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A.I.I.M.S., New Delhi-29

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ACADEMIC SECTION**

Dated : 28<sup>th</sup> March 2022

**OFFICE MEMORANDUM**

**SUBJECT : Standard Operating Procedure for MSc/M. Biotechnology/MSc Nursing Courses at AIIMS, New Delhi – Regarding.**

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It has been observed that a number of Departments are not adhering to rules/guidelines. In this regard, all the concerned Chief of Centres/HODs/Principal College of Nursing are requested to follow the below mentioned guidelines for M.Sc/M. Biotechnology/M.Sc Nursing courses :

- Joining of the Candidate : To be signed by the Faculty Incharge of the Course in the Department and countersigned by the HOD.
- Academic Schedule shall be submitted to Academic Section by 25<sup>th</sup> of every month.
- Students registered for M.Sc/M.Sc Nursing Degree Course shall have to submit the soft copy of plan of thesis on SARAL Platform with proof of submission to Ethics Committee within six months from the date of registration. **The same must be signed by the Chief Guide/Co-Guide & duly forwarded by the concerned HOD.**
- Students registered for M. Biotechnology Degree Course shall have to submit the soft copy of plan of dissertation on SARAL Platform with proof of submission to Ethics Committee within one year from the date of registration. **The same must be signed by the Chief Guide/Co-Guide & duly forwarded by the concerned HOD.**
- The last date for submission of thesis is 31st January on SARAL Platform with covering letter duly signed by the HOD & the Chief Guide and Ethics approval letter. Any student who does not submit his/her thesis on the aforesaid date may be given extension on request through proper channel and it is at the discretion of the Dean to accept the thesis after the above schedule at a maximum period of 15 days i.e. up to 15th February. No extension will be given for more than 15 days under any circumstances. A candidate who fails to submit thesis within the extended period i.e. by 15th February **will not be eligible to appear in the final examination.**
- HOD, must forward all application of students **within three days** with or without comments/review failing which action on advance copy shall be initiated by Academic Section.
- Internal Assessment shall be communicated to the Academic Section as per Notification. (copy enclosed).
- Candidates admitted to M.Sc./M. Biotechnology courses will be entitled for 24 days leave in the first year and 30 days leave in the second year of the course. The number of days of leave cannot be carried forward to next year. If the leaves are extended in a year

*Sanyal*



beyond the permissible leave than it will be treated as an Extra Ordinary Leave and his period of registration also extended accordingly. Further, if the candidate extends the limit of 30 days of Extra Ordinary Leave then his final examination is postponed for a period of six months.

- Candidates admitted to M.Sc. Nursing course will be entitled for 30 days leave in the first year and 30 days leave in the second year of the course. The number of days of leave cannot be carried forward to next year. If the leaves are extended in a year beyond the permissible leave than it will be treated as an Extra Ordinary Leave and his period of registration also extended accordingly. Further, if the candidate extends the limit of 30 days of Extra Ordinary Leave then his final examination is postponed for a period of six months.
- **The record of routine Leaves shall be maintained by the Department. However in case of unauthorised absence of more than three days in the Department, information shall be given to Academic Section by Faculty Incharge of the course through the concerned HOD. Non communication by the Department within stipulated period shall be viewed seriously & will not be entertained at later stage.**
- Complete attendance with leave record shall be submitted to Academic Section by 15<sup>th</sup> April or at least 15 days before start of final Exam for consideration of eligibility. Any Non-communication by the Department in this regard shall not be entertained for consideration by Competent Authority subsequently at later stage.
- Faculty Incharge/ HOD has to ensure presence of candidate in the Department, after the exam till completion of tenure.

This is for information and compliance of all the concerned.

This issue with the approval of the Competent Authority.

*Alhambra*  
30.03.22.  
Ms. Anurita

*Sanjeev Lalwani*  
28/3/22  
(Dr. SANJEEV LALWANI)  
REGISTRAR

DISTRIBUTION :

- PS to Dean/Associate Dean (Acad/Exam)
- HOD, Biotechnology, • Principal, CON
- HOD, Anatomy, Biophysics, Biochemistry
- HOD, Cardiovascular imaging and Endovascular
- HOD, Nuclear Medicine Technology
- HOD, Reproductive Biology
- HOD, Pharmacology and Physiology
- ACE, Examination Section
- Chairman, SYS
- ✓ Computer Facility : With the request to upload this OM in AIIMS's website under head of the Academic Notices.



ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ACADEMIC SECTION

F.No.4-7/2015-Acad.1

22.06.2015

**CIRCULAR**

Subject: Internal Assessment for Postgraduate students at AIIMS,  
New Delhi.

It is brought to the notice of all concerned that the guidelines regarding weightage of internal assessment of PG students in final examination as approved by the Competent Authorities are as under:-

- The weightage of internal assessment will be equal to 20% of total marks in both theory and practical component of final examination.
- Departments will decide modalities of internal assessment for both components i.e.Theory and Practical.
- MD/MS/MDS/MHA Residents /students will be assessed every six month and DM/MCH once in a year. Marks will be awarded for both Theory and Practical component.
- Marks awarded to the candidates shall be submitted to the Examination Section at least once in a year with intimation to Academic Section.
- Total score in various internal assessment for both theory and practical components will be used to give weightage equal to 20% of total marks of final examination in both theory as well as practical.



- Final result will be prepared after adding scores of internal assessment final examination in both components by Examination Section.

MD/MS/MDS

a) Theory – Total marks – 400

Paper-I - Marks 80

Paper-II - Marks 80

Paper-III - Marks – 80

Paper-IV - Marks – 80

Internal assessment 80 marks

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b) Practical – Total marks – 400

Final exam 320 marks (modalities to be developed by the Department)

Internal Assessment 80 Marks

DM/M.Ch/M.Sc.

a) Theory – Total Marks – 300

Paper-I - Marks -80

Paper-II – Marks - 80

Paper-III – Marks – 80

Internal assessment 60 marks



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b) Practical – Total marks – 300

Final exam -240 Marks (Modalities to be developed by the department)

Internal Assessment 60 Marks

In all PG courses except (M.Biotechnology) internal assessment will be given 20% weightage out of total marks in final examination in both theory as well as practical.

This is for information of all concerned and for implementation of the same from July, 2015 session onwards.

Authority: Academic Committee Agenda Item No.AC/112/8 approved by GB in its meeting held on 13-4-2015.

*Rajwade*  
(REGISTRAR) 23/6/15

Distribution to: Chief of Centres/All HODs.

• Prof.In-Charge, Examination Section. *CUB*  
01/7/15

Prof.in-Charge, Computer Facility, AIIMS with request to depute a person to send e-mail of this circular to Chief of Centres/All H.O.D's

*[Signature]*  
1/7/15