

ACADEMIC SECTION

Minutes of the 117th Academic Committee Meeting held on 20th NOVEMBER 2018 at 3. 00 P. M. At DR. RAMALINGASWAMI BOARD ROOM

The following members attended the meeting:-

1. Dr. Mahesh B Patel: In Chair
2. Dr. S Venkatesh, DGHS, Member
3. Dr. M K Bhan, Member
4. Dr. D S Rana, Member
5. Dr. D G Mhaisekar , member
6. Dr. Randeep Guleria, Member-Secretary

Dr. Vijay Laxmi Saxena and Shri R. Subrahmanyam informed about their inability to attend the meeting.

Following special invitees were also present:

1. Prof VK Bahl, Dean (Academic)
2. Prof. Chitra Sarkar, Dean (Research)
3. Prof. Sidharth Datta Gupta, Dean (Examination)
4. Dr. D. K. Sharma, Medical Superintendent, AIIMS Hospital
5. Shri Subhashish Panda, DD (Admn)
6. Prof. Rajeev Kumar, Associate Dean (Academic)
7. Prof. Vineet Ahuja, Associate Dean (Research)
8. Dr. Ashok Jaryal, Associate Dean (Examination)
9. Shri N K Sharma, Sr FA
10. Dr. Sanjeev Lalwani, Registrar

Chief of Centers /Head of the Departments were also invited to be present for any clarification about the agenda items pertaining to their respective Centers/Departments. The meeting began with the permission of the Chair and following agenda items were taken up for discussion:

Item no AC/117/ 1: To confirm the minutes of the Academic Committee Meeting held on 6. 3. 2018 at 3. 00 P.M. in Dr. Ramalingaswami Board Room, AIIMS, New Delhi

It was informed that the Minutes of the 116th Academic Committee meeting held on 6/3/2018 were circulated to all members through e-mail on 8.11.2018 for approval/ comments. No comments have been received. The minutes of 116th Academic Committee meeting were unanimously approved by all the members.

Item no AC/117/ 2: Action taken on the minutes of the 116th Academic Committee Meeting held on 6th March, 2018 at 3.00 P.M. in Dr. Ramalingaswami Board Room, AIIMS, New Delhi

Action taken on the minutes was noted- It was informed that the action taken on agenda items approved in 116th Academic Committee meeting are pending for approval of Governing Body and Standing Finance Committee. Regarding agenda item no AC/116/21-24, the Academic Committee had decided that an internal committee shall be constituted by Director, AIIMS New Delhi to examine such proposals and after complete evaluation and justification, such proposals for creation of posts or changes in recruitment rules should be brought to Academic Committee. It was informed that the committee under Chairmanship of Dean (Acad) was constituted and agenda items for creation of posts or changes in recruitment rules were discussed in this committee. Those proposal that had been approved by this committee were being placed in today's meeting as individual agenda items.

Item no AC/117/ 3: Proposal for grant of Special Book Prize of Rs. 20,000 for purchase of books of 3rd Professional MBBS to students securing highest marks in individual subjects in 2nd Professional Examinations.

It was submitted that at present, the Institute awards merit scholarships to MBBS students who secure the 1st, 2nd & 3rd positions in the 1st, 2nd and 3rd Professional MBBS examinations. Additionally, a special book prize of Rs.20,000/- for purchase of 2nd Professional Books is awarded to students securing the highest marks in the individual subjects of Anatomy, Physiology and Biochemistry as approved by the Academic Committee vide item No.AC/111/5 dated 13.5.2014 /Standing Finance Committee vide Item No.SFC-205/9 dated 22.10.2014 and Governing Body vide Item No.GB-152/3 (v) dated 13th April, 2015 respectively.

Dr Randeep Guleria said that the current proposal to extend the Special Book Prize of Rs. 20,000 for purchase of books of 3rd Professional MBBS to students securing highest marks in individual subjects in 2nd Professional exam shall encourage the meritorious MBBS students who secure the highest marks in individual subjects of Pathology, Microbiology, Pharmacology and Forensic Medicine & Toxicology on similar grounds as has been done for first year meritorious MBBS students for purchase of 2nd Professional Books.

The proposal was discussed and unanimously approved.

Item no AC/117/ 4: Award of Certificate of Merit/Commendation Certificate to topper in Master of Biotechnology course at AIIMS.

The proposal for Award of Certificate of Merit/Commendation Certificate to the toppers in all masters' courses at AIIMS Delhi was submitted. It was informed that a candidate with more than 75% of overall marks, and recommended by board of examiners shall be given certificate of merit in each masters course but the same will not be a part of Institute day/Convocation awards ceremonies. Dr S Venkatesh, DGHS, said that in earlier academic committee it was suggested that there should be guidelines for examiners for consideration and recommendation of such awards.

The Director clarified that the award has been proposed for all masters's courses and not specific to Biotechnology. He further said that the award shall be given by the board of examiners and 75% marks in final examination shall be one of the criteria. The final examination marks shall include both internal assessment and marks obtained in final examination. Dr S Venkatesh said that criteria for selection of candidate for such an award should be clearer. It was decided that the proposal stands approved in principle. However, the Dean (Acad) shall formulate guidelines for examiners in regard to recommendation of candidate for award and same shall be included after approval of Director.

Item no AC/117/ 5: To reconsider leave rules related to Extraordinary Leave of Junior Residents (Academic)-regarding

Item no AC/117/6: Matter regarding long leave in M.Sc Courses- joining of duty after availing long leave

Because of similarity of the issues, The agenda item number 5 and 6 were discussed together.

