



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR,
Hyderabad Metropolitan Region, TELANGANA - 508126
अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर,
हैदराबाद मेट्रोपोलिटन क्षेत्र, तेलंगाना - 508126

OFFICE OF THE DEAN

सांख्या/No: AIIMS/BBN/Registrar/2022/ 472

दिनांक/Date: 15 July, 2022

परिपत्र/CIRCULAR

Following are the points related to Leave and Assessments, as per AIIMS, New Delhi Academic Rules and Procedures presently followed by AIIMS, Bibinagar for PGs (Academic-Junior Residents) students

LEAVE:

During the term of employment, he/she will be entitled for leave as under:

- First year: 30 days leave, calculated on pro-rata basis (i.e. during the first year of their tenure, they will be sanctioned leave only on the basis of number of days that they have already earned).
- Second year: 36 days leave
- Third year: 36 days leave

General leave rules:

- Candidates are not entitled to any other leave except that mentioned herein.
- Leaves of different years cannot be clubbed together.
- Leaves of one year cannot be carried forwarded to another year.
- Leaves availed by candidates beyond permissible limit (per year) shall be treated as Extra Ordinary Leaves (EOL) without pay. EOL can be availed upto maximum of 30 days in the tenure period of 3/ 6 years and the candidate will have to work for the extended period equivalent to that of EOL.
- Any leave of greater than 30 days or EOL beyond 30 days would be sanctioned only in exceptional circumstances on medical grounds, after examination of the applicant by a medical board constituted by the Dean.
- In case EOL availed are more than 30 days, the Residency will be extended for the total period of EOLs and final examination of the candidate shall be held with next batch after completion of the residency tenure.
- Unavailed leaves can be encashed after completion of tenure period on submission of final no dues from the concerned departments.
- Sponsored/Foreign National candidates are not entitled for leave encashment.
- Overstay on leave without proper sanction/willful absence from duty render a resident liable to disciplinary action.
- In case the candidate is on unauthorized leave, then first notice to rejoin should be sent to the student within 7 days. In case he/she does not join, another notice should be sent to the candidate and his/her parents asking for explanation and to join within 7 days. In case after two notices, the candidate still does not join, then a final notice will be issued as last opportunity to join in another seven days, failing which the registration will be cancelled.
- Residents cannot pre-plan leaves and make a roster of leaves and each leave application is to be decided by the concerned authority on its merit to maintain patient care services.

- If any Junior Resident is posted in another department and applies for normal leave OR Conference Leave, then its application should be forwarded and duly recommended by the HOD/Chief of concerned Department/Centre wherein JR is posted on rotation basis, the HOD/Chief of concerned Department/Centre is the competent authority to recommend his/her leave/conference leave.
- For prolonged leave, it is mandatory to apply through proper channel with proper justification well in advance at least ten days before proceeding on leave. However, Dean is the Competent Authority for sanctioning such leaves.

(Authority: OM No.4-7/2018-Acad.I:29/10/2018; Academic Committee AC/117/13: 20/11/2018; Governing Body GB/157/6: 24/01/2019)

Maternity Leave

Female Junior Residents (Academic) are entitled for maternity leaves as per Govt. of India rules during their course with full pay. Their period of registration/training will be extended for the equivalent period of leave availed. They will have to work for the extended period and the final examination of the candidate shall be held with next batch. (Authority: Staff Council 14/8/2001; OM22/86 Acad. II: 6/9/2001)

Maternity leave period will be assessed in a manner similar EOL for the purpose of calculation of extension of tenure and postponement of exams. The period of registration and training will be extended for the number of days of Maternity Leave and the exam will be postponed by one session.

CME/ Conference/ Symposium/ Workshop (Academic) leave:

- Junior Residents (Academic) will be granted permission to attend the academic activities i.e. CME/ Conference/ Symposium/ Workshop/ etc. and for the purposes, they can avail total 09 (Nine) days of Academic Leaves/ On Duty Leaves for the entire tenure of three years without any annual cap/ limit.
- The applications of those candidates who have already availed these 09 (Nine) days of Academic Leaves/ On Duty Leaves, will not be considered under purview of Academic Leaves/ On Duty Leaves. However, they shall be free to avail leaves for academic purpose out of permissible 102 days leaves (30+36+36) of the tenure, if due. Academic Leave/ On Duty Leave will be considered only after recommendations of the concerned Chief of the Centre/ Head of the Department subject to approval of the Dean (Academic).
- 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 Chief of the Centre/ Head of the Department must be received in Academic Section well in advance at least 15 days prior to commencement of the event for consideration.

Internal assessment

Internal assessment/progress report should be evaluated periodically by the faculty members of the concerned department on the theoretical knowledge and practical skills of a candidate. The Head of the Department should send such an internal assessment/ progress report of each candidate on regular basis i.e. six monthly and send to the Academic Section for official records.

The weightage of internal assessment will be equal to 20% of total marks in both theory and practical component of final examination.

- Department will decide modalities of internal assessment of both components i.e Theory and Practical.
- MD/MS/MDS Residents will be assessed every six month and 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 assessments 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 score of internal assessment final examination in both components by Examination Section.

Final examination:

The Final examination will be held at a date fixed by the Examination Section. In order to appear for the final exam candidates must: -

- Submit their Thesis as mentioned above
- Complete the prescribed posting trainings, work schedules, courses and assessments during the tenure.
- Not have availed EOL more than 30 days during the entire tenure. Maternity leave period will be assessed in a manner similar to EOL for the purpose of calculation of extension of tenure and postponement of exams.
- Total score in various internal assessments 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.

Theory:

Internal Assessment	Final Exam				Total
	Paper1	Paper 2	Paper 3	Paper4	Total
80	80	80	80	320	400

Practical:

- Total Marks:400
- Final Exam: 320 marks
- Internal Assessment:80 Marks(modalities to be developed by the Department)

Paper and poster presentation :

- Rules and procedures regarding paper and poster presentation in conferences by Post Graduate students will be followed as per the approved curriculum of respective Departments.

This is issued with approval of the Competent Authority.

(डॉ. बी.अपर्णा वर्मा) (Dr. Aparna Varma),
रजिस्ट्रार/Registrar,
एम्स, बीबीनगर/AIIMS, Bibinagar.



प्रतिलिपि /Copy to:

1. PS to Director.
2. Dean (Academics).
3. Concerned HoDs and Faculty.
4. Faculty In-charge, PG Academic Activities.
5. All the Post Graduate (PG) students of Jan Session 2022