ward covered by sufficient trained physicians, nurses and other staff 24/7, as evident by duty roster of the unit?				E			
33.	Does the Medical unit have a clearly defined hierarchical structure?				E			
34.	Is the Medical unit head aware of his/her responsibilities?				E			
35.	Is there a time table for students for clinical rotation/clerkship in the Medical Unit?				E			
36.	Does the hospital provide unit specific orientation to the students?				E			
37.	Is the learning supervised to ensure patient and student safety?				E			
38.	Are the students comfortable with the learning experience provided in the Medical Unit?				E			
39.	Are the student study guides/log book available and implemented?				E			
40.	Are the students trained on the skills identified for their respective year of medical education as identified in the study guides/log book?				E			
41.	Does the unit provide BLS training to the students?				E			
42.	Do the student logs support the provision of training?				E			
43.	Is the student to teacher ratio According to PMDC criteria				E			
44.	Does the department define and measure patient length of stay?				E			
45.	Are there relevant quality indicators identified and monitored by the department?				E			
46.	Are there any physician/staff with valid ACLS certification?				E			
47.	Is there a designated procedure room?				E			
48.	Are there appropriate resuscitation services available?				E			
49.	Does the hospital ensure privacy and confidentiality of the patient?				E			

50.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?				Q			
51.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Equipment?				Q			
52.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Innovative teaching methodologies?				Q			

### Surgical Ward

53.	Does the hospital have a fully functional surgical ward?	M						
54.	Does the hospital have 20 beds allocated for surgical ward excluding recovery room beds?	M						
55.	Is the ward covered by sufficient trained physicians, nurses and other staff 24/7, as evident by duty roster of the unit?				E			
56.	Does the unit have a clearly defined hierarchical structure?				E			
57.	Is the unit head aware of his/her responsibilities?				E			
58.	Is there a timetable for students for clinical rotation/clerkship in Unit?				E			
59.	Does the hospital provide unit specific orientation to the students?				E			
60.	Is the learning supervised to ensure patient and student safety?				E			
61.	Are the students comfortable with the learning experience provided in the unit?				E			
62.	Are the student study guides available and implemented?				E			
63.	Are the students trained on the skills identified for their respective year of medical education as identified in the study guides?				E			
64.	Do the student logs support the provision of training?				E			
65.	Is the student to teacher ratio According to PMDC criteria?				E			
66.	Does the department define and measure patient length of stay?				E			
67.	Are relevant quality indicators identified and monitored by the department?				E			

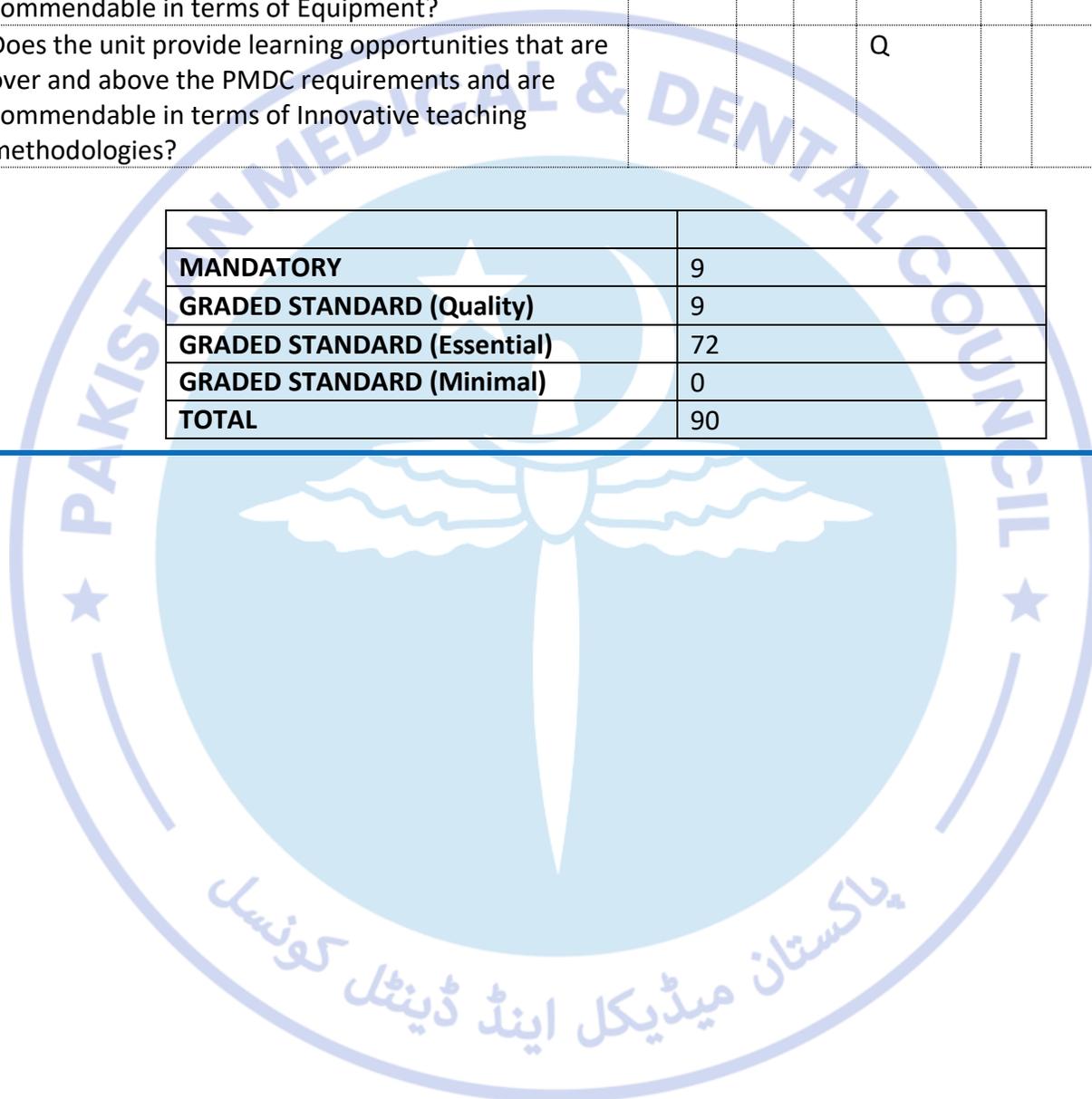
68.	Are there any physician/staff with valid ATLS certification?				E			
69.	Is there a designated procedure room?				E			
70.	Are appropriate resuscitation services available?				E			
71.	Does the hospital ensure privacy and confidentiality of the patient?				E			
72.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?				Q			
73.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Equipment?E				Q			
74.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Innovative teaching methodologies?				Q			