It was submitted that on many occasions, academic residents/MSc students apply for long leaves during their tenure. There is no clarity on rules for leaves to be given at a stretch.

As per Current rules, during the term of employment, Junior Residents (Acad.) are entitled for leave as under:

- First year 30 days leave: *The competent authority has decided that the JR (Acad.) will be entitled to the leave calculated on Pro-rata basis i.e. JR Acad. during the first year of their tenure they will be sanctioned leave for only that much number of days which they have already earned. AUTHORITY: Circular No.4-7/2015 dated 1st May 2015*
- Second year: 36 days leave
- Third year: 36 days leave.
- As per rule, leave cannot be carried forward and they are not entitled to any other leave except the above mentioned leave.
- Unavailed leave will be encashed after completion of three years.
- The Junior Residents (Acad.)/Senior Residents (Acad) are entitled for Maternity Leave for 180 days during their course with full pay, but their period of registration/final exam will be postponed.
- Residency as well as exam of residents, who avail the leave over and above their entitlement, will be extended. However, upto 30 days leave without pay in over all 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. As per the prevailing rule position, if leave without pay of the resident exceeds 30 days, his examination is postponed by six months.

As per rule during the course M.Sc student are entitled for leave as under:

- Leave entitled for the 1st year 24 Days
- Leave entitled for the 1st year 30 Days

Accordingly, it was proposed that for all students, 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 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.

Dr S Venkatesh, DGHS said that registration of any candidate who remains absent for more than 40 days without permission can be cancelled. Dr Mahesh B Patel, Chairman suggested that 80% Academic Attendance should be mandatory before appearing in examination.

The proposals were discussed and unanimously approved as under.

“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 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”.

Item no AC/117/ 7: To consider the proposal to formulate the guidelines for attending CMEs, Workshops, Conference, Symposium, Workshop etc. on Academic Leave/ On-Duty Leave in respect of Junior Resident (Academic) regarding.

It was submitted that currently there are no specific guidelines/ rules in respect of Junior Residents (Academic) regarding entitlement/ limitation of Conference Leave/ Academic Leave as on duty.

As per provision "11. LEAVE" laid down in guidelines provides that during the terms of employment, Junior Residents/ Demonstrators will be entitled leave as under:

First Year : 30 days leave on pro-rata basis

Second Year : 36 days leave

Third Year : 36 days leave

However, as per terms & condition "15 (D) LEAVE" laid down in Prospectus for July 2017 Session provides that Junior Residents/ Demonstrators are not entitled to any other leave except that mentioned above.

Guidelines for Special Leave to Senior Residents:

As per existing guidelines/ circular vide No.F.01-01/15-Acad.I, dated 30.06.2015 (copy enclosed), notified for Special Leave to Senior Resident only are as under:

Special Leave to attend the CMEs, Conference, Symposium etc: -

- Senior Residents will be granted permission to attend academic activities i.e. CMEs, Workshops, Conference, Symposium etc. and they can be granted total 7 days leave special leave for this purpose in one completed year of Senior Residency.
- Such leaves will be granted only after recommendation of the concerned HOD and approval of the Dean.
- The balance leaves if any, at the end of the year will not be carried forward to next year.

It was proposed to create parity of total number of leaves for both Senior Resident and Junior Resident, 09 days academic leaves should be given to Junior Residents (Academic) in a period of three years. Dr Mahesh B Patel, Chairman, Dr D S Rana and Dr S Venkatesh sought clarification on the distribution of these leaves. It was informed that 09 leaves shall be maximum limit for the entire tenure of three years but there is no annual cap/limit. Further, in addition to these 09 leaves candidate shall be free to avail leaves for academic purposes out of permissible 102 leaves as per provision 11, in case the 09 academic leaves are exhausted.

The proposal was discussed and unanimously approved that in addition to the leaves described in provision '11', academic junior residents would be permitted 09 (Nine) academic leaves in total over 3 years of residency with the same provisos as for similar leaves for senior residents.

Item no AC/117/ 8: Regarding grant of Paternity leave and extension of tenure for academic courses if leaves extend beyond the permitted period for DM/M.Ch candidates.

The proposal regarding grant of paternity leave and extension of tenure for academic courses if leaves extend beyond the permitted period for DM/M.Ch candidates was discussed.

It was informed that the Senior Resident (DM/M.Ch) are entitled for leave during the three years tenure as under:-

1st year 24 Days

2 nd year	30 Days
3 rd year	36 Days

If leave is extended in a year then the extended period is treated as Extra Ordinary Leave without pay and the registration period is also extended by postponing the Exam for one session). The Dean is the competent authority to condone the leave upto 30 days on the merit of each case

Maternity leave:-Senior Resident (Non-Academic.), Senior Resident (DM/M.Ch) and Junior Residents (Acad.) are entitled for maternity leave for 180days. However the tenure of Senior Resident (DM/M.Ch) and Junior Residents (Acad.) is extended in lieu of Maternity leave and final examination also postponed for one session.

Paternity leave:-Senior Resident (Non-Academic.), Senior Resident (Acad.) are entitled for 15days paternity leave but tenure is not extended.

It was proposed that for calculating tenure extension due to paternity leave, the total number of leave availed in 3 years would be calculated. If the total leaves availed is more than 90 days (including paternity leave), then the tenure will be extended by the extra number of days beyond 90 days. Dr Mahesh B Patel and Dr S Venkatesh said that the provisions for paternity and maternity leave to SR/JR have already been notified as per CCS Rules. The Director said that exam postponement would depend on total number of leaves availed as per existing policy.

The proposal was unanimously approved.

