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# MEDICAL & DENTAL PG REGULATIONS

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## AIIMS KALYANI



JANUARY 8, 2024  
ACADEMIC SECTION  
AIIMS Kalyani

## 1. INTRODUCTION

The Ministry of Health & Family Welfare, Government of India established All India Institute of Medical Sciences, Kalyani by an Act of Parliament in the year 2018 under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY). Its aim is to correct regional imbalances in quality tertiary level healthcare, and to impart highest quality of medical and nursing training at both undergraduate and postgraduate levels. AIIMS Kalyani is governed by the AIIMS act, as AIIMS New Delhi. The postgraduate admissions are done by a common entrance examination for all these institutes, on the basis of merit-cum-choice of the candidates.

Aim of the postgraduate programme of this institute is to develop patterns of teaching in postgraduate medical education in all the branches so as to demonstrate a high standard of medical education. This educational experience is imparted in an atmosphere of research. By virtue of the Act, the Institute grants its own medical degrees and other academic distinctions. The degrees granted by the Institute under the All India Institute of Medical Sciences Act are recognized medical qualifications for the purpose of the Indian Medical Council Act/National Medical Commission and, notwithstanding anything contained therein, are deemed to be included in the first schedule of that Act, entitling the holders to the same privileges as those attached to the equivalent awards from the recognized Universities of India respectively.

At AIIMS Kalyani we endeavor to train future specialists, faculty and researchers, in the postgraduate programme. This can be accomplished in an atmosphere that facilitates research and enquiry. Postgraduate students are exposed to newer methods of teaching and given opportunities in the same. The other important objectives of the Institute are to bring together in one place educational facilities of the highest order for the training of personnel in all the important branches of health activity and to attain self-sufficiency in postgraduate medical education.

## 2. POST GRADUATE DISCIPLINES (MD/MS/MDS)

| Sr. No. | Specialty                        | Total Seat | Sr. No. | Specialty  | Total Seat |
|---------|----------------------------------|------------|---------|------------|------------|
| 1.      | Anatomy                          |            | 17.     | Physiology |            |
| 2.      | Anesthesiology                   |            | 18.     | Dentistry  |            |
| 3.      | Biochemistry                     |            |         |            |            |
| 4.      | Community and Family Medicine    |            |         |            |            |
| 5.      | ENT                              |            |         |            |            |
| 6.      | Forensic Medicine and Toxicology |            |         |            |            |
| 7.      | General Medicine                 |            |         |            |            |
| 8.      | General Surgery                  |            |         |            |            |
| 9.      | Microbiology                     |            |         |            |            |
| 10.     | Obstetrics and Gynecology        |            |         |            |            |
| 11.     | Psychiatry                       |            |         |            |            |
| 12.     | Ophthalmology                    |            |         |            |            |
| 13.     | Orthopedics                      |            |         |            |            |
| 14.     | Paediatrics                      |            |         |            |            |
| 15.     | Pathology                        |            |         |            |            |
| 16.     | Pharmacology                     |            |         |            |            |

### 3. GENERAL CONDITIONS TO BE OBSERVED

1. Postgraduate medical education in broad specialties shall be of three years duration in the degree course and in the case of post-doctoral specialties the duration shall be of three years or six years.
2. Postgraduate and post-doctoral curriculum shall preferably be competency based.
3. Learning in postgraduate and postdoctoral programme shall be essentially autonomous and self-directed.
4. Combination of both formative and summative assessment is vital for the successful completion of the PG programme.
5. The training of PG students shall involve learning experience ‘derived from’ or ‘targeted to’ the needs of the community and hence necessary to expose the students to community-based teaching-learning activities.

**A. Broad Goal and Objectives of PG Programme:** The goal of PG training programme shall be to produce competent medical specialists and/or medical teachers:

- i. Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy;
- ii. Who shall have mastered most of the competencies, pertaining to the specialty, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system;
- iii. Who shall be aware of the recent advances and developments in the specialty concerned;
- iv. Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology;
- v. Who shall have acquired the basic skills in teaching of the medical and paramedical professionals.

**B. General Objectives of Academic Course:** At the end of the academic course the PG students shall be able to:

- i. Recognize the importance to the concerned specialty in the context of the health needs of the community and the national priorities in the health section;
- ii. Practice the specialty ethically.
- iii. Demonstrate enough understanding of the basic sciences relevant to the concerned specialty.
- iv. Identify social, economic, environmental, biological, and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive measures.
- v. Diagnose and manage majority of the conditions in the concerned specialty based on clinical assessment and appropriate clinical investigations.
- vi. Plan and advise preventive and rehabilitative measures for patients suffering from diseases and disability related to the specialty.
- vii. Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behavior in accordance with the societal norms and expectations.
- viii. Play the assigned role in the implementation of national health programme effectively and responsibly.
- ix. Carry research in the concerned specialty revealing innovative treatment methods.

- x. Organize and supervise the chosen or assigned healthcare services demonstrating adequate managerial skills in the field situation or hospital.
- xi. Develop skills as a self-directed learner, recognize continuing medical education needs; select and use appropriate learning resources.
- xii. Demonstrate competence in basic concepts of research methodology and develop ability to critically analyse relevant published research literature.
- xiii. Learn and develop newer skills in teaching-learning methodology as applicable to the teaching of medical/nursing students, general physicians, and paramedical health workers.
- xiv. Evolve as an effective leader of a medical team engaged in healthcare, research, and training.

**C. Components of the PG Academic Course:** The major components of the postgraduate academic course shall be:

- i. Acquisition of theoretical knowledge
- ii. Acquisition and demonstration of highest practical and clinical skills
- iii. Conducting research and writing thesis/research articles
- iv. Learning communication skills
- v. Training in research methodology, medical ethics, and medicolegal aspects of clinical practice

## 4. ADMISSION PROCESS

**I. MD/MS/MDS ACADEMIC COURSE:** Admission to the MD/MS/MDS courses is done through a competitive entrance examination conducted by AIIMS New Delhi. The eligibility, examination patterns, dates, results, and counselling leading to allotment of seats is governed by the rules and regulations as laid down/modified by AIIMS New Delhi from time to time. Briefly these rules are:

- i. A candidate must possess MBBS degree for MD/MS and BDS degree for MDS courses of a University recognized by the Medical Council of India/Dental Council of India and must have completed the required period of 12 months compulsory rotating Internship/Practical training on or before the last date of eligibility. Candidates, who complete their internship after the last date of eligibility are not eligible for this examination.
- ii. The candidate must have obtained a minimum of the following marks in aggregate in all the MBBS / BDS professional examinations
  - a. For candidates belonging to the SC/ST Categories 50% marks in aggregate
  - b. For all other categories including OBC Category 55% marks in aggregate
  - c. For OPH candidates the minimum aggregate as provided in (a) and (b) for the category to which the candidate belongs shall apply.
- iii. The Common Entrance Examination and counselling is conducted by AIIMS New Delhi for selection of MD/MS/MDS students for all the AIIMS through a Computer Based Test (CBT).
- iv. The duration of the examination shall be 3 hours (Three hours/ 180 minutes) for MD /MS/MDS Courses and 1½ hours (One and a half hours /90 minutes) for MDS Courses.
- v. The Online (CBT) Entrance Examination will be conducted in one shift.
- vi. The examination Centres are tentatively proposed all over India.
- vii. The Competitive Entrance Examination will have one paper in English for MD /MS/MDS consisting of 200 (Two hundred) Objective Type (Multiple Choice type) questions.
- viii. The entrance test for MD/MS will consist of multiple-choice questions covering all the subjects taught at M.B.B.S./B.D.S. level.
- ix. At counselling, institute and subject are allotted to the candidates based on their score and category.

## II. Spot Counselling

- i. Seats remaining vacant after open round counselling conducted by AIIMS New Delhi, will be surrendered to the respective AIIMS.
- ii. AIIMS Kalyani shall conduct spot counselling to fill vacant PG seats of AIIMS Kalyani after notifying them on Institute website/News Paper Advertisement/AIIMS New Delhi website as per the rules and regulations of AIIMS PG Entrance Examination.
- iii. Seats remaining vacant even after spot counselling will be carried forward and shall be inducted in the subsequent session of the AIIMS PG entrance examination.
- iv. Also, seats remaining vacant after resignation of the candidate will be inducted in the subsequent session of the AIIMS PG entrance examination.
- v. Under no circumstances the PG seats available for AIIMS PG entrance examination shall exceed the total sanctioned seats per year.

## **REQUIREMENTS FOR ADMISSION OF FOREIGN NATIONALS/OVERSEAS CITIZEN OF INDIA (OCI):**

- i. Foreign nationals are required to fill in the prescribed online application form indicating the choice of subject (only one subject) for admission to Postgraduate courses leading to award of DM/M.Ch. Entrance Examination.
- ii. The foreign nationals are required to send their Registration Slip of Online application through Diplomatic Channel. They are also required to appear in the Competitive Entrance Examination along with other candidates. An Advance Copy, to be submitted at AIIMS, New Delhi before the last date of online registration. However, the application of all such candidates will be processed only after receipt of the same through Diplomatic Channel.
- iii. The foreign nationals will be considered against the seats advertised under the "Sponsored" category for DM/M.Ch. Entrance Examination courses. They should be registered with MCI before they will be allowed to join the said course if they are selected for the same.
- iv. Seats are not reserved in any discipline for foreign nationals (except the bilateral agreement between the Government of India and any other nation).
- v. Nominations/No objection for the candidate should reach the Examination Section before the date of issue of the Admit Card as specified under "AT A GLANCE". In case of non-receipt of the nominations/clearance/no objection from the concerned Ministry by due date, their candidature will not be considered.
- vi. No emoluments will be paid by AIIMS to the Foreign National candidates.
- vii. OVERSEAS CITIZEN OF INDIA (OCI): OCI registered under Section 7A of Citizenship Act 1955 are also eligible to appear in PG courses and all terms and conditions applicable for Indian Nationals will be applicable to the candidates. The candidate will submit proof of Registration as OCI under Section 7A of Citizenship Act 1955 to be eligible to appear for this test.

- i. not be eligible to be Guide/Co-Guide of any other DM/M.Ch./Fellowship candidate in the concerned department during the time he/she is undergoing the course.
- ii. Faculty member has to execute a bond that he/she will serve the institute for a period not less than five years after completing the said course failing to which they are liable to return the total salary, allowances and any amount paid to them by the institute during their course along with a penalty amount of Rs.20 Lacs. In case of violation of compliance of the provisions of the executed bond appropriate legal action shall be initiated against the defaulters.
- iii. During the period of the course, in-service/faculty member will be treated as on study leave.
- iv. The period of study leaves for the said course within the same department or within AIIMS will be counted for the purpose of A.P.S. Those who are availing study leave for courses outside AIIMS the period will not be counted for A.P.S.
- v. The candidate/faculty will not be entitled for winter/summer vacation during the entire course and he/she will be eligible for leaves as per the Residency Scheme.
- vi. Duties/Responsibilities of the trainee will be as per the Residency Scheme.

## 6. RESERVATION OF SEATS

- i. 59.5% of the total Post-Graduate seats (15% for SC, 7.5% ST, 27% for OBC and 10% EWS) excluding those for Sponsored/Foreign National candidates are reserved for the candidates belonging to the Scheduled Castes, Scheduled Tribes, the Other Backward Classes (Non-creamy layer) and EWS.
- ii. Reservation for the Persons with Benchmark Disabilities/Orthopedic Physically Handicapped(OPH) For MD/MS: As per provisions (Chapter VI Clause 32) of the Rights of the Persons with Disabilities Act. 2016, five percent of seats shall be reserved for Persons (Indian nationals) with Benchmark Disabilities/Orthopedic Physically Handicapped (OPH). The reservation will be provided on horizontal basis, as per their rank in order of merit in examination.
- iii. Vacant seat, if any, shall be offered to the candidate from the general/relevant category.
- iv. Other Criteria for Orthopedic Physically Handicapped: The candidate must possess a valid document certifying his/her physical disability conforming to judgment of Supreme Court of India i.e.: i. With the approval of the Ministry of Health & Family Welfare, Govt. of India vide letter no. 18018/2/2009-ME(P-1) dated 17.02.2009 it has been decided that while providing reservation in admission to medical course in the first instance candidates with disability of lower limbs between 50% to 70% shall be considered and in case candidates are not available of such candidates in that category then the candidates with disability of lower limbs between 40% to 50% will also be considered for admission subject to the outcome in the Writ Petition (Civil) 184/2005-Dr. Kumar Sourav Vs. UOI and others pending in the Supreme Court of India.