### Operating Suite (including recovery room) Shared

75.	Does the hospital have a fully functional 2 operating rooms for dental and maxillofacial surgery? (May be shared with medical hospital)				E			
76.	Does the hospital have functional recovery room beds?				E			
77.	Is the unit covered by sufficient trained physicians, nurses and other staff, as evident by duty roster of the unit?				E			
78.	Does the unit have a clearly defined hierarchal structure?				E			
79.	Is the unit head aware of his/her responsibilities?				E			
80.	Is there a timetable for students for clinical rotation/clerkship in Unit?				E			
81.	Does the hospital provide unit specific orientation to the students?				E			
82.	Is the learning supervised to ensure patient and student safety?				E			
83.	Are the students comfortable with the learning experience provided in the Unit?				E			
84.	Are relevant quality indicators identified and monitored by the department?				E			
85.	Are there any physician/staff with valid ATLS /ACLS certification?				E			
86.	Are appropriate resuscitation services available?				E			

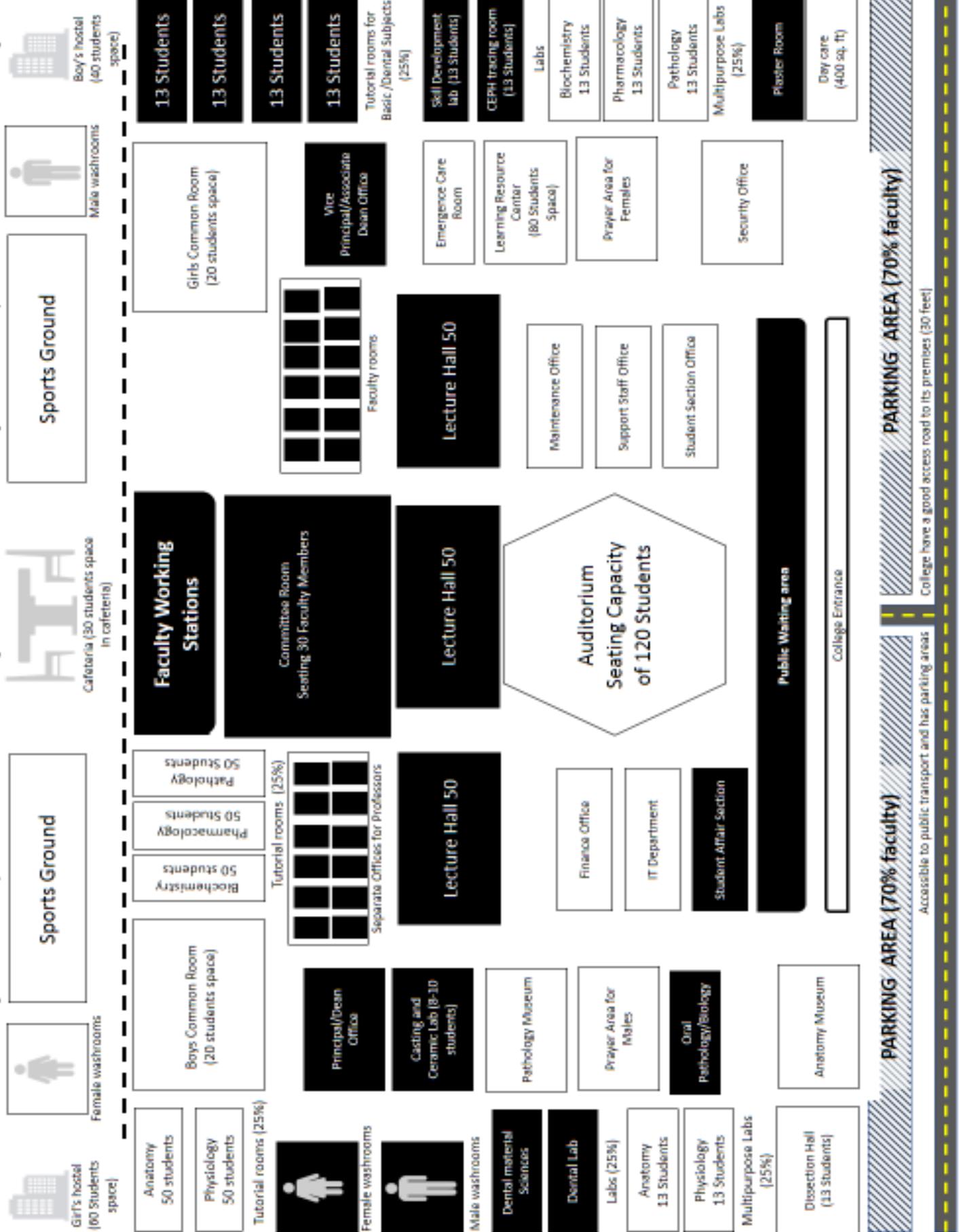
87.	Does the hospital ensure privacy and confidentiality of the patient?				E			
88.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Faculty requirements?				Q			
89.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Equipment?				Q			
90.	Does the unit provide learning opportunities that are over and above the PMDC requirements and are commendable in terms of Innovative teaching methodologies?				Q			

<b>MANDATORY</b>	9
<b>GRADED STANDARD (Quality)</b>	9
<b>GRADED STANDARD (Essential)</b>	72
<b>GRADED STANDARD (Minimal)</b>	0
<b>TOTAL</b>	90