Item no AC/117/ 9: Proposal for revision of supplementary Examination Rules for First Professional MBBS Students.

The proposal for revision of supplementary Examination Rules for First Professional MBBS Students was discussed.

As per current rules, students are allowed to take the 1st Professional MBBS supplementary examination only if they have at least 40% marks in their internal assessment in each subject and independently in theory and practical components. Internal assessment contributes 50% marks to the overall total of the 1st professional exam. Once they are found eligible for the supplementary examination, only 25% of weightage is carried forwarded from internal assessment and 75% is allotted to the supplementary exam. In case the internal assessment is less than 40%, the student is not allowed to sit in the supplementary exam and is made to repeat the 1st year but this non-appearance is counted as an attempt. The same process is applicable when they appear for the exam in the next year.

Dr S Venkatesh, DGHS wanted to know the historical background of these rules. The record mentions that these rules were approved by the Dean's Committee in its meeting dated 11/10/2004/ and 29/11/2004 and Staff Council in meeting dated 9/11/2004/ and 8/2/2005.

It was submitted that if students with less than 40% internal marks were permitted to sit for the 1st Professional exam, they should not be barred from appearing for the supplementary exam either. However, it was pointed out that since the carry-forward of internal marks in the supplementary exams was only 25% compared to 50% in the 1st professional exams, students who had poor internal assessments may voluntarily prefer the supplementary exam over the 1st Professional exam, thus defeating its purpose.

It was thus proposed that all students failing the 1st Professional exam will be allowed to take the supplementary exams. For such students, 25% of weightage will be carried forward

from internal assessment, 25% marks from the 1st Professional examination and 50% will be allotted to the supplementary exam.

The proposal was unanimously approved with the condition that the same shall be applicable prospectively from 2019 MBBS batch.

Item no AC/117/ 10: Proposal or revision of eligibility criteria for Foreign National candidates to be same as National Candidates for MBBS Course at AIIMS, New Delhi.

It was submitted that multiple representations / requests had been received regarding making AIIMS MBBS Eligibility for Foreign National Candidates at par with General /Other Backward Class (OBC) Indian National Candidates. The current eligibility criteria for both foreign nationals and Indian nationals is as under:

The eligibility criteria for Indian National Candidates	The eligibility criteria for Foreign National Candidates (applicable to AIIMS, New Delhi only)
<p>For Indian Nationals Nationality: He /She should be an Indian citizen Age: He /She should have attended or will attain the age of 17(Seventeen) years as on the 31st of December, of the year of admission.</p> <p>Essential Qualifications: He/she should have passed the 12th Class under the 10+2 Scheme/Senior School Certificate Examination (CBSE) or Intermediate Science (I.Sc.) or an equivalent Examination of recognized University/Board of any Indian State with ENGLISH, PHYSICS, CHEMISTRY AND BIOLOGY AS SUBJECT.</p> <p>MINIMUM AGGREGATE MARKS:- He/she should have obtained a minimum of 60% marks (50% in case of SC/ST candidates) in aggregate in ENGLISH, PHYSICS, CHEMISTRY and BIOLOGY. (This will not apply to candidates who have passed B.Sc. or B.V. Sc. OR B.Sc. (Nursing) final examination by securing not less than 55% marks (50% in case of SC/ST candidates) in aggregate in any of these examinations, provided in the 12th Class examination under 10+2 scheme/Intermediate Science or an equivalent examination, he/she should have studied English, Physics, Chemistry and Biology.</p>	<p>The Foreign candidates nominated by the Government of India are required to have obtained a <u>minimum of 50% marks</u> in aggregate in the subjects of ENGLISH, PHYSICS, CHEMISTRY AND BIOLOGY in their Intermediate Science or an equivalent examination to be eligible for admission to the MBBS course at New Delhi.</p> <p>The Foreign Candidates nominated by the Government are not required to appear at the Competitive Entrance Examination.</p>

It was proposed was submitted that both Indian (General/OBC) and Foreign Nationals shall be eligible for admission in MBBS Course at AIIMS New Delhi with minimum of 60% marks in aggregate in the subjects of English, Physics, Chemistry and Biology in:

- For Indian Nationals- 12th Class (10+2)/Senior School Certificate Examination (CBSE) or intermediate Science or equivalent examination of recognized university/board.
- For Foreign Nationals in their intermediate science or equivalent examination.

Dr MK Bhan said that this may be an extension of adaptation concession. Dr S Venkatesh, DGHS informed that Foreign Nationals are admitted through NEET. Dr Guleria informed that in undergraduate courses at AIIMS New Delhi, Foreign Nationals are not admitted through competitive entrance examination. Therefore, the foreign national candidate who have secured marks equivalent to Indian students should be admitted.

The proposal was thus unanimously approved.

Item no AC/117/ 11: GUIDELINES FOR FUNCTIONING OF CENTERS, FORMATION OF DIVISIONS AND UNITS.

It was informed that in view of the increasing faculty strength and number of centers at the Institute, clear guidelines were required to define on administrative functioning of the faculty. A committee was constituted under chairmanship of Director, AIIMS to define the policies for functioning of faculty in centres and creation of smaller administrative and functional working units within the departments/centers so as to allow maximum opportunities for individual and institutional growth. The guidelines proposed by the committee are as under:

Guidelines for Functioning of Centres, formation of Divisions and Units

1: Centre:

The definition of a centre is restricted to those entities that are clearly defined as independent administrative units within the overall control of the Director. Centres should consist of multiple related specialties and be independent in their functioning. Centres should not be created with single departments.