### v. Note:

- a. The disability certificate should be issued by a duly constituted and authorized Medical Board of the State or Central Govt. Hospitals/Institutions.
- b. The confirmed admission shall be given to candidate subject to fitness on medical examination duly constituted by Medical board involving the faculty from relevant discipline.

## 7. SUBMISSION OF CASTE CERTIFICATE BY SC/ST/OBC/EWS CANDIDATES

- i. After declaration of result of the Entrance Examination, candidates belonging to Scheduled Caste/Scheduled Tribe and Other Backward Classes should submit an attested copy of a certificate from any one of the following authorities stating that the candidate belongs to a Scheduled Caste, a Scheduled Tribe or Other Backward Classes in the prescribed form along with other requisite documents.
  - A. District Magistrate, Additional District Magistrate, Collector, Deputy Commissioner, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate, Sub-Divisional Magistrate, Taluka Magistrate, Executive Magistrate, Extra Assistant Commissioner.
  - B. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  - C. Revenue Officer not below the rank of Tehsildar.
  - D. Sub-Divisional Officer of the area where the candidate and his or her family normally resides.
  - E. Administrator/Secretary to Administrator/Development Officer (Lakshadweep Island) or as authorized in the Constitution.
- ii. The candidate will be required to submit an undertaking to the effect of his/her caste. The detection of any discrepancy in the caste certificate shall entail cancellation of registration. This is as per the provisions made by Ministry of Personnel, Public Grievances and Pensions vide their order No. 36033/4/97-Estt. (RES) dated 25.7.2003 and No. 36011/3/2005 Estt. (RES) dated 9.9.2005 respectively.

### iii. Submission of Cast certificate OBC candidates:

- i. Candidates applying under OBC category must possess valid OBC certificate issued by competent authority within last one year prior to the date of First Counselling.
- ii. The certificate must mention that caste as mentioned in OBC Certificate is listed in Central OBC list vide gazette notification.
- iii. The certificate must be valid for admission in Central Government Institutions.
- iv. The certificate must mention that the candidate does not belong to Creamy Layer.
- v. Candidates who fail to submit the OBC category certificate with above details or submit OBC

certificate valid for state only will not be allotted seat in the OBC category by the counselling committee. Such candidate can be considered as unreserved candidate strictly in order of their merit, for the same round or future round.

## **8. INSTITUTIONAL PREFERENCE**

- i. By way of institutional preference, the institutional candidates i.e., those who have graduated from All India Institute of Medical Sciences, Kalyani shall be preferred for admission against 50% of total MBBS seats of AIIMS of the open general seats without any discipline wise preference,in accordance with the judgment of the Hon'ble Supreme Court and subsequent judgment dated 07-05-2004 of the Supreme Court in Saurabh Chaudhary Vs. Union of India W.P. (C) No. 29 of 2003 and connected matters.
- ii. Applicable to medical graduates of AIIMS Kalyani only for PG seats of AIIMS, Kalyani.
- iii. Any seat left vacant out of the AIIMS preferential seats or any other reserved seats shall be available to other open general category candidate in order of merit.

## **9. CONTRACT**

- i. Each Junior Resident/Senior Resident will be on contract service for period of three/six years and will be required to execute a contract bond on a non-judicial stamp paper. The copy of language of the bond to be executed can be collected from Academic Section. The bond duly completed in all respects shall be required to be submitted at the time of joining.

## **10. CONDITIONS FOR DISCONTINUATION OF ACADEMIC COURSE**

The following shall be conditions/reasons [not limited to] for discontinuation of academic course:

- i. Voluntary leaving the course or unauthorized continuous absent from the duty/academic course, absconding or untraceable etc.
- ii. Admission to the academic course taken by fraudulent means or submitting fake documentsetc.
- iii. Disciplinary action resulting in expulsion/rustication of the PG student from the course.
- iv. Candidate found to be physical or mental incompetent existing prior to the admission or during the academic course.
- v. Death of the candidate.
- vi. Any other.

## **11. PENALTY FOR DISCONTINUATION OF STUDY DURING THE COURSE**

- i. Original certificates of any candidate who opts for a confirmed seat will be retained in the Academic Section.
- ii. The same will not be returned to the candidate before completion of the course unless he/she deposits a sum of Rs.3,00,000/- (Rupees Three Lakh only) once seat has been confirmed irrespective of the fact whether he/she joins the course or not. If any candidate who joins the MD/MS/MDS/M.Sc. Nursing & M.Ch./DM courses, leaves the said course within six months of joining, he/she shall be liable to pay a sum of Rs.3,00,000/- (Rupees Three Lakh only) and any candidate who joins the PG courses and leaves after six months of joining shall be liable to pay a sum of Rs.5,00,000/- (Rupees Five Lakh only) as compensation for losses incurred by the AIIMS due to such midstream departure.
- iii. The salary for the month in which his/her resignation from the PG seat becomes effective, shall also stand forfeited. (An undertaking is to be submitted at the time of admission in this regard).

## 12. OTHER TERMS & CONDITIONS

**i. Emoluments:** Junior Residents/Senior Residents (three- or six-years tenure period) will be paid a sum of as per pay level 10 and pay level 11 respectively including yearly increments and other allowances as admissible under the rules or revised pay scale as per 7th Central Pay Commission and notified by the Central Government from time to time.

**ii. Duties and Responsibilities:** Duties and responsibilities of Junior Residents will be fixed by the Departments from time to time. They will be required to perform such work as may be needed in the legitimate interest of patient care in the hospital.

### iii. Leaves:

- a. During the term of employment, the Junior Residents/Demonstrators will be entitled to 30 days leave in the first year, and 36 days of leave each in second and third year.
- b. Candidate pursuing six-year DM/M.Ch. academic course will get leaves as per JR [Academic] in the first three years of course and leaves as per SR [Academic] in the next three years of the course.
- c. The leave cannot be carried forward.
- d. Residency as well as exam of residents who avail of the leave over and above their entitlement will be extended. However, up to 30 days leave without pay in overall three years may be condoned by the Dean on special grounds for appearing in usual term of examination but the candidate is required to work for the extended period. If leave without pay of the resident exceeds 30 days, his examination is postponed by six months.
- e. Un-availed leave will be encashed after completion of three years.
- f. No encashment is eligible for sponsored/foreign national.
- g. The Junior Residents/Senior Residents (Academic) are entitled for Maternity Leave for 180 days during their course with full pay, but their period of registration/ final exam will be postponed. A substitute (Junior Resident Non- Academic) can be appointed on ad hoc basis subject to the condition that such request is received from the concerned Head of the department.

### iv. Leaves for DM/M.Ch. candidates

- a. DM/M.Ch. candidates [3-year academic course] are entitled for the following leave during the three years training: First year – 24 days; Second Year – 30 days; Third year – 36 days.
- b. Leaves of different years cannot be clubbed together. The leaves of one year cannot be carried forward to another year.
- c. Leaves availed by candidates beyond permissible limit [per year] shall be treated as Extra Ordinary leave [EOL] without pay. The extraordinary leaves can be availed up to maximum of 30 days in the tenure period of 3/6 years. But the candidate will have to work for the extended period equivalent to that of EOL.
- d. In case EOL availed are more than 30 days the Residency will be extended for the similar period and final examination of the candidate shall be held with next batch.
- e. The unavailed leaves can be encashed after completion of tenure period on submission of final NO DUES from the concerned department.

- f. Sponsored/Foreign National candidates are not entitled for leave encashment.
- g. MATERNITY LEAVE: The female residents [DM/M.Ch.] are entitled for maternity leave as per Government of India rules during their course with full pay. Their period of registration/training will be extended for the equivalent period after adjusting unavailed leaves as permissible in 3 years [90 days]. The DM/M.Ch. candidate will have to work for the extended period and final examination of the candidate shall be held with next batch.
- h. PATERNITY LEAVE: The male residents [DM/M.Ch.] are entitled for paternity leaves as per Government of India rules. The tenure will be extended, and exams will be postponed only if the total leaves exceed 90 days in 3 years.
- v. The emoluments shall be paid only for a maximum period of three years [six years in case of six-year PG academic course] subject to attendance.

## **vi. Conference Leaves:**

- a. Junior Residents/Senior Residents (Academic) will be granted permission to attend the academic activities i.e. CME/Conference/Symposium/ Workshop etc. and for that purposes, they can avail total 09 (nine) days of Academic Leaves/On Duty leaves for the entire tenure of three year without any annual cap/limit.
- b. In addition to these 09 (nine) days of Academic/on Duty leaves, candidate shall be free to avail leaves for academic purpose out of permissible 102 days leaves (30+36+36), in case of 09 days of Academic leaves/On Duty leaves are availed/exhausted.
- c. Academic leaves/On Duty leaves will be considered only after recommendations of the concerned Head of the Department subject to approval of the Dean (Academic).
- d. Application for seeking permission for Academic Leave/On Duty Leaves should be furnished on approved application form along with requisite documents. An application complete in all respects duly recommended and forwarded by concerned Head of the Department must be received in Dean Office well in advance at least 15 days prior to the commencement of the event for consideration.
- e. These leaves shall be approved provided that the student is presenting a paper/poster in the conference or participating as delegate for training purpose in workshops/CMEs.
- f. The student availing such academic leaves/conference leaves/on duty leaves should submit proof in the form of the attendance/participant certificate from the conference secretariat.
- g. The conference leaves sanctioned as above shall not be used for any other purpose.
- h. The un-availed conference leave/academic leaves/on duty leaves shall not be carried forward and shall not be eligible for encashment purpose.
- i. This special provision of academic/conference leaves/on duty leaves is made to promote academic activities thereby participation in International/National or State level conference/workshop/CMEs etc.

### **13. DURATION OF ACADEMIC COURSES**

- i. Duration of MD/MS/MDS course is 3 completed years including examinations.
- ii. Duration of D.M/M.Ch. is 3 or 6 completed years including examinations.
- iii. The training period is full time and continuous.
- iv. The training period shall involve clinical, teaching, research, and administrative activities.
- v. During the academic course there shall be proper training in basic sciences related to the specialty, training in applied aspects of the subject and there shall be training in allied subjects related to the concerned specialty.
- vi. During academic training emphasis must be given to gain knowledge about the recent advances in the concerned subject.

## 14. TEACHING-LEARNING METHODOLOGY

- i. The following shall be teaching learning methodology in PG academic course [not limited to]:
  - a. Lectures, seminars, journal clubs, case discussion/presentation, group discussions.
  - b. Participation in laboratory and experimental work, carrying research studies.
  - c. Attending clinics, performing operations/procedures, ward rounds, bedside teaching, clinical meetings, Clinico-pathological conferences, attending mortality meeting, community activities.
  - d. Practical training in diagnosis and medical and surgical treatment.
  - e. Rotatory clinical postings in various disciplines.
  - f. Vertical and horizontal teaching.
  - g. Paper publications, paper, or poster presentation.
  - h. Attending conferences, workshops, and training programmes.
  - i. E-learning.
- ii. All the students pursuing postgraduate and post-doctoral academic courses at AIIMS Kalyani, must attend Foundation Course which is compulsory in nature for better acquisition of knowledge and skills in various scientific disciplines.
- iii. The timeline and methodology of conduction of these courses will be announced by the Dean Office in timely manner.
- iv. It shall be mandatory for the postgraduate and postdoctoral student to pass the foundation course.