# Schematic Diagram of Dental College

Total covered area of the Dental College of at least 50,000 sq. ft. in case of a standalone Dental College. Total covered area of the Dental College of at least 30,000 sq. ft. in case it is associated with a Medical College.



College have a good access road to its premises (30 feet)

### List of Abbreviations:

NMDAB	National Medical and Dental Academic Board
CAC	Curriculum and Academics Committee
MBBS	Bachelor of Medicine and Bachelor of Surgery
BDS	Bachelor of Dental Surgery
PM&DC	Pakistan Medical & Dental Council
HEC	Higher Education Commission
CME	Continuous Medical Education
CDE	Continuous Dental Education
CPD	Continuous Professional Development
TOR	Terms of Reference
HOD	Head of Department
SOP	Standard Operating Procedure
I.T.	Information Technology
SECP	Securities and Exchange Commission of Pakistan
FDP	Faculty Development Program
MHPE	Masters in Health Professions Education
NA	Not Applicable
CAD	Computer Assisted Design
IPD	In-Patient Department
OPD	Out-Patient Department
OR	Operation Room
OT	Operation Theatre
MOU	Memorandum of Understanding

## Marking Grid

SNO	Inspection Session	Total Evaluation Question	Mandatory (no score)	Graded Standards (for score purpose)				Total Score
				Essential	Minim	Quality	Total Standards	
01	Dental College Management	46	28	16	-----	2	18	40
02	Curriculum organization and management	94	19	73	-----	2	75	150
03	Infrastructure Tour	58	26	31	-----	1	32	100
04	Biomedical Tour	739	31	130	568	10	708	200
05	Dental College Safety tour	68	4	64	-----	-----	64	30
06	Students' session	42	3	39	-----	-----	39	40
07	Faculty session	138	44	92	-----	2	95	150
08	Dental College facilities Tour	146	16	130	-----	-----	130	25
09	Research Evaluation	26	1	19	-----	6	25	25
10	Dental Clinical Training Facility Tour	129	25	85	-----	19	104	140
11	General Hospital Facilities	90	9	72	-----	9	81	100
		1576	206	751	568	51	1371	1000