The term “centre” is sometimes used in the name of departments and facilities at AIIMS. However, in administrative terms, merely the presence of the word “centre” within their name will not entitle them to the status of a “centre” as envisaged here.

The current Centres recognized are:

1. Dr RP Centre
2. BRA-IRCH
3. Cardiothoracic centre
4. Neurosciences centre
5. JPNA Trauma centre
6. CDER
7. NDDC
8. NCI-Jhajjar

1.1: Functioning of faculty in a centre:

1.1.1: Faculty appointed at a post advertised for a centre will primarily work at that centre. Office/ Staff/OT/OPD/Clinic etc. will all be physically housed within the centre. For centres which have their own housing, faculty will stay in the housing provided on that centre’s campus and will not be eligible for housing on main AIIMS campus or any other centre’s campus.

1.1.2: They will be responsible for developing the academic program in their specialty either as a department or division (vide-infra). Academic exchange

(thesis/projects/journal clubs/seminars/case-discussions) may be done with other centres/main department if physically feasible and agreed upon as in point 3 below.

1.1.3: There will be no automatic rotation of duties or privileges with other centres or the main department. However, faculty may discharge duties at another centre or main department if:

1. It is agreed upon by the majority of faculty (at all levels) who are affected by such exchange. This must be documented in writing in a physical faculty meeting.
2. The proposal must have the agreement of the Head of the departments/centre on both sides
3. The proposal must have approval of the Director
4. Such privileges must be in writing, for a fixed duration
5. All provisions of section 1.1 will continue to apply
6. The rotation may be revoked by the director at any time

1.1.4: Intra-specialty seniority will be considered only among faculty selected in a centre. They will not be eligible for equivalence or seniority with faculty of the same specialty in other centres or the main department. This will apply even if the faculty rotate with faculty in other centres or the main hospital.

1.1.5: If there is no department or division for a specialty in a centre, faculty members appointed in that specialty will report directly to the CoC. In order to cater to their academic growth, point no. 1.1.3 above should be considered favourably. However, this must be read in conjunction with all other points above.

1.1.6: In order to provide mentorship and administrative guidance to new centres, for a fixed period of time, the Director may:

1. Appoint senior faculty members of existing departments as mentors.
2. Assign existing Heads of the Department to officiate as Head of Department for corresponding specialties in the new centres for a fixed period of time. Such HoDs would carry the same powers as of a HoD in a Department of a Centre.

1.2: Departments in centres:

Departments within a centre will be administrative units, would work on lines similar to independent departments in the main hospital, but without financial powers which would rest with the Chief of Centre (CoC). However, each department in a centre should be consulted while preparing financial plans for the centre and budget allocated for a centre should be appropriately assigned to departments within it.

1.2.1: Creation of departments in centres

The proposal to create a department within a centre will follow the same policies as for creation a department in the main hospital.

1.3: Divisions in departments in centres:

Divisions in departments in centres will follow the same rules as divisions in departments in the main hospital (2.2).

1.4: Divisions in centres (not within a department of a centre):

Divisions within a centre will be administrative units, reporting directly to the Chief of Centre (CoC).

1.4.1: Creation of divisions

- The proposal to create a division will be evaluated by a committee constituted by the Director. After approval of the Staff Council, a notification may be issued with approval of the Director.
- Minimum 3 faculty posts in that specialty
- An administrative appointment of 'Head of division' may be made by the director
- If a 'Head of division' is appointed, faculty within a division report to 'Head of division' who reports to CoC
- All Faculty ACR to be written by CoC, all financial powers with CoC
- Academic programs (MD/MS/DM/MCh/PhD/fellowship) may run within a division

1.5: Units in centres:

- May be created in any department or division
- Purely functional for provision of service
- Minimum 2 faculty in a unit
- There must be a valid justification for creation of unit and the proposal must be approved by the majority of faculty members in the department/division
- The proposal will be evaluated by a committee constituted by the Director and notification will be issued after approval of the Director

2: Main Hospital

2.1: Departments in main hospital:

The policies for creation of departments within the main hospital will remain unchanged.

2.2: Divisions in departments in main hospital:

Divisions in departments in the main hospital will be administrative units, reporting directly to the Head of the Department (HoD).

2.2.1: Creation of divisions

- Divisions must be created on academic basis and not for purely service provision.
- The proposal to create a division must be submitted by the HoD after approval of the majority of the faculty in the department in a faculty meeting. It will be evaluated by a committee constituted by the Director. After approval of the Staff Council, a notification may be issued with approval of the Director.
- Minimum 2 faculty members in that sub-specialty
- An administrative appointment of 'Head of division' may be made by the director on the recommendation of the Head of the Department. Faculty within a division report to 'Head of division' who reports to HoD. Appointment of 'Head of division' is not essential and in the absence of a designated 'Head of division', the faculty will report directly to the HoD.

- Academic programs (MD/MS/DM/MCh/PhD/fellowship) may run within a division

2.3: Units in main hospital:

- May be created in any department or division
- Purely functional for provision of service
- Minimum 2 faculty in a unit
- There must be a valid justification for creation of unit and the proposal must be approved by the majority of faculty members in the department and division
- The proposal will be evaluated by a committee constituted by the Director and notification will be issued after approval of the Director

Dr S Venkatesh said that at Centres, faculty of different disciplines should work with common interest. However, in CHS cadre the faculty are posted in main department and the department provide services to different areas by rotation. It was clarified that at AIIMS, Centres are administratively governed by Chief of Centres. Faculty appointed at Centres can be extended academic benefits of teaching, examinership etc with mutual agreement with the main department and with approval of Director. Dr DS Rana asked about the current postings of Residents. It was informed that Senior Residents are rotated in the concerned areas. Dr MK Bhan said that policy of creation of Centres and posting of faculty should be without any prejudice and must be governed by principles appropriately laid down. He further said that single post at a centre should not be created and it should be in the form of a division as proposed. He further said that at times, a single faculty at a centre does an excellent job. Dr VK Bahl also said that the proposal is essential as NCI is coming up at Jhajjar. Dr Randeep Guleria said that for every Centre, the core and noncore disciplines should be identified. Faculty of all core discipline should be posted exclusively at the Centre and non-core faculty may be posted in the Department which will extend services to Centre by rotation. Dr MK Bhan said that norms should be fixed and prospective candidates must be clearly informed about this. The proposal was unanimously approved.