## 15. FEES

i. Each candidate selected for admission will have to pay the following Course Duration Fees and dues:

| Sr. No. | Description         | Amount in (Rs)  | Duration |
|---------|---------------------|---|----------|
| 1       | Registration        | Rs. 25/-  |          |
| 2       | Tuition Fee (MD/MS) | Rs. 702/-   | 3 years  |
| 3       | Laboratory Fee      | Rs. 120/-   | 3 years  |
| 4       | Pot Money           | Rs. 720/-   | 3 years  |
| 5       | Hostel Rent         | Nil   | Nil      |
| 6       | Electricity         | Rs. 240/-   | 3 years  |
| 7       | Gymkhana Fee        | Rs. 120/-   | 3 years  |
| 8.      | Caution Money       | Rs. 100/- (to be deposited by every student for the recovery of breakages or loss of institute's equipment) |          |
| 9       | Hostel Security     | Rs. 1000/-  |          |

*(All Fees and dues payable at the time of admission)*

### ii. Note:

- The hostel security deposit is refundable.
- Fees and other charges including hostel rent once paid shall not be refunded in any case and no correspondence will be entertained in this connection. However, the caution money will be refunded to those candidates who do not join the course. The caution money must be claimed within one year after completion of the course failing which it will be forfeited.
- Hostel accommodation shall be provided for a maximum period of 36 months.
- Fees once paid by student while taking admission to AIIMS Kalyani and after confirming the admission, shall not be refunded and no correspondence will be entertained in this connection.

## **16. HOSTEL ACCOMMODATION**

- i. The unmarried Junior/Senior Residents will be provided hostel accommodation subject to availability.
- ii. Those married and living with family will be provided, subject to availability, hostel accommodation.
- iii. HRA will not be admissible for those allocated hostel accommodations. However, the sponsored Junior/Senior Residents will be charged a sum of Rs.450/- per month for single room hostel accommodation and a sum of Rs.650/- per month for married hostel accommodation.
- iv. The hostel accommodation is subjected to availability of hostel rooms and will be as per the hostel allotment rules.
- v. Hostel accommodation shall be mandatory for the PG student pursuing academic course at this Institute.

## 17. REPORTING AT AIIMS KALYANI

- i. On selection for AIIMS Kalyani students have to visit the Dean Office for document verification and submission.
- ii. Candidates are required to undergo a medical test at AIIMS Kalyani before being admitted to the course and on satisfactory report candidates would collect the admission slip.
- iii. No selected candidates will be permitted to pay fee/join the course unless declared medically fit by the Medical Board appointed by the Institute. The decision of the Medical Board shall be final.
- iv. Each candidate selected for admission shall have to pay the fees/dues within prescribed period failing which his/her admission shall be cancelled.
- v. On completion of the admission process candidates are required to report to the respective Heads of the Departments [HoDs] with the admission slip. Respective HoDs will arrange the joining in the department and allocate guide (s) by rotation [e.g., In a department with 3 faculty, the first PG student shall be registered under senior most faculty, the second PG student shall be registered under the second senior most and so on].
- vi. Allotment of PG guide shall be done by the Dean, AIIMS Kalyani on a rotation basis such that every faculty shall have at least one PG student to guide.
- vii. The list of enrolled post-graduate [PG] students along with their allotted guides and co-guides must be sent to the Dean and the Registrar within one month, which shall be maintained by the Office of the Registrar.

## **18. ROTATION SCHEDULE AND LOGBOOK OF PG STUDENTS**

- i. PG departments should prepare a rotation schedule and teaching evaluation plan for a 3-year/6- year PG course which should be submitted to Dean (Academic).
- ii. The basis of such rotation shall be the principle laid down in PG curriculum of AIIMS Kalyani.
- iii. PG departments also need to provide a format for the logbook to document their rotations, participation in academic activities, acquisition of skills etc.
- iv. All PG students must maintain a record or logbook of the work carried out by them and the training programme or academic activities performed during the academic course including details of surgical operations/procedures assisted or done independently by them.
- v. The record or logbook shall be checked and assessed periodically by the faculty members imparting the training.
- vi. The PG logbook must be certified by HoD and/or Department Faculty In-Charge at the end of every six months.

## 19. CODE OF CONDUCT FOR PG STUDENTS

### a. Maintenance of Discipline among students:

- i. All powers relating to discipline and disciplinary action are vested with the Director, AIIMS Kalyani.
- ii. The Director, AIIMS Kalyani may delegate all such powers, as he/she deems proper to the Dean and to such other persons as he/she may specify on his behalf.
- iii. The following shall amount to acts of gross indiscipline:
  - a. Physical assault or threat to use physical force against any member of the teaching or nonteaching staff of any Department/Centre of AIIMS Kalyani or any other persons within the premises/Campus of AIIMS Kalyani.
  - b. Carrying or use or threat of use of any weapon.
  - c. Violation of the status, dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
  - d. Any practice, whether verbal or otherwise, derogatory to women.
  - e. Any attempt at bribing or corruption in any manner.
  - f. Willful destruction of institutional property.
  - g. Creating ill-will or intolerance on religious or communal grounds.
  - h. Causing disruption in any manner of the functioning of the AIIMS, Kalyani.
  - i. Regarding ragging the directive of Supreme Court will be followed strictly. It is as under: "As per direction of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of the ragging. Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside any educational Institution, shall be suspended, expelled or rusticated from the Institution and shall also be liable to fine which may extend to Rs. 10,000/- . The punishment may also include cancellation of admission, suspension from attending the classes, withholding/withdrawing fellowship/scholarship and other financial benefits, withholding or cancelling the result. The decision shall be taken by the Head of the Institution."
  - iv. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate. The Director may in exercise of his/her powers aforesaid order or direct that any student or students.
    - a. Be expelled;
    - b. Be, for a stated period; be not for a stated period, admitted to a course or courses of study in AIIMS.
    - c. Be fined with a sum of rupees that may be specified;
    - d. Be debarred from taking any examination(s) for one or more semesters.
    - e. Withhold the result of the student(s) concerned in the Examination(s) in which he/she or they have appeared be cancelled.
    - f. Be prohibited for appearing or completing any examination for any unfair means like copying/taking notes, mobiles, or any other electronic gadgets inside the examination halls.
  - v. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and

several authorities of the AIIMS Kalyani who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Rules, and the rules that have been framed there under by competent authorities of AIIMS Kalyani.

## **b. Prohibition of and Punishment for Ragging:**

- i. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of AIIMS Kalyani and also outside the AIIMS Campus.
- ii. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under this Rules.
- iii. Ragging for the purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by other students and includes individual or collective acts or practice which:
  - a. Involve physical assault or threat or use of physical force;
  - b. Violate the status, dignity and honor of women students;
  - c. Violate the status; dignity and honor of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
  - d. Expose students to ridicule and contempt and affect their self-esteem;
  - e. Entail verbal abuse and aggression, indecent gesture and obscene behavior.
- iv. The Director, Dean, Hostel Superintendent and Faculty of AIIMS Kalyani shall take immediate action on any information of the occurrence of ragging.
- v. Notwithstanding anything in Clauses above, the Dean or any other Faculty member/or authority may also *suo moto* enquire into any incident of ragging and make a report to the Director of the identity of those who have engaged and the nature of the incident.
- vi. The Dean may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
- vii. On the receipt of a report under above clause (s) or a determination by the relevant authority disclosing the occurrence or ragging incidents described in the relevant clause (s), the Director shall direct or order rustication of a student or students for a specific number of semesters.
- viii. The Director may in other cases of ragging order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study at AIIMS Kalyani, departmental examination for one or more semesters or that the result of the student or students concerned in the examination(s) in which they appeared be cancelled.
- ix. In case where students who have obtained degree(s) of AIIMS Kalyani are found guilty under this Rules, appropriate action will be taken for withdrawal of degrees conferred by the AIIMS Kalyani.
- x. For the purpose of this Rules, abetment to ragging will also amount to ragging.

## **c. Prohibition of Consumption of Liquor:**

- i. As consumption/storage/manufacture of liquor is prohibited in the State of Bihar, Post- graduate and Post-doctoral students admitted at AIIMS Kalyani must abide and comply with this concerned state law. PG student violating this rule shall be subjected to disciplinary and punitive action as per the AIIMS Kalyani Rules/Regulations and State Law.

- d. Prohibition of Private Practice:** Private practice in any form is prohibited while pursuing PG academic course. If a post graduate or post-doctoral candidate is found in violation of this clause, appropriate disciplinary action will be taken by appropriate authority of AIIMS Kalyani.
- e. Disciplinary Committee:** There shall be a Disciplinary Committee constituted under the Chairmanship of the Dean, AIIMS Kalyani who will investigate and address issues regarding breach in disciplinary rules. The Committee will investigate into the complaints received from the students, faculties, staff or suo moto in such matters and upon enquiry shall submit a report of findings suggesting recommendations to the Competent Authority for further process and necessary actions.
- f. Unauthorized absence of students:** Unauthorized absence of students will be informed to the Students and Parents or Local Guardians. At least 3 reminders will be issued with a gap of 10 days by the Academic Section to these students. Thereafter the action of cancellation of the registration of the concerned will be decided by the Dean/ Director, AIIMS Kalyani.

## 20. **ELIGIBILITY CRITERIA FOR POST GRADUATE TEACHERS (PG GUIDE and CO-GUIDE)**

- i. A regular faculty having minimum five [05] years of teaching experience in the concerned subject after obtaining a recognized post-graduation degree/qualification [MD/MS/DNB/MDS/DM/M.Ch./PhD], shall be considered as eligible for Post Graduate teacher for the purpose of guiding a MD/MS/MDS/DM/M.Ch./PhD candidate at AIIMS Kalyani.
- ii. Contractual faculty shall not be appointed as PG guide.
- iii. Co-guide may also be from other medical/non-medical institute provided that the thessissynopsis or protocol warrants such technical or academic expertise which is not available in this Institute.
- iv. In case a Co-guide from outside the Institute is appointed he/she must satisfy the following conditions:
  - a. He/she must be a regular faculty of that Institute/Organization.
  - b. He/she must have the requisite knowledge and skill to guide a PG student.
  - c. He/she may be from a medical or non-medical background.
  - d. He/she must have adequate time to guide the PG student in the thesis work.
  - e. The HoD (department where the PG student is pursuing his postgraduate academic course) and PG guide (under whom the student is registered) must endorse that the Co-guide from outside Institute has essential qualifications and experience to guide the PG student of this institute after verifying the above. It shall be the responsibility of the HoD and the PG guide to ensure this, so that no difficulty arises in carrying PG thesis work.
  - f. Approval of such Co-guide shall be at the discretion of the Dean/Director of the Institute.

### **v. Approval of Post Graduate Teacher:**

- a. The faculty desirous of being post graduate teacher shall submit his/her application in the prescribed format through the HoD to the office of the Dean.
- b. The application shall be then placed for consideration and approval by the Dean and Director, AIIMS Kalyani.
- c. The Dean will then release list of approved teachers against whom PG candidates can be enrolled/registered.
- vi. Regular faculty of the Institute shall not become Principal Investigator or Chief Guide to any research work carried outside the Institute. However, he/she may become a co-guide or co-principal investigator after approval from the Dean/Director.

### **vii. Broad Guidelines for Faculty: Resident ratio based on the type of programs are as follows:**

- a. For department having only MD/MS program a ratio of 3 students for one eligible faculty member
- b. For departments having only DM/M.Ch. programs, a ratio of 3 students per eligible faculty member
- c. For departments having both MD/MS and DM/M.Ch. program a ratio of 5 students per eligible faculty member (this is based on the principle that the training level of MD/MS and DM/M.Ch. residents is different)
- d. For departments having MD/MS and Fellowship program a ratio of 5 students per eligible faculty member

- e. For departments having MD/MS/DM/M.Ch. and fellowship program a ratio of 5 students per eligible faculty member
- f. For departments having DM/M.Ch. programs and Fellowship programs a ratio of 5 students per eligible faculty member.
- g. Faculty to postgraduate student ratio of 1:3 with a maximum ceiling of 5 students as chief guide. It means that a department with 6 faculty members can have maximum of 18 PG students (6 per year) with the availability of enough clinical material/diagnostic facilities/other training facilities [to be deleted].
- h. Bed Strength: for clinical specialties with balanced IPD-OPD services, the criteria of 20 beds for 9 PG seats (MD/MS/MDS) and 15 beds for 9 super-specialty PG seats (DM/M.Ch) for the 3-year block (3 seats per year) was considered appropriate. Thus, for such departments, the number of seats would be based on the faculty: PG ratio of 1:3 with a ceiling of 9 seats for 20 beds. Thus, a department with 9 faculty and 60 beds would get a total 27 seats (9 per year). Another department with 6 faculty and 40 beds would get only 18 seats (6 per year). In case of super-specialty (DM/M.Ch.), a department with 6 faculty and 30 beds can have maximum of 18 DM/M.Ch. students.
- i. Bed based criteria is not applicable to Diagnostic Services/Pre-clinical/Para-clinical departments and other departments [e.g., Laboratory Medicine, Nuclear Medicine, Radio-diagnosis, Emergency Medicine, Anaesthesia, PMR, Dermatology, Radiotherapy, Dental Disciplines, Pre- and Para-Clinical Subjects etc]. The faculty: PG ratio of 1:3 shall be the criteria for deciding the number of PG seats in these departments.
- j. It is necessary that periodic evaluation of the number of sanctioned seats in any given department should be done to ensure availability of enough faculty members and clinical material for training these residents.

## 21. THESIS SUBMISSION AND EVALUATION [MD/MS/MDS] 3-YEAR COURSE

- i. The postgraduate program must ensure meaningful, supervised research experience with appropriate protected time while maintaining the clinical and laboratory experience. The PG students must learn the design and interpretation of research studies, responsible use of informed consent and research methodology and interpretation of data and statistical analysis. They will be advised and supervised by qualified staff members in the conduct of research. They must learn to use library, Medline search, internet facilities etc. This training will help them to develop skills in planning, designing and conduct of research studies.
- ii. Every candidate shall carry out work on an assigned research topic under the guidance of a recognised post graduate teacher, the result of which shall be written up and submitted in the form of a thesis. The study should preferably be prospective in nature and should be of clinical/practical relevance as much as possible. A candidate shall be allowed to appear for the final examination only after the acceptance of the thesis by the examiners.

### I. Objectives:

1. The student would be able to demonstrate capability in research by planning and conducting systematic inquiry and data analysis and deriving conclusion.
2. The student should be able to communicate scientific information for health planning.

### II. Guide for thesis:

1. The chief guide will be from the parent department in which the student is pursuing postgraduate [MD/MS/MDS] course.
2. Co-guide (s) will be from the parent department or from other disciplines/institute (s) related to the thesis.

### III. Submission of thesis protocol:

1. The PG student must be allocated a guide/co-guide by the department within one month of his/her joining the department.
2. The candidate has to submit the thesis protocol within four months.
3. Maximum extension given for submission of thesis protocol will be two months.
4. Protocol in essence should consist of:
  - a. Introduction
  - b. Hypothesis or research question.
  - c. Aims and objectives
  - d. Brief review of literature
  - e. Suggested materials and methods and scheme of work
  - f. Statistician should be consulted at the time of selection of groups, number of cases and method of study. He should also be consulted during the study.
  - g. Bibliography/References.
5. The thesis protocol must be presented in the department to the DRC (Departmental Research Committee) before being forwarded to the Institute Research Committee and the Institutional Ethics Committee for approval. After its approval by the DRC, it will be then forwarded to the Institute Research Committee (IRC). The IRC after approving the thesis protocol will then

forward it to the Institutional Ethics Committee (IEC) for ethical approval. The IRC then shall communicate the list of approved thesis synopsis/protocol (including IEC approval status) to the Dean Office. The Dean Office after confirming the above shall submit the details of the PG student including approved thesis synopsis/title to the CoE/Registrar of the Institute for registration of the thesis title.

6. Ethics Committee approval is necessary before initiating the study project and the initiation of the study should start only after the approval of the IRC and Institutional Ethics Committee.
7. If any candidate wants to change the thesis protocol, it may be permitted within the next six months i.e., within a year from the date of registration of the candidate. However, if the period exceeds one year, the Dean may permit the same at his own discretion on the recommendation of the departmental faculty and chief guide up to a total period of 1 ½ years. The total period of Junior Residency will, however, remain the same i.e., 3 years.
8. The thesis protocol / synopsis shall be submitted to the Institute Research Committee and subsequently to the Ethics Committee [IEC] for approval of the methodology and topic registration.
9. **Thesis protocol/synopsis submission and evaluation for MD/MS/MDS:**
  - a. Period of submission of thesis protocol: within 4 months from the date of registration/joining.
  - b. Relaxation by the Dean on merit of each case: 2 months
  - c. Additional extension with penalty (period of registration to be increased by one term i.e., six months) with permission of Dean 6 months. Thereafter the registration will stand cancelled

#### **IV. Thesis Submission:**

1. The candidate must submit the thesis six months before the examination.
2. The last date for submission of thesis for the students registered for MD/MS/MDS degree will be **30<sup>th</sup> JUNE** for those appearing at the **DECEMBER** examination and **30<sup>th</sup> NOVEMBER** for those appearing at the **MAY** examination.
3. The maximum extension for submission of thesis granted by the Dean: up to 15 days as a special case provided adequate justification is given by the Head of the department.
4. No extension after 15 days shall be granted. Thesis submitted beyond this due date would entail extension of the registration period and a delay in the date of final examination.

5. Last date for submission of thesis for DM/M.Ch. will be 31<sup>st</sup> of August for those appearing in the DECEMBER Examination and 31<sup>st</sup> JANUARY for those appearing in the MAY Examination.
6. The maximum extension for thesis submission for DM/M.Ch. may be given by the Dean up to 15 days case to case basis on the recommendation of the Head of the Department. No extension after 15 days shall be granted. If the candidate fails to submit the thesis within the prescribed/extended period, then he/she will not be eligible to appear in final examination and will appear in examination in next session.
7. All postgraduate students are required to forward their thesis through the Head/Acting Head of the department with a copy of the forwarding letter to Dean. The Head of the Department/Acting Head will forward the thesis immediately to the Academic Section for further processing.
8. If the thesis has not been signed by either the Guide or the Co-Guide, due to the fact that either of them happened to be abroad/foreign assignment/leave, the same may be accepted by the Academic Section if it has been signed by either the Guide or Co-Guide whichever the case may be.
9. If Guide happens to be abroad on foreign assignment for a period of less than one year, the Co-Guide from the same department should immediately take over the responsibility during the period of his/her absence under intimation to the Academic Section.
10. The Faculty members who have less than 2 years of service for superannuation should not be the Guide.
11. If a Guide is away on a foreign assignment for a period of more than 12 months, the senior most of the Co-Guide of the same department will take over the responsibility of the Guide under intimation to the Academic Section.
12. While submitting the thesis protocol the Head of the Department must ensure that there is at least one Co-Guide from the same department.
13. In the event of Superannuation of Guide or resigning/leaving/ proceeding on long leave the co-guide in the same department will be nominated as Guide (if fulfilling the eligibility criteria) and another co-guide will be nominated from the same department.
14. Those residents who appeared in the MD/MS examination after the completion of their three years of residency may be permitted to reappear in the examination within 5 years of their submission of thesis. Those residents who do not complete their junior residency will not be permitted to appear in the examination.
15. The thesis shall relate to the candidate own work on a specific research problem or a series of clinical case studies in accordance with the approved plan.
16. The thesis should be signed by the guide, co-guide (s) and the Head of the Department of the parent subject and then submitted to the Office of the Controller of Examinations/Registrar for evaluation and assessment through Academic section.
17. The thesis shall contain: contents, acknowledgement [if any], introduction, review of literature, material and methods, observations/results, discussions, conclusion, limitations of study, future scope of work, summary, and references in Vancouver style.
18. Along with the thesis, the candidate shall submit the requisite forms containing the authorization from the guide/co-guides and Head of the Department for submission of the thesis and a certificate.

19. The thesis shall be written in English language, typed and printed on white bond paper 22 X28 cms with a margin of 1.5 cm. and pagination, bearing the matter on both side of paper andbound with cardboard/rexine, with the title, author's name and the name of the Institute printed on the front cover.
20. Each candidate should print six copies of thesis: Dean [four copies], Department [one copy] and personal [one copy].
21. Each candidate shall submit certified soft copy [PDF] of his/her thesis to the Dean's Office for record purpose.
22. Each candidate shall submit to the Dean four signed copies of thesis, through their respective Head of the Department, not later than six months prior to the date of commencement of theory examination in the subject.
23. Under no circumstance's plagiarism is allowed regarding thesis work.
24. It is the responsibility of the PG student to ensure that the research work is carried out in ethical manner and free from plagiarism.
25. Clinical trial conducted in the department shall not be the topic of thesis work.

## **v. Evaluation of thesis:**

1. The thesis shall be referred by the Institute for evaluation to the Examiners appointed by the institute. The examiners will report independently to the Controller of Examinations or Registrar and recommend whether the thesis is
  - a. Approved
  - b. Returned for improvement or revision as suggested
  - c. Rejected
2. The thesis shall be sent for evaluation, to at least a minimum of three examiners – one internal and two externals. The examiners will report independently to the Controller of Examination/Registrar of the Institute.
3. The thesis shall be deemed to have been accepted when it has been approved by at least two examiners.
4. Where improvements have been suggested by two or more of the examiners, the candidate shall be required to re-submit the thesis, after making the requisite improvements for evaluation.
5. When a thesis is rejected by the examiners, it shall be returned to the candidate who shall have to write it again. The second thesis, as and when submitted shall be treated as a fresh thesis and processed. A thesis rejected by the examiners can be re-submitted after complete revision with incorporation of new results, not earlier than one year and not later than two years from the date of intimation of thesis rejection by the office of examination. The re- submitted thesis with complete revision and incorporation of new results may be sent again to the same set of examiners or to new set of examiners at the discretion of Director/Dean. Rejection of the re-submitted thesis again will disqualify the candidate and his registration will permanently be cancelled.
6. Acceptance of thesis submitted by the candidate shall be a pre-condition for his/her admission to the final examination.
7. There shall be no separate marks allotted for thesis.

8. Provided that under special circumstances if the report from one or more examiners is not received by the time the post-graduate examination is due, the candidate may be permitted provisionally to sit for the examination, but the result be kept withheld till the receipt of the report subject to the condition that if the thesis is rejected then the candidate in addition to writing a fresh thesis, shall have to appear in the entire examination again.
9. A candidate whose thesis stands approved by the examiners but fails in the examination, shall not be required to submit a fresh one if he/she appears in the examination in the same branch on a subsequent occasion.
10. The following algorithm will be applied for arriving at decision to allow/not allow the candidate for progressing further:

| Recommendation of Examiners |                     |                   |                     |
|-----------------------------|---------------------|-------------------|---------------------|
| External Examiner 1         | External Examiner 2 | Internal Examiner | Decision for thesis |
| Accept                      | Accept              | Accept            | Accept              |
| Accept                      | Revise              | Accept            | Accept              |
| Accept                      | Revise              | Revise            | Revise              |
| Accept                      | Reject              | Accept            | Accept              |
| Accept                      | Reject              | Reject            | Reject              |
| Reject                      | Reject              | Reject            | Reject              |

### Suggested timelines for thesis work:

| Stage | Nature of Work   | Time in months [from admission]              |
|-------|--|--|
| I.    | Allotment of Guide/Co-guide  | 0 – 1 month                                  |
| II.   | Selection of topic and Thesis protocol submission  | 0 – 4 months                                 |
| III.  | Approval of the DRC, Institutional Research Committee and Institutional Ethics Committee | 4 – 6 months                                 |
| IV.   | Completed and certified thesis submission to the Dean Office                             | Six months prior to final theory examination |

## 22. INTERNAL ASSESSMENT

### I. MD/MS/MDS ACADEMIC COURSES [3-YEAR]

- Internal assessment [formative assessment] shall be part of evaluation/assessment of the PG candidate during the course.
- The weightage of internal assessment shall be 20% of the final examination.
- Each department should devise a logbook of training and a method of continuous formative assessment which will contribute to the candidate's internal assessment marks.
- The pattern of internal assessment shall be as below:

| First Internal Assessment Examination |           | Pre-final examination |           | Total Internal Assessment |           | Final IA marks converted to |           |
|---------------------------------------|-----------|-----------------------|-----------|---------------------------|-----------|-----------------------------|-----------|
| Theory                                | Practical | Theory                | Practical | Theory                    | Practical | Theory                      | Practical |
| 80                                    | 40        | 160                   | 80        | 240                       | 120+120*  | 80                          | 80        |
|                                       |           |                       |           |                           |           |                             |           |

#### First Internal Assessment Examination:

- The first internal assessment examination shall be conducted at the end of 1.5 years of the course by the department.
- The topic/syllabus for examination shall be decided by the HoD and the faculty members of the department.
- The examiners shall be within the department and decided by the HoD.
- The signed result shall be submitted in sealed envelope to the office of the Registrar/CoE.
- The pattern of first internal assessment theory and practical/clinical and viva voce examination shall be as below:

| Theory Paper | Marks     | Practical    | Total marks |
|--------------|-----------|--------------|-------------|
| Paper I      | 40        | Long case    | 20          |
| Paper II     | 40        | Short Case   | 10          |
|              |           | Spotters     | 05          |
|              |           | Viva-voce    | 05          |
| <b>Total</b> | <b>80</b> | <b>Total</b> | <b>40</b>   |

**\*From formative assessment based on logbook and**

#### **periodic assessments Pre-final examination:**

- There shall be one pre-final examination during the academic course.
- Pre-final examination shall be conducted three months prior to the final examination by the department and only after the acceptance of the thesis by the Registrar/CoE office.
- The syllabus shall be as per the final examination.

- There shall be a panel of three examiners [two internal and one external] for pre-final practical examination.
- The theory paper for pre-final examination shall be set by the HoD/internal examiner as per the final examination pattern.
- Theory paper shall include short essay questions covering the syllabus.
- No objective questions shall be asked in the theory examination.
- The pattern of pre-final examination theory and practical shall be as per below:

| Theory Paper | Topics                                | Total marks |
|--------------|---------------------------------------|-------------|
| Paper I      | Basic sciences related to the subject | 40          |
| Paper II     | Speciality Subject                    | 40          |
| Paper III    | Speciality Subject                    | 40          |
| Paper IV     | Recent advances and applied aspects   | 40          |

| Practical Heads  | Total marks |
|--|-------------|
| Major Clinical/Practical   | 30          |
| Minor Clinical/Practical   | 20          |
| Spotters: This may include instruments/Drugs/ECG/Procedure/X ray or CT scan image etc. | 10          |
| Thesis Viva and Grand Viva Voce  | 10          |
| Microteaching  | 10          |
| <b>Total</b>   | <b>80</b>   |

### NOTE:

- In case if a candidate is unable to attend scheduled examination (s), he/she may be allowed to do so only on valid grounds and after taking due permission from the Dean/Director of the Institute. The candidate may appear at a later date, so decided by the Registrar/Dean of the Institute.
- The final internal assessment marks should be communicated to the Registrar/CoE Office in prescribed format at the earliest. The details of all examination conducted by the department with theory/practical assessment including theory and practical answer sheets/marks sheets should be treated as confidential and retained in the department.

## II. DM/M.Ch. ACADEMIC COURSES [3-YEAR]

- Internal assessment [formative assessment] shall be part of evaluation/assessment of the PG candidate during the course.
- The weightage of internal assessment shall be 20% of the final examination.
- Each department should devise a logbook of training and a method of continuous formative assessment which will contribute to the candidate's internal assessment marks.

- The pattern of internal assessment shall be as below:

| First Internal Assessment |           | Pre-final examination |           | Total Internal Assessment |           | Final IA marks converted to |           |
|---------------------------|-----------|-----------------------|-----------|---------------------------|-----------|-----------------------------|-----------|
| Theory                    | Practical | Theory                | Practical | Theory                    | Practical | Theory                      | Practical |
| 50                        | 50        | 150                   | 100       | 200                       | 150+50*   | 60                          | 60        |
|                           |           |                       |           |                           |           |                             |           |

### **First Internal Assessment Examination:**

- The first internal assessment examination shall be conducted at the end of 1.5 [18 months] years of the course by the department.
- The topic/syllabus for examination shall be decided by the HoD and the faculty members of the department.
- The examiners shall be within the department and decided by the HoD.
- The signed result shall be submitted in sealed envelope to the office of the Registrar/CoE.
- The pattern of first internal assessment theory and practical/clinical and viva voce examinations shall be as below:

| Theory Paper | Marks                                 | Practical    | Total marks |
|--------------|---------------------------------------|--------------|-------------|
| Paper        | 50                                    | Long case    | 20          |
|              |                                       | Short Case   | 10          |
|              |                                       | Spotters     | 10          |
|              |                                       | Viva-voce    | 10          |
| <b>Total</b> | <b>50</b>                             | <b>Total</b> | <b>50</b>   |
| Theory Paper | Topics                                |              | Total marks |
| Paper I      | Basic sciences related to the subject |              | 50          |

**\*From formative assessment based on logbook and periodic assessments**

### **Pre-final examination:**

- There shall be one pre-final examination during the academic course.
- Examination shall be conducted three months prior to the final by the department and only after the acceptance of the thesis by the Registrar/CoE office.
- The syllabus shall be as per the final examination.
- There shall be a panel of three examiners [two internal and one external] for pre-final practical examination.
- The theory paper for pre-final examination shall be set by the HoD/internal examiner as per the final examination pattern.
- Theory paper shall include short essay questions covering the syllabus.
- No objective questions shall be asked in the theory examination.
- The pattern of pre-final examination theory and practical and viva voce shall be as per below:

|           |                                     |    |
|-----------|-------------------------------------|----|
| Paper II  | Speciality Subject                  | 50 |
| Paper III | Recent advances and applied aspects | 50 |

| Practical Heads   | Total marks |
|---|-------------|
| Major Clinical/Practical  | 30          |
| Minor Clinical/Practical  | 20          |
| Spotters: This may include instruments/Drugs/ECG/Procedure/X ray or CT scan image OSCE etc. | 20          |
| Thesis Viva and Grand Viva Voce   | 20          |
| Microteaching   | 10          |
| <b>Total</b>  | <b>100</b>  |

### NOTE:

- In case if a candidate is unable to attend scheduled examination (s), he/she may be allowed to do so only on valid grounds and after taking due permission from the Dean/Director of the Institute. The candidate may appear at a later date, so decided by the Registrar/Dean of the Institute.
- The final internal assessment marks should be communicated to the Registrar/CoE Office in prescribed format at the earliest. The details of all examination conducted by the department with theory/practical assessment including theory and practical answer sheets/marks sheets should be treated as confidential and retained in the department.

## 23. FINAL EXAMINATION PATTERN AND DISTRIBUTION OF MARKS

### A. MD/MS/MDS ACADEMIC COURSES [3-YEAR]

#### Eligibility for final examination:

Candidate appearing for final MD/MS/MDS examination shall have to satisfy following mandatory provisions:

- Successful completion of the duration of academic course.
- Acceptance of thesis.

#### I. Examination Pattern:

The examinations consist of –

- Four theory papers of 3 hours duration each
- Practical and/or clinical examination
- Viva Voce/Oral examination

#### II. Pattern of final theory paper:

- Theory examination shall be conducted as per the rules and regulations.
- Each theory paper shall have ten [10] short essay types of question covering the syllabus and carrying eight marks each.

- No objective questions should be asked in theory paper.

| Theory Paper | Topics                                | Total marks |
|--------------|---------------------------------------|-------------|
| Paper I      | Basic sciences related to the subject | 80          |
| Paper II     | Speciality Subject                    | 80          |
| Paper III    | Speciality Subject                    | 80          |
| Paper IV     | Recent advances and applied aspects   | 80          |
| <b>Total</b> |                                       | <b>320</b>  |

### **III. Pattern of final practical examination:**

- Practical examination shall be conducted as per the rules and regulations of the Institute.
- The different heads of the practical examination shall be decided by individual department but preferably as per below:

| Practical Heads  | Total marks |
|--|-------------|
| Major Clinical/Practical   | 80          |
| Minor Clinical/Practical   | 80          |
| Spotters/Laboratory tests/Skill Exercises: This may include Instruments/Drugs/ECG/Procedure/X ray or CT scan image OSCE etc. | 80          |
| Thesis presentation and Viva   | 15          |
| Microteaching  | 15          |
| Grand Viva Voce  | 50          |
| <b>Total</b>   | <b>320</b>  |

The result of final practical examination shall be confidential and should be communicated to the Registrar/CoE office under different heads as proposed above.

### **IV. Distribution of marks for different components of examination:**

The total marks for final examination [Theory and Practical/Viva -Voce] will be 800.

| Examination                      | Internal Assessment | Professional Examination | Total      |
|----------------------------------|---------------------|--------------------------|------------|
| Theory                           | 80                  | 320                      | 400        |
| Practical/Clinical and Viva-Voce | 80                  | 320                      | 400        |
| <b>Total</b>                     | <b>160</b>          | <b>640</b>               | <b>800</b> |

### **V. Passing marks in theory and practicals/clinicals/viva-voce:**

| Examination                      | Internal Assessment | Professional Examination | Total      | Pass Marks |
|----------------------------------|---------------------|--------------------------|------------|------------|
| Theory                           | 80                  | 320                      | 400        | 200        |
| Practical/Clinical and Viva-Voce | 80                  | 320                      | 400        | 200        |
| <b>Total</b>                     | <b>160</b>          | <b>640</b>               | <b>800</b> | <b>400</b> |

- All candidates are required to obtain a minimum of 50% in Theory and a minimum of 50% in Practicals/Clinicals and Viva-Voce separately in order to be declared as successful/having passed the examination.
- Candidates securing less than 50% of marks either in theory or practical/clinical and viva-voces shall be declared as failed.
- Failed candidate has to appear in both theory and practical/clinical at the subsequent examination held by the institute.

## VI. Grading:

| Grade           | Percentage     |
|-----------------|----------------|
| Fail            | < 50%          |
| Pass percentage | ≥ 50%          |
| Second Class    | ≥ 50% to <60%  |
| First Class     | ≤ 60% to < 75% |
| Distinction     | ≥ 75%          |

## DM /M.Ch. ACADEMIC COURSES [3-YEAR]Eligibility for final examination:

Candidate appearing for final DM/M.Ch. examination shall have to satisfy following mandatory provisions:

- iii.Successful completion of the duration of academic course.
- iv. Acceptance of thesis/dissertation or furnish proof of having undertaken research of high order which may be in the form of a manuscript of an original article fit for publication or already accepted by an approved journal [indexed national journal] or present evidence of having published papers of research value in the subject concerned in journal [indexed national journal] recognised by the institute for this purpose. All these should have been done during the period of training at the institute.

## I. Examination Pattern:

The examinations consist of:

- Three theory papers of 3 hours duration each
- Practical and/or clinical examination
- Viva Voce/Oral examination

## II. Pattern of theory paper:

- Each theory paper shall be of 80 marks.
- Each theory paper shall have ten [10] short essay type questions covering the syllabus and carrying eight marks each.
- No objective questions should be asked.

|           | Topics                                | Total Marks |
|-----------|---------------------------------------|-------------|
| Paper I   | Basic Sciences related to the subject | 80          |
| Paper II  | Speciality Subject                    | 80          |
| Paper III | Recent advances and applied aspects   | 80          |
|           | <b>Total</b>                          | <b>240</b>  |

### III. Pattern of practical examination:

- Practical examination shall be conducted as per the rules and regulations of Institute.
- The different heads of the practical examination shall be decided by the individual department but preferably shall be as below:

| Practical Heads  | Total Marks |
|--|-------------|
| Major Clinical/Practical   | 80          |
| Minor Clinical/Practical   | 50          |
| Spotters/Laboratory tests/Skill exercises: This may include instruments/drugs/ECG/Procedure/ X ray/CT scan image/OSCE etc. | 40          |
| Thesis presentation and viva   | 20          |
| Microteaching  | 10          |
| Grand Viva Voce  | 40          |
| <b>Total</b>   | <b>240</b>  |

The result of final practical examination shall be confidential and should be communicated to the Registrar/CoE office under different heads as proposed above

### IV. Distribution of marks for different components of examination:

The total marks for each examination [Theory and Practical/Viva Voce] will be 600.

| Examination        | Internal Assessment | Final Examination | Total      |
|--------------------|---------------------|-------------------|------------|
| Theory             | 60                  | 240               | 300        |
| Practical/Clinical | 60                  | 240               | 300        |
| Viva Voce          |                     |                   |            |
| <b>Total</b>       | <b>120</b>          | <b>480</b>        | <b>600</b> |

### V. Passing marks in theory and practicals/clinicals/viva-voce:

| Examination                      | Internal Assessment | Final Examination | Total | Pass Marks |
|----------------------------------|---------------------|-------------------|-------|------------|
| Theory                           | 60                  | 240               | 300   | 150        |
| Practical/Clinical and Viva-Voce | 60                  | 240               | 300   | 150        |

|              |            |            |            |            |
|--------------|------------|------------|------------|------------|
| <b>Total</b> | <b>120</b> | <b>480</b> | <b>600</b> | <b>300</b> |
|--------------|------------|------------|------------|------------|

- All candidates are required to obtain a minimum of 50% in Theory and a minimum of 50% in Practicals/Clinicals and Viva-Voce separately in order to be declared as successful/having passed the examination.
- Candidates securing less than 50% of marks either in theory or practical/clinical and viva-voces shall be declared as failed.
- Failed candidate has to appear in both theory and practical/clinical at the subsequent examination held by the institute.

## **vi. Grading:**

| <b>Grade</b>    | <b>Percentage</b> |
|-----------------|-------------------|
| Fail            | < 50%             |
| Pass percentage | ≥ 50%             |
| Second Class    | ≥ 50% to <60%     |
| First Class     | ≤ 60% to < 75%    |
| Distinction     | ≥ 75%             |

## **24. FINAL EXAMINATION AND DECLARATION OF RESULTS [MD/MS/MDS/DM /M.Ch.] 3 YEAR COURSE**

### **I. Final examination:**

1. Examinations Theory & Practical will be held twice in a year during the month of December and May.
2. The final list of eligible candidates for PG examination shall be declared and displayed by the Registrar/CoE of the Institute.
3. Number of candidates: The maximum number of candidates to be examined in Clinical/Practical and Oral on any day shall not exceed eight for MD/MS degree and three for DM/M.Ch. examinations.
4. Candidates falling short of attendance or skipped the scheduled exams or failed in the final examination need to appear in the subsequent examination.
5. If the candidate fails to attend the final examination due to any reason, he/she shall appear in the next subsequent examination which shall be conducted after six months.
6. There shall be no supplement examination for the failed candidate.
7. There shall be four examiners for the final PG examination [two internal and two external examiners] who will assess and evaluate the examinee. The senior internal examiner shall act as the Chairman of the examiner panel.
8. The selection of the examiners shall be done from the list of panels of eligible examiners available with the CoE office by the Competent Authority/Dean. The Head of the department should send the list of eligible examiners for PG examination as approved by the departmental board of studies.
9. The external examiners shall be preferably from AIIMS or Institutes of National Importance.
10. Each examiner shall set and send one set [consisting of four theory papers] of question papers as per

the format of AIIMS Kalyani.

11. The sets of paper shall be moderated by the Chairman of the examiner panel for proof reading/modifications.
12. The CoE/Registrar shall arrange random selection of one set of papers out of the four moderated sets by the hands of Director/Dean before the date of examination.
13. Each examiner appointed for final examination shall evaluate all theory answer sheet. Marks allotted by each examiner shall be computed for each theory answer sheet and the average of these marks shall be taken as final score for that theory paper.
14. The Practical, Clinical examinations and Viva-Voce shall be conducted by the Board of examiners for an adequate length of time.
15. The final result signed by each examiner shall be submitted to the CoE/Registrar office in a sealed envelope by the Chairman of the examination panel.

## **II. Declaration of result:**

1. The final examination result shall be declared by the CoE/Registrar office.
2. The result shall be finalised and subsequently signed by the CoE/Registrar, Dean, and the Competent Authority.
3. The result shall be declared for the theory and practical components only after the thesis is accepted.
4. The result will be withheld in case thesis evaluation report is awaited.

## **III. Note:**

- No person shall be appointed as an PG examiner in any subject unless he fulfils the minimum requirements for recognition as a Post Graduate teacher as laid down by PG rules and regulation of AIIMS Kalyani.
- An external examiner (s) shall ordinarily be appointed for not more than two consecutive terms.
- The internal examiner (s) in a subject shall not accept external examinership for Institute/College from which external examiners is appointed in his subject.
- The same set of examiners shall be ordinarily responsible for the theory, practical/clinical and viva-voce examination.

## **25. ELIGIBILITY FOR AWARD OF THE DEGREE**

- i. The candidate will be awarded the post-graduate and post-doctoral degree when he/she has successfully completed the programme of study and passed the final examination.

## **26.**

### **HESIS GRANT**

- i. The thesis grants of Rs. 5,000/- will be paid to the residents after submission of thesis. No thesis grant will be allowed to the Sponsored/ Foreign National candidates. The concerned resident along with application seeking financial assistance will submit a certificate from Dean certifying the submission of the thesis and the office of Dean will forward the same for release of payment.

27.

B

## BOOK ALLOWANCE

- i. The book allowance Rs. 2000/- is granted to the residents after completion of each academic year.
- ii. The Institute will reimburse Rs. 2000/- per annum to Junior Residents/Senior Residents on production of original bills and the book/s to the office of Dean for the purpose of verification and forward the same for release of payment.
- iii. The books bought by the residents can be retained by them after completion of the course.
- iv. No book allowance is granted to the sponsored/foreign national candidates.

## 29. RULES AND REGULATIONS OF PhD PROGRAMME

### INTRODUCTION

An Act of Parliament in 2012 established the All-India Institute of Medical Sciences (AIIMS), Kalyani as an autonomous Institution of National Importance and defined its objectives and functions. By virtue of this Act, the Institute grants its own degrees and other academic distinctions. The degrees granted by the Institute under the All-India Institute of Medical Sciences Amendment Act 2012, are recognized medical qualifications for the purpose of the Indian Medical Council Act and notwithstanding anything contained therein, are deemed to be included in the first schedule of that Act, entitling the holders to the same privileges as those attached to the equivalent awards from the recognized Universities of India.

### AIMS & OBJECTIVES

Since starting of New AIIMS in the year 2012, AIIMS Kalyani exists in its own growth phase. Being one of the apex and premier Medical Institutes of the country, AIIMS Kalyani is a trend setter for healthcare and acts as a key centre in Bihar for Translational research to merge out-comes of basic sciences from laboratory bench to bedside of patients with an aim to enhance better human health and its well-being.

The PhD programme of AIIMS Kalyani is an extended facility of the Post-graduate course to train the medical and basic science graduates with the skills of advance bio-technology in prevailing medical research to dig out new routes of diagnosis and therapy for best medical care of human health and deadly diseases. In other way, the objective of this innovative curriculum is to develop skilled teachers and medical professionals in all the important branches of health science and to streamline the medical science of the country at international level for future generation.

## 1. ADMISSION PROCESS

Admission to the PhD programme will be done through an interview process of eligible Candidate (s), at AIIMS Kalyani, by a committee comprising of:

- i. Director
- ii. Dean (Academic) – Chairman
- iii. The PhD Guide
- iv. Two nominees of Dean from other related departments.
- v. Sub Dean (PG Affairs) and
- vi. Registrar

### 2.1. Instructions for filling application form:

- i. A candidate seeking admission to the PhD program is required to submit his/her application in the prescribed format made available on AIIMS Kalyani website ([www.aiimsKalyani.org](http://www.aiimsKalyani.org)) either by post or in person to the Dean's Office on or before the prescribed time and date marked in the INSTRUCTIONS of the application form/prospectus.
- ii. No online submission (via email etc.) will be entertained and incorrectly filled forms will be rejected.
- iii. The prescribed application fees should be deposited as would be directed in the INSTRUCTIONS of the application form/prospectus.
- iv. The candidate is required to go through the prospectus carefully and acquaint himself/herself with all requirements regarding filling of the application form. It will be the responsibility of the candidates to ensure that correct details are filled in the Registration Form.
- v. The Institute will not be responsible for any incorrect information/cancellation of candidature/loss or lack of communication etc. due to wrongly filled application form.

### 2.2. Eligibility:

- i. **Eligibility for PhD course (Open candidates):** A candidate seeking admission to the course of study leading to the award of a Degree of Doctor of Philosophy must possess at least one of the following qualifications:
  - 1. (a) **Medical/ Dental qualification:** MBBS / BDS with minimum 55% aggregate marks or MD/MS/MDS/DM/M.Ch. in the subject concerned or Diplomate of National Board of Examination. Candidates who have obtained any of these degrees from medical colleges which are not recognized by the Medical Council of India/**National Medical Commission** shall not be eligible to apply.
  - (b) **Nursing Qualification:** Candidates holding M.Sc. degree with minimum 55% aggregate marks in nursing speciality will also be eligible for PhD Admission College of Nursing.
- 2. **Non-Medical Candidates** - For non-medical candidates' eligibility shall be Master's Degree (with minimum 60% marks) awarded by Indian Universities or equivalent in the subject as per requirement of the project.

- **Candidate possessing Master's Degree through distant learning course shall not be eligible.**
- While seeking project details from the department, desired qualification of master's degree to be suitable for project work should be mentioned by the respective department. The same will be displayed along with Number of Seats & Department.

### **3. ALSO, the candidate should have qualified in any one of the following National Entrance Tests in the last 2 years for research fellowship:**

- i. Joint CSIR-UGC NET
- ii. ICMR
- iii. DBT
- iv. Graduate aptitude test (GATE)
- v. INSPIRE fellowship

#### **ii. NOTE:**

- Candidates working under Central Govt/Semi Govt./Autonomous organization should submit their applications through proper channel i.e., employer. They will be required to submit a '**No Objection Certificate**' from their employer before they are allowed to join the PhD Course.
- The candidates, who are likely to complete requisite qualification and degree by **January/July 30<sup>th</sup> of that year**, may also apply. However, the candidates who are completing their requisite qualification after **30<sup>th</sup> January/July of that year**, are not eligible to take up this examination.
- Applicants from AIIMS Faculty / Scientific Staff for PhD registration will be considered as in-service candidates as per guidelines laid down by AIIMS, Kalyani in this regard.
- A candidate can submit application for one specialty/department only.
- **Admission to PhD Course will be subject to the availability of research funds/ fellowship/grant from recognized funding agencies.**
- After declaration of results, the selection letters will be issued by the Academic Section only to those candidates who have submitted Undertaking/ Certificate proof of their funding sources through concerned Head of the Departments.

#### **2.3. Rules for Admission for in-service candidates (Medical):**

- i. Members of the medical faculty can apply for registration to PhD course as in-service candidate.
- ii. The individual should be a regular employee of the institute and should have rendered a minimum of two years of continuous service at the institute.
- iii. The individual should have five years of active service remaining in the institute at the time of application.
- iv. The medical faculty member should have at least 3 original research publications (not casereports) during the last three years immediately preceding the date of his/her application either as a first author or as a communicating author in a peer reviewed journal.

- v. The candidate will be considered as in-service candidate provided that the Head of the Department should certify that the work of the department will not suffer, and no additional staff will be asked for.
- vi. The candidate seeking admission under this category will have to identify a faculty member in the same department (senior to the candidate) who is willing to be the chief-guide of the candidate. The candidate should submit a letter of acceptance/undertaking from the concerned faculty member in this regard.
- vii. Out of total a total five faculty members in a particular department can be registered as PhD candidates and not more than three candidates at a given time should be registered as PhD candidate in a particular department.
- viii. The candidate seeking admission under this category will only be registered for PhD in the same department in which he/she is working.
- ix. These guidelines will not be applicable to other staff member employed under various research schemes which are of tenure basis.
- x. The medical faculty member who has registered himself/herself candidate will not be eligible to be guide/co-guide of any other PhD candidate in the institute till he/she completes the PhD. However, he/she will continue to be guide/co-guide for MD/MS/MDS/DM/M.Ch./M.Sc. candidates.
- xi. If the faculty member registering for PhD is already a Chief guide to other PhD candidates, he/she should surrender the guideship to the co-guide before taking up the PhD registration for himself/herself.

#### **2.4 Rules for admission for in-service candidates (Non-Medical):**

- i. The individual should be a regular employee of the institute and should have rendered a minimum of five years of continuous service at the institute.
- ii. He / She should fulfil all the eligibility criteria for the PhD course.
- iii. The individual should have five years of active service remaining in the institute.
- iv. The candidate should have a proven track record of active involvement in research /academic activities of the department. He/she should possess good written and verbal communication skills in English language, and this is to be certified by HoD/Chief of Center.
- v. The candidate should have at least three original research publications (not case reports) during the last three years immediately preceding the date of his/her application either as a first author or as a communicating author in a peer reviewed journal.
- vi. The candidate will be considered as in-service candidate provided that the Head of the Department should certify that the work of the department will not suffer, and no additional staff will be asked for.
- vii. The candidate seeking admission under this category will have to identify a faculty member in the Institute who is willing to be the chief-guide of the candidate. The candidate should submit a letter of acceptance/undertaking from the concerned faculty member in this regard.

## 2.5. Requirements for Admission of Foreign Nationals:

- i. Foreign nationals shall be required to fill in the prescribed application form indicating the choice of subject (only one subject) for admission to courses leading to award of PhD Programme degree.
- ii. The foreign nationals are required to send their Registration **through Diplomatic Channel**. They shall be required to appear in the Competitive Entrance Examination along with other candidates.
- iii. Seats shall be not reserved in any discipline for foreign nationals (except the bilateral agreement between the Government of India and any other nation).
- iv. Institute fellowship shall not be provided to sponsored/Foreign candidates.

## 2.6. Duration of the Course:

- i. The duration of the course shall be the time period from registration to submission of thesis.
- ii. The minimum period of registration in respect of all the candidates who are registered for PhD shall be three years. The maximum period of registration shall not exceed five years. **Extension beyond the period of five years can be given for a maximum period of six months on the recommendation of Doctoral Committee and final approval by Dean/Director.**
- iii. **Further extension beyond five years & six months can only be given by the Academic committee for a maximum period of six months in highly exceptional circumstances (like medical exigencies, natural calamities etc.) and such extension may not be given retrospectively.**
- iv. The chief guide of PhD student shall give clear reason for the delay to the Academic Committee and must present the case before academic committee.
- v. **In case of extension beyond six year without justifiable reasons and circumstances as mentioned above, the PhD registration of the candidate shall be cancelled.**
- vi. **Failure to submit thesis within stipulated time period of maximum 5 yrs. with extension after approval up to 5 1/2 years (6 years in exceptional circumstances by prior approval of academic committee) shall lead to cancellation of PhD registration of the candidate.**

## 2.7. Application process for starting PhD Academic Course at AIIMS Kalyani:

- i. An eligible faculty of AIIMS Kalyani desirous to start PhD Academic Course at this Institute, with approved and sanctioned research project, shall apply to the Dean, AIIMS Kalyani in prescribed format through proper channel.
- ii. The faculty must attach all relevant documents of approval/permission and declarations with the application form.
- iii. The Dean, AIIMS Kalyani upon receipt of such application, and after due diligence and satisfaction may put the matter to the Director, AIIMS Kalyani for its approval.
- iv. The Dean, consequent to the approval of the Director, AIIMS Kalyani shall then notify permission to start the PhD Academic Course.

### 3. REPORTING

- i. On selection for PhD course at AIIMS Kalyani students have to fill an admission form along with verification of original certificates in the academic section. Candidates are required to undergo a medical test at AIIMS Kalyani before being admitted to the course and on satisfactory report candidates would collect the admission slip.
- ii. On completion of the admission process candidates are required to report to respective Head of the Department (HoD) with the admission slip.
- iii. The list of enrolled PhD students and their guides must be sent to Dean and the Registrar within one month, which shall be maintained by the Office of the Registrar. Selected candidates are required to join within 15 days.
- iv. In case the candidate fails to join within 15 days and no written request for extension is received within 15 days, it will be assumed that he/ she does not intend to join the course and the seat will be offered to the next candidate on the waiting list. No further correspondence will be entertained in this regard.
- v. **IMPORTANT NOTE:** The PhD seats shall lapse if the selected candidate does not join within 15 days after final selection procedure and no candidate shall be allowed to join after 15<sup>th</sup> day under whatsoever circumstances.

### 4. LEAVES AND OTHER RULES

- i. The PhD students are entitled for 30 days leave every year, if leave availed exceed the limit within a year, then the extended period is treated as Extra Ordinary Leave and his/her minimum registration will be extended for the same duration.
- ii. However, extraordinary leave cannot be more than three months in the entire registration period of five years. Any such extension beyond three months shall lead to the registration being cancelled.
- iii. The female candidates shall be entitled for maternity leave etc. as per existing rules.
- iv. In case the Chief Guide recommends a candidate for specific training or project related work outside AIIMS (within India or abroad), the leaves shall be treated as on duty/ study leave. This study leave shall not be more than six months in the entire registration period. The proof of acceptance of the candidate for such training/ work outside should be submitted to the Dean, by the candidate through the Chief Guide.

## 5. FEES

i. Each candidate selected for admission will have to pay the following course duration Fees and dues:

|          |                         |   | <b>DURATION</b> |
|----------|-------------------------|---|-----------------|
| <b>1</b> | <b>Registration Fee</b> | Rs. 25/-  |                 |
| <b>2</b> | <b>Tuition Fee</b>      |   |                 |
|          | PhD                     | Rs. 702/-   | 3 Years         |
| <b>3</b> | <b>Laboratory Fee</b>   |   |                 |
|          | PhD                     | Rs. 120/-   | 3 Years         |
| <b>4</b> | <b>Pot Money</b>        |   |                 |
|          | PhD                     | Rs. 720/-   | 3 Years         |
| <b>5</b> | <b>Hostel Rent</b>      |   |                 |
|          | For all PhD Students    | Rs. 1080/-  | 3 Years         |
| <b>6</b> | <b>Electricity</b>      |   |                 |
|          | PhD                     | Rs. 240/-   | 3 Years         |
| <b>7</b> | <b>Gymkhana Fee</b>     |   |                 |
|          |                         | Rs. 120/-   | 3 Years         |
| <b>8</b> | <b>Caution Money</b>    | Rs. 100/-   |                 |
|          |                         | (To be deposited by every student for recovery of breakages or loss of Institute Equipment. |                 |
| <b>9</b> | <b>Hostel Security</b>  | Rs. 1000/-  |                 |

*(All Fees and dues payable at the time of admission)*

### **Note:**

- i. The Hostel Security deposit (refundable) i.e., Rs. 1000/-
- ii. Fees and other charges including hostel rent once paid shall not be refunded in any case and no correspondence will be entertained in this connection. However, the caution money will be refunded to those candidates who do not join the course. The caution money must be claimed within one year after completion of the course failing which it will be forfeited.
- iii. Hostel accommodation shall be provided for a maximum period of 36 months.

## 6. HOSTEL ACCOMMODATION

- i. The unmarried PhD students will be provided hostel accommodation subject to availability.
- ii. Those married and living with family will be provided, subject to availability, hostel accommodation.
- iii. The hostel accommodation is subjected to availability of hostel rooms and will be as per the hostel allotment rules.

## 7. CODE OF CONDUCT FOR PhD STUDENTS AT AIIMS KALYANI

**CODE OF CONDUCT FOR PhD STUDENTS SHALL BE SAME AS PER MENTIONED IN RULES AND REGULATIONS FOR PG STUDENT PURSUING MD/MS/MDS ACADEMIC COURSES, AT AIIMS KALYANI.**

## 8. CONDITIONS FOR DISCONTINUATION OF ACADEMIC COURSE

The following shall be conditions/reasons (not limited to) for discontinuation of academic course:

- i. Voluntary leaving the course or unauthorised continuous absent from the duty / academic course, absconding or untraceable etc.
- ii. Admission to the academic course taken by fraudulent means or submitting fake documents etc.
- iii. Disciplinary action resulting in expulsion/rustication of the PhD students from the course.
- iv. Candidate found to be physically or mentally incompetent to continue the course.
- v. Death of the candidate.
- vi. Any other.

## 9. APPOINTMENT OF GUIDE AND CO-GUIDE

- i. Any member of the Faculty, who is in permanent position at AIIMS Kalyani for a minimum period of three years, can be designated as Chief Guide and a minimum experience of five years for non-medical persons.
- ii. Those with less than three years' service remaining should not be made Chief Guide or Co-guide.
- iii. No contractual faculty (medical or non-medical) shall be made Chief Guide or Co-guide.
- iv. The Chief Guide and Co-Guides shall not be closely related to the candidate.
- v. At least one Co-Guide should be from the department where the candidate is registered for PhD.
- vi. The Chief Guide and at least one of the Co-guides shall be able to take over each other's responsibilities in the event of protracted absence of any one of them from the Institute. In the event of Chief Guide proceeding on protracted leave, the Co-Guide will be re-designated as Chief Guide and another Co-Guide will be appointed from the department.
- vii. Co-guide may also be from other medical/non-medical institute provided that the thesis synopsis or protocol warrants such technical or academic expertise which is not available in this Institute.
- viii. In case a Co-guide from outside the Institute is appointed he/she must satisfy the following conditions:
  - a. He/she must be a regular faculty of that Institute/Organisation.

- b. He/she must have the requisite knowledge and skill to guide a PG student.
- c. He/she may be from a medical or non-medical background.
- d. He/she must have adequate time to guide the PG student in the thesis work.
- e. The HoD (department where the PG student is pursuing his postgraduate academic course) and PG guide (under whom the student is registered) must endorse that the Co-guide from outside Institute has essential qualifications and experience to guide the PG student of this institute after verifying the above. It shall be the responsibility of the HoD and the PG guide to ensure this, so that no difficulty arises in carrying PG thesis work.
- f. Approval of such Co-guide shall be at the discretion of the Dean/Director of the Institute.

ix. **Scientist/SRO (Senior Research Officer) as Chief Guide for PhD students:** The scientist/senior research officer shall be eligible to be the Chief Guide for PhD students subjected to the condition that they fulfil the following requirements/ guidelines:

- a. They should hold a PhD Degree.
- b. They should be the regular employee of AIIMS.
- c. They should have at least five years' experience after PhD as scientist/senior research officer at AIIMS, Kalyani.
- d. Any faculty (Medical or Non-medical) of the AIIMS, Kalyani who has expertise in the area of research, should be as Co-guide/Co-guides.

## **10. NUMBER OF CANDIDATES UNDER ONE FACULTY MEMBER**

- i. In the departments where the full strength of students are getting admitted in postgraduate courses (MD/MS/DM/MCh), each individual faculty member shall be permitted to be the Chief Guide of maximum two PhD students at any given point of time, while in those departments where the full strength of students are not getting admitted in postgraduate courses, each individual faculty member shall be permitted to be the Chief Guide of maximum five PhD students.

## **11. PhD DEFENCE COMMITTEE / DOCTORAL COMMITTEE**

- i. Within three months of the candidate's registration, the Chief Guide should submit to the Dean, a panel of experts for the constitution of Doctoral Committee for the candidate.
- ii. During this initial period of three months after registration the candidate is expected to familiarize himself/herself with the research projects being conducted in the department/ Lab of Chief Guide. The candidate is required to attend classes conducted on Research Methodology as part of basic induction into research.
- iii. He/she shall be invited to the meeting to submit to the DC his/her proposals for the projects.
- iv. The Doctoral Committee shall include the Chief Guide, who will be the chairman of the committee, one or more Co-guides for the said thesis work, two faculty members from the department out of which one shall be professor, and any other members of the faculty or postdoctoral research staff of any department of the Institute/ and or of other teaching/research Institutions located in the Kalyani area.
- v. It is preferable to include Biostatistician in the DC.

- vi. After registration, the candidate must complete foundation course in research methodology within six (6) months of registration and should pass the assessment examination.
- vii. The change of research project/Supervisors of the Department may be permitted to a candidate provided it is recommended by the Doctoral Committee of the candidate concerned and approved by the Dean. Such changes shall be allowed only within the first six months of registration but under no circumstances later than one year after the date of registration. However, no change of department shall be permissible under any circumstances at any point of time.

## **12. PhD REGISTRATION AND SUBMISSION OF TENTATIVE PLAN OF WORK**

- i. Registration will be confirmed only after approval of thesis protocol by the departmental PhD Defence Committee.

## **13. THE CHANGE OF RESEARCH PROJECT/SUPERVISOR (S)/CHANGE OF PhD GUIDE OR CO-GUIDE**

- i. It may be permitted to a candidate provided it is recommended by the Doctoral Committee of the candidate concerned and approved by the Dean/Director. Such changes shall be allowed preferably within the first six months of registration but under no circumstance later than one year after the date of registration.

## **14. SUBMISSION OF THESIS PROTOCOL**

- i. After the Doctoral Committee has been appointed by the Dean, the candidate shall prepare a detailed protocol underlining his proposed research plan clearly stating objectives and methodology to be employed. The protocol should also contain a brief formulation of the experimental design; the advice of a competent biostatistician should invariably be obtained.
- ii. Protocol shall be submitted to the Doctoral Committee, together with the faculty of the department, within six months of the formation of Doctoral Committee (but no later than nine months of the formation of registration). The Doctoral Committee together with faculty of the department will recommend the feasibility of the proposed research plan recommending such modification as they seem fit for further approval by Dean.
- iii. The Dean may grant extension by another three months for submission of thesis protocol. The registration of PhD of those candidates who do not submit the thesis protocol within one year will stand cancelled.
- iv. The PhD thesis synopsis/protocol approved by the Doctoral Committee must be submitted to the IRC and IEC for its approval similarly to thesis synopsis submission of MD/MS/DM/M.Ch. academic courses.

## **15. ASSESSMENT OF THE WORK OF THE CANDIDATES**

- i. The progress of the candidate's work shall be periodically assessed by the Doctoral committee and a report regarding the same shall be submitted to the Dean through the Chief Guide at the end of every six months. The grading of the candidate shall be done as Excellent/Good/Satisfactory/Poor. Any grading less than good is not acceptable. In case report of DC is below the accepted standard of good for two consecutive times the candidate will be given a warning and in case further DC reports

mentions the same grading the **registration of such candidates will be cancelled.**

- ii. The Dean shall convey the candidate about the assessment report in writing (Excellent/Good/Satisfactory/Poor), and should also, advise the candidate about his/her shortcomings.
- iii. In case during the registration period, in any two consecutive reports submitted by the Doctoral Committee to the Dean, if it is mentioned that the candidate is incapable of continuing the work of the desired standard, the Dean may then warn the candidate and give one more chance to improve his work during the next six months. In case at the end of this period, the work of the candidate is still unsatisfactory, his/her registration will be cancelled by the Dean.

## 16. THESIS AND EXAMINATION

- i. No candidate will be allowed to be submit thesis without the express approval of the Doctoral Committee (DC). The final Doctoral Committee meeting should be held at least six months before the end of the maximum registration period (of five years or as the case may be) and once satisfied, the committee will grant writing permission to the candidate. The same will be informed to the Dean in the DC report, which should include a brief resume of the work done.
- ii. Candidate must submit thesis within six months of grant of permission to unite thesis by six months. However, extension for maximum up to three months can be given by the Dean on the recommendation of Chief Guide mentioning justifiable reasons.
- iii. For the award of degree of Doctor of Philosophy, the candidate shall submit four copies of his/her thesis along-with the soft copy in CD/DVD not earlier than prescribed minimum period three years and not later than the maximum period of registration (five years or aboveas the case may be). The thesis shall be certified by both the Guide and by the Co- Guides before its submission. No extension for this period will be granted under any circumstances.
- iv. The Chief Guide in consultation with the Doctoral Committee shall submit a panel of examiners at the time of submission of the final Doctoral Committee report that is at least sixmonths before the expected date of submission of the thesis (end of registration period). The panel shall include eight examiners (of whom up to three may be from abroad). The examiners, on the basis of their published work, should be acknowledged leaders in the field of study undertaken by the candidates.
- v. A reminder for the submission of such a panel will be sent by the academic section at least nine months prior to the date of end of registration, so that this may be discussed during the final Doctoral Committee meeting.
- vi. A board of four examiners shall be appointed by the Registrar/CoE with the approval of competent authority for assessment of the thesis. One of them shall be the Chief Guide of the candidate, who shall act as co-ordinator and internal examiner. The other three will be external examiners from the panel of examiners as above. In cases where the panel included membersfrom abroad, one of the four examiners selected can be from abroad. **However, appointment of examiner's from abroad may not be necessary.**
- vii. The examiners (including the foreign examiner) shall submit the evaluation report within the period of three months of receipt of thesis.
- viii. The foreign examiner may be requested to send some questions to be put the candidate at the time of viva voce examination to seek clarifications. These comments shall be made available to the

examiners appointed for conducting the viva voce examination before the commencement of the viva voce examination.

ix. After the thesis has been approved by the external and internal examiners, a public defence of the thesis will be held, as well as the viva voce examination to adjudge the general proficiency of the candidate in the subject(s) allied to the candidate's field of work.

**x. Candidate shall be allowed to appear in public defence/viva voce only after having two publications in peer reviewed journal of impact factor > 1.5 or one publication in Impact Factor more than 3.**

xi. There shall be a public defence of the thesis by the candidate. The topic, date, and time of the defence of thesis shall be announced by the Examination Section well in advance so that the Faculty members and others interested in the topic of the thesis can be present. At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of his study shall also be evaluated. Those attending the public defence, who are not members of the Board of Examiners, can also participate by asking relevant questions. The Board of Examiners shall take into consideration the views and criticism if any, of the faculty members and others participating in the public defence of thesis. However, the result of the examination shall be decided solely by the members of the Board of Examiners.

xii. The Public Defence Viva shall be conducted within three months of receipt of examiners evaluation report. This viva voce examination and the public defence should be within the sixmonths from the completion of registration period.

xiii. The candidate shall be entitled to appear at the defence of Thesis Viva Voce examination only if the thesis is unanimously approved by the Board of Examiners for the thesis. The Public Defence Viva shall be conducted within three months of receipt of examiners evaluation report. This viva voce examination and the public defence should be within the six months from the completion of registration period.

xiv. If the thesis is rejected by more than one examiner, it will stand rejected and shall not be referred to any other examiner.

xv. In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from among the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved.

xvi. If one or more examiner recommends re-submission of the thesis after modifications it shall be done within a maximum period of three months (six months in case some new experiment is recommended) from the date on which the candidate is so informed by the Dean.

xvii. If the reports from all the external examiners are not received within three months, a copy of the thesis is sent to another examiner from amongst the approved panel.

xviii. The Board of Examiners for the viva voce examination shall consist of two external and two internal examiners. Ordinarily, the Chief guide and one of the co-guides of the thesis will be the internal examiners. The external examiners, from India who assessed the thesis of the candidate will act as the external examiners at the viva voce examination.

xix. In the event of non-availability of one of the external examiners who examined the thesis, another examiner from amongst the panel may be called for the viva voce examination at the discretion of the Dean.

## **17. RESULT**

- i. The candidate shall be declared eligible for the award of the Degree of Doctor of Philosophy only on the unanimous recommendations of the members of the Board of Examiners at the viva voce examination.
- ii. In case the examiners are not satisfied with the performance of the candidate in the above examination, the candidate shall be required to reappear for another viva voce examination after a period of two months provided such specific recommendation is made by the Board of Examiners.

## **18. DESIGNATION OF THE DEGREE**

- i. The PhD degree awarded by the institute shall be designated as Doctor of Philosophy of the All India Institute of Medical Sciences, Kalyani. The certificate shall not indicate the subject or speciality. The title of the thesis shall be indicated in the certificate.

## **30. REFERENCES**

- i. AIIMS New Delhi Guidelines for Academic Courses, Awards and Orations at All India Institute of Medical Sciences, New Delhi, Second Edition 2004.
- ii. Syllabus MD/MS/MDS/MHA at the All India Institute of Medical Sciences, New Delhi, Second Edition July 2005.
- iii. Syllabus D.M./M.Ch. at the All India Institute of Medical Sciences, New Delhi, Second Edition July 2005.
- iv. AIIMS, New Delhi Prospectus Post Graduate Courses [MD/MS/M.Ch./DM Six Years] January 2016.
- v. AIIMS New Delhi Prospectus Post Graduate and Post-Doctoral Courses [DM/M.Ch./MHACourses] Jan 2019.
- vi. AIIMS New Delhi Prospectus Ph.D. Programme July 2018 Session.
- vii. AIIMS New Delhi Guidelines for submission of thesis protocol/thesis and eligibility for Chief Guide in respect of Junior/Senior residents (Academic) pursuing MD/MS/MDS/DM/M.Ch. Courses No.F.4-1/2018-Acad. I Dated 04.05.2018.
- viii. Recommendation of the Committee Constituted by the Director on the issue of Ph.D. reforms at AIIMS New Delhi [No.F.2-2/2016 – Acad I Dated 22.11.2016].
- ix. Revised Guidelines for MD/MS/MDS/DM/M.Ch./Senior Residents – Committee constituted under the Chairmanship of Prof. V K Paul meeting on 16.3.2015 and proposed guidelines for various teaching programs at AIIMS New Delhi.

- x. AIIMS New Delhi Prospectus D.M./M.Ch. July 2019 session.
- xi. AIIMS New Delhi Postgraduate (MD/MS/MDS/DM/M.Ch. – 3 and 6 years) leave rules –

Regarding [No:6-10/2015-Acad I dated 14.08.2018].

- xii. Internal Assessment for Postgraduate Students at AIIMS New Delhi [F.No.4-7/2015-Acad.1 dated 22.06.2015].
- xiii. Office Memorandum, Guideline for attending CME/Conference/Symposium/Workshops etc. (within country or abroad) on Academic Leaves/On Duty Leaves/ in respect of Junior Residents Academic. Dated 26.03.2019 No. F.1-1/(GB-157/6)/2019/Acad. I AIIMS New Delhi.