Item no AC/117/ 12: Clarification on ambiguities in awards for Mrs. Geeta Mittal Medal and Book Prize, Shri Mohan Lal Wig Medal Excellence in Nursing Awards

It was submitted that the above mentioned awards are being awarded at every year in Institute Day Celebrations.

- Mrs. Geeta Mittal Medal and Book Prizes have been instituted for the best M.D. students in the field of Oncology (One for Basic Research in Oncology and Other for Clinical Research). These awards will carry a Medal, a Certificate and a Book Prize.
- Shri Mohan Lal Wig Medal is awarded every year after receiving the thesis of best work in the field of clinical research to a postgraduate or any other worker in the Institute below the age of 35 years.
- The following awards for “Excellence in Nursing”_have been instituted by the AIIMSONIANS of America for the Nurses working at AIIMS. The details of award are under please.
 - Award for Best Research Work by Nursing Staff
 - Award for Best Nurse in Community Care Nursing
 - Best Nurse of the year Award

There was a discrepancy noticed between the criteria for awards and the proformas filled by candidates for their application. In order to remove the ambiguities, the proformas have been revised and ambiguities in the rules have been removed.

The above proposal for removal of the ambiguities in the rules and revision of application proformas for the above mentioned awards for Mrs. Geeta Mittal Medal and Book Prize, Shri Mohan Lal Wig Medal Excellence in Nursing Awards was discussed and approved.

Item no AC/117/ 13: Augmentation of manpower to strengthen the patient care services in the Department of Emergency Medicine by formulating Rotation Policy of Junior Residents (Academic) to the Department of Emergency Medicine -regarding.

It was submitted that In the Department of Emergency Medicine, the posts of Junior Residents (Non Acad) and Senior Residents (Non Acad) are not getting filled to full strength in spite of regular selection and also by special recruitment drive conducted by Academic Section. Hence, there remains acute shortage of manpower for smooth functioning of patient care services in Department of Emergency Medicine

To address the issue, a Committee under Chairmanship of Dean (Academic) was constituted with the approval of Director, AIIMS, New Delhi. The current problem faced in recruiting and retaining residents in Department of Emergency Medicine was discussed. The committee recommended that Junior Residents (Acad) in the Department of Medicine, Surgery, Paediatrics, Anaesthesia and Geriatric Medicine should rotate to the Emergency Medicine for the period of 3 months during the second year of their training.

Dr DS Rana enquired about rotation of Senior Residents. It was informed that Senior Residents of related clinical departments are rotated and for some clinical and non/para-clinical department's Senior residents remain on call.

The proposal was discussed and unanimously approved.

Item no AC/117/ 14: Request for creation of three (3) posts of Senior Resident/ Demonstrator of Anatomy.

The proposal for creation of three (3) posts of Senior Resident/ Demonstrator of Anatomy was discussed. It was informed that there had been a major increase in the number of students, MBBS and BSc in AIIMS New Delhi, leading to a shortage in the number of Senior Residents/Demonstrators available to teach them since nearly all courses required some classes in Anatomy. It was also informed that the proposal to increase the seats is as per the norms of creation of the posts of Senior Residents as approved by the Academic Committee previously. In view of the justification, the members of the committee unanimously approved the proposal.

Item no AC/117/ 15: Creation of new three posts of Senior Resident (Paediatrics) for RPC (HDU)

The proposal to create 3 posts of non-academic SRs in the Department of Pediatrics for manning the RPC-HDU was discussed. It was submitted that with improving surgical expertise, a large number of preterm and neonates undergo successful ocular surgery. A Pediatric High dependency unit (PHDU) was established last year with 6 equipped beds at RPC for better care of such babies. In order to functionalize this on a round-the-clock basis to effectively manage serious complications during and after procedures, optimum cover of pediatrics SRs are required. Currently, the unit is manned by two senior residents of Pediatrics and they are able to provide cover from 9 AM to 5 PM daily from Monday to Saturday. Hence, 3 more pediatrics SRs are required to increase the current deployment

from 2 to 5. The decision to enhance capacity of RPC HDU for functioning 24/7 was jointly taken by the departments of ophthalmology, pediatrics and anesthesia through a committee overseeing this facility. The proposal was discussed and unanimously approved.

Item no AC/117/16:- Creation of three posts of Senior Resident in the Department of Geriatric Medicine

The proposal of Department of Geriatrics requesting for create two seats (02) of Senior Resident in the Department of Geriatrics Medicine and (01) new post of Senior Resident in the department of Hospital Administration for the National Centre of Ageing, AIIMS New Delhi was discussed. The Department proposes to strengthen clinical service for older patients at AIIMS which will be an integral part of NCA when it becomes functional. Till the NCA becomes functional, these residents will be required to provide "Ortho-geriatric Service" that is already functional in the JPNATC. The Head of the Department of Orthopaedics and Chief of Trauma Centre strongly supported the idea of involvement Geriatric Medicine residents and faculty in the management of frail older patients undergoing major orthopedic procedures. The Senior Resident (Hospital Admn) position in national Centre of Ageing needs to be activated to manage the implementation of NCA at construction phase.

Dr M K Bhan said that Geriatric medicine has special service component as patients are in both ambulatory/bed ridden conditions, hence wider consultation is required to improve geriatric services. Dr MK Bhan and Dr R Guleria said that Geriatric Medicine should come up with new ideas as per international models with concepts like Geriatric Nurse Practitioner. Dr S Venkatesh also said that web-based training, Digital Academics in areas like community mental health, Psychiatry, mental health nursing and posting in Dialysis etc shall be considered as these are the needs for geriatric patients and a wider discussion on this area should be undertaken.

The proposal to create 3 new posts of SRs was unanimously approved.

Item no AC/117/17:- To consider the proposal for creation of additional 7 posts of Senior Resident (M.Ch) in the Department of Urology, AIIMS, New Delhi.

It was submitted that the department of Urology at present has 11 (MCh) Senior Residents, and no (0) non-academic SRs or JRs. This total number has remained constant for around 15 years. However, the workload in the department has increased manifolds in this time. The new OPD block, Surgical block and Mother and Child block expected to start functioning soon, hence there will be a requirement of additional manpower since the number of OPDs, beds and OTs available to the department will increase. Accordingly, it is proposed to create additional 7 posts of Senior Residents (M.Ch) for the Department of Urology. The proposal has been justified with workload, infrastructure and the guidelines for Resident: Faculty ratio. Currently Department has 10 Faculty posts and 11 Senior Residents (MCh). The proposal was discussed and unanimously approved.

Item no AC/117/18:- Proposal to start M.Ch in (1) Vitreo-Retina (2) Cornea & External Eye Disease (3) Strabismus (4) Oculoplasty (5) Glaucoma in the Department of Ophthalmology Dr. R.P. Centre, at AIIMS, New Delhi.

The proposal to start M.Ch in five specialties (1) Vitreo-Retina (2) Cornea & External Eye Disease (3) Strabismus (4) Oculoplasty (5) Glaucoma, in the Department of Ophthalmology at Dr. R. P. Centre, at AIIMS, New Delhi was discussed. It was informed that Chief RPC had requested that instead of the original proposal, a single MCh seat per year may be approved in each of four specialties: (1) Vitreo-Retina (2) Cornea & External Eye Disease (3) Strabismus and (4) Glaucoma.

Dr MK Bhan, Dr DS Rana and Dr Dilip Mhaisekar said that these are very narrow specialties within Ophthalmology. Dr S Venkatesh, DGHS raised the issue regarding MD (Ophthalmology) Degree at AIIMS and subsequent MCh in related specialty. It was informed that such discrepancies are there in Degrees awarded at MCI Governed Medical Colleges too. Dr Atul Kumar, Chief RPC was invited to discuss and clarify the proposal. Dr Atul Kumar agreed that these were indeed very narrow fields and instead of MCh, fellowship could be considered in these areas. Dr DS Rana and Dr MK Bhan also suggested that 2 year fellowship shall be more appropriate. Dr DS Rana said that Fellowship in Oculoplasty must also be developed. Dr S Venkatesh, DGHS also suggested to start fellowship course in Community Ophthalmology.

In view of the above discussion it was decided that the proposal is not approved and should be resubmitted after suitable modification for Fellowship courses and be brought again through appropriate committees.

Item no AC/117/19:- Proposal to start Fellowship in “Paediatric Cardiac Surgery” in the Department of CTVS at AIIMS, New Delhi

The proposal to start a Fellowship in “Paediatric Cardiac Surgery” in the Department of CTVS at AIIMS, New Delhi was discussed. The proposal includes essential qualification as MCh/DNB in Cardiothoracic and Vascular Surgery recognized by the Medical Council of India (MCI). The fellowship shall be of 2 years duration and number of seats shall be one Open and one Sponsored candidate per year by creating four Fellowships. Dr S Venkatesh, DGHS said that Pediatric Surgery is an underserved specialty and candidates with MCh Pediatric surgery should also be considered for eligibility. Dr DS Rana and Dr MK Bhan said that Pediatric Cardiac Surgical specialty is the requirement of the country and is definitely a tough area. They further said that there will be practical issues if MCh Pediatric Surgery is made an eligibility criteria as they are not exposed to cardiac surgeries during their training. Prof V K Bahl, Dean (Acad) informed that department of CTVS is already running fellowship course in aortic surgery. All the members were of unanimous opinion that career prospects of the candidates must be taken into consideration and must be included in guiding principles while deciding the fellowship courses. The proposal was unanimously approved.

Item no AC/117/20:- Inclusion of interested Faculty as CEU members in the existing list of CEU members at AIIMS New Delhi.

The proposal for inclusion of interested Faculty as CEU members in the existing list of CEU members at AIIMS New Delhi was discussed. It was informed that fresh minds shall be involved into CEU from the Faculty to enhance research, especially with the newly launched “Fellowship in Clinical Research Methodology and Evidence Based Medicine” which has commenced from the 2016-17. Following names of faculty have been proposed

S.No	Name	Designation	Department
1.	Dr.Sumit Malhotra	Associate Professor	CCM
2.	Dr.Harshal R.Salve	Assistant Professor	CCM
3.	Dr.Partha Haldar	Assistant Professor	CCM
4.	Dr.Puneet Misra	Professor	CCM
5.	Dr.Kapil Yadav	Assistant Professor	CCM
6.	Dr.Pooja Gupta	Assistant Professor	Pharmacology

7.	Dr.Yatan Pal Singh	Associate Professor	Psychiatry
8.	Dr.Ashwani Kumar Mishra	Associate Professor	Psychiatry
9.	Dr. Bhavuk Garg	Associate Professor	Orthopedicsedics
10.	Dr. Vikrant Manhas	Assistant Professor	Orthopedics
11.	Dr. Archna Singh	Associate Professor	Biochemistry
12.	Dr.Vimi Rewari	Professor	Anesthesiology
13.	Dr. Rashmi Ramachandran	Professor	Anesthesiolgy
14.	Dr. Thilaka Muthiah	Assistant Professor	Anesthesiology
15.	Dr. Nishkarsh Gupta	Associate Professor	Anesth. & Pall, Medicine
16.	Dr. Gyaninder Pal Singh	Associate Professor	NeuroAnesthesiology
17.	Dr. Sudip Kumar Datta	Assistant Professor	Lab.Medicine
18.	Dr. Shilpa Sharma	Assistant Professor	Ped. Surgery
19.	Dr Deepti Vibha	Assistant Professor	Neurology
20.	Dr. Awadh Kishore Pandit	Assistant Professor	Neurology
21.	Dr. Kapil Dev Soni	Associate Professor	Critical & Intensive

The terms and conditions for faculty shall be as under

- Undertaking from HOD that Department work will not suffer
- Faculty must complete the task given by CEU
- Program and performance of faculty must be reviewed and report must be submitted to the Director.
- Names of the underperforming faculty must be removed from the list.

Dr MK Bhan and Dr DS Rana said that all the proposed faculty must go through training in a proper workshop related to the course task and must be certified. Those who are successfully certified can be included as faculty with above terms and conditions. The proposal was thus approved.

Item no AC/117/21:- Proposal for Skill training of UG & PG students at AIIMS, New Delhi.

It was submitted that AIIMS has established a Skills, E-Learning and Telemedicine facility (SET) for provision of skills training to students. The SET facility at AIIMS, New Delhi envisions

a transformative learning methodology where skill based learning integrated with e-Learning will become an integral part of the course curriculum of the UG and PG teaching. Students will learn a set of mandatory, desirable and preferable skills based on professional need. The modules will be designed by experienced teaching faculty who will supervise the delivery of these skill sets a part of the curriculum of undergraduate and postgraduate students. Many such skills can no longer be demonstrated directly on patients. Further, many skills such as basic life support should be essential for levels of trainees.

With functioning of AIIMS-SET facility, faculty members from different department have developed a set of Skill training modules. These modules would be useful for training of UG and PG students at AIIMS to improve patient care. These modules include Basic Life Skill, intravenous cannulation, urinary catheterization, glove wearing techniques, hand washing, central venous catheterization, arterial sampling, normal delivery, etc. The choice of skills has been made after extensive consultations among students, faculty, Academic Section and the curriculum committee. Skills and courses deemed essential will form a mandatory part of their curriculum and will be assessed as a part of the course requirement.

For a beginning, it is proposed to train the UG students during VIIth Semester in 2 sessions of 3 hours each. Similarly, it is proposed to train PG (MD/MS/DM/MCh) students in 3 sessions of 3 hours each in different skills.

Dr MK Bhan said that AIIMS should have its own policy in the area of education and research. The adjunct faculty can also contribute significantly in skill training. Dr R Guleria informed that proposal of adjunct faculty have been approved by standing academic committee and also discussed in the Standing Finance Committee and shall be implemented after approval of Governing Body. The proposal was discussed and approved.

Item no AC/117/22:- Proposal to start Fellowship Program in “Emergency Forensic Medicine” in the Division of Forensic Pathology and Molecular DNA Laboratory, JPNATC at AIIMS, New Delhi.

The proposal to start Fellowship Program in “Emergency Forensic Medicine” in the Division of Forensic Pathology and Molecular DNA Laboratory, JPNATC at AIIMS, New Delhi was discussed. It was informed that Duration of proposed fellowship shall be of one year and number of seats shall be two per session and one Sponsored candidate per year by creating 4 seats per year with financial implication and sponsored seat without financial implication.

Dr M K Bhan appreciated the concept and said that this is very much required. Dr R Guleria, Director said that the fellow will be posted in Emergency Department to improve the medico-legal work. Dr DK Sharma, Medical Supdt also narrated the problems faced by AIIMS New Delhi in regard to medico-legal work and court room appearance by residents. The proposal was unanimously approved.

Item no AC/117/23:- Proposal of changing the name of the department from Pulmonary Medicine & Sleep Disorders to Pulmonary, Critical Care and Sleep Medicine”.

It was submitted that Department of Pulmonary Medicine & Sleep Disorders was established in the year 2011 and named as Pulmonary Medicine & Sleep Disorders. Since its inception, Pulmonary Medicine & Sleep Disorders as a department is committed and contributing towards all three mandates of AIIMS i.e. teaching, research and state-of-the-art patient care in the field of Pulmonary, Critical Care and Sleep Medicine. Critical Care is the integral part of all these.

The Department of Pulmonary Medicine & Sleep Disorders has an 8-bedded intensive care unit (ICU) which is equipped with all sorts of advanced respiratory support systems including

extra-corporeal Membrane Oxygenation (ECMO), Neutrally Adjusted Ventilator Assist (NAVA), High Frequency Oscillatory Ventilation (HFOV), Non-invasive Ventilators (NIV) and other advanced ventilators. They are providing state-of-the-art critical care to approximately 300 patients per year in this ICU. Outcome of patients in their ICU is comparable to the best in this field. Even in their ward almost 50—60% of patients are receiving critical care. They are routinely providing their critical care expertise to all the other departments on routine as well as emergency based consultations.

The Department of Pulmonary Medicine & Sleep Disorders is committed to teaching and Critical Care holds the centre stage of their academic teaching rounds. Their expertise in teaching Critical Care has an excellent reputation and is appreciated by their colleagues in various departments of AIIMS as well as other hospitals. Because of this their ICU is considered ideal place for learning intricacies of Critical Care. Fellows who are pursuing Dm course in Critical Care from the departments of Anesthesia and Onco-Anesthesia are rotated to their ICU for the learning and exposure to advanced Critical Care. Research is one of the main objectives of AIIMS. There are many research projects, completed or ongoing, in the field of critical care in their department. Few of topics which remains center of active research include ventilator associated pneumonia, NIC, weaning, infection in ICU, Sleep in ICU, Neuromuscular weakness, ultra-sonography, role of biofilm etc. Considering the curriculum of DM course the degree awarded by the institute is DM in Pulmonary Medicine & Sleep Disorders.

There are other institutes such as PGIMER, Chandigarh, VMMC and Safdurjung Hospital, New Delhi, Pt.BD Sharma Universities of Health Sciences, Rohtak etc. where the name of the department is “Pulmonary, Critical Care and Sleep Medicine”. In this regard, the proposal is to change of the name of the department from Pulmonary Medicine & Sleep Disorders to Pulmonary, Critical Care and Sleep Medicine”.

The proposal was discussed and unanimously approved.

Item no AC/117/24:- Proposal for revision of scientist cadre at AIIMS New Delhi

Dr Chitra Sarkar, Dean (Research) made presentation on the proposal of revision of care of Scientist at AIIMS New Delhi. The detailed proposal was as under:

Background

- Research forms part of the trinity of mission of AIIMS along with service and education
- Posts of Scientists – created in various departments and recruited through due selection procedure
- Functions – Research, clinical and laboratory services, teaching/ guiding MD/ PhD students
- Four levels scientist I-IV - governed by in-situ promotion scheme of the MHFW
- Currently 60 scientists in position – 38 Scientists-I, and 22 Scientists-II
- Increasing demand in view of expansion of research activities being undertaken at AIIMS – CCRF, CRU COEs etc
- In the in situ promotion scheme, personal promotion of the candidate from the existing scientist level to the next higher scientist level is allowed without any change in the post or in the designation thereof
- Also, Scientists have been clubbed with technical and non-technical positions in this scheme

Current Status of Scientist at AIIMS Delhi

Cadre	Grade pay	Essential qualifications	Currently in-position in AIIMS
Scientist-I	5400	MSc / MBBS (direct recruitment)	22
Scientist-II	6600	PhD/ MD (direct recruitment)	38
Scientist-III	7600	By promotion	Nil (because designations not changed)
Scientist-IV	8700	By promotion	Nil (because designations not changed)

- Scientists in AIIMS are at gross disadvantage in comparison to the scientists working in ICMR and science departments of the government (DBT, DST, CSIR) although their educational and functional profile is very similar

Existing Scientist cadre in AIIMS vs. Other Science departments

Grade pay	AIIMS (Existing)	ICMR	DBT	DST	CSIR
5400	Scientist I	Scientist B	--	--	--
6600	Scientist II	Scientist C	Scientist C	Scientist C	Scientist C
7600	Scientist III	Scientist D	Scientist D	Scientist D	Scientist D
8700	Scientist IV	Scientist E	Scientist E	Scientist E	Scientist E
8900	--	Scientist F	Scientist F	Scientist F	Scientist F
10000	--	Scientist G	Scientist G	Scientist G	Scientist G
12000	--	Scientist H	Scientist H	Scientist H	Scientist H

Steps taken for revision of Scientist cadre

- Manju Sharma Committee (2000)
- Valiathan Committee (2007)
- Bhan Committee (2010)
- Research Advisory Council (2014)
- VK Paul committee (2018)

All above committees recommended the following:

- Affirmed the need for creating a distinct scientist cadre of the M.D./Ph.D. scientists along the lines of ICMR, DST, DBT

- Essential qualifications should be MD or equivalent or Ph.D
- Direct recruitment should be preferably made at Scientist-II / equivalent Scientist-C level
- Flexible complementing scheme (FCS) for promotion

Proposal for revision of scientist cadre at AIIMS – Proposed RRs and Promotion

Designation (grade pay)	Scientist 'C' (6600)	Scientist 'D' (7600)	Scientist 'E' (8700)	Scientist 'F' (8900)	Scientist 'G' (10000)	Scientist 'H' (12000)
Essential Qualifications	(i) PhD in the relevant subject or research area OR (ii) MD/MS/DM/MCh/MDS or Equivalent in the relevant subject					
Desirable Qualifications, if any	To be prescribed by the Department concerned	To be prescribed by the Department concerned for direct recruitment	These positions are to be filled by promotion only			
Age limit for direct recruitment	40 years (relaxable 5 years as per rules and for AIIMS employees)	45 years (relaxable) 5 years as per rules and for AIIMS employees)				
Experience for direct recruitment	Nil	4 years of research experience after obtaining the essential qualification				
Method of Recruitment	Direct Recruitment	By promotion and Direct recruitment	By promotion	By promotion	By promotion	By promotion
Minimum residency period linked to performance for promotion to the next grade	4 years	4 years	5 years	5 years	5 years	--

- Six levels - entry level post Scientist C and Scientist D and rest by promotion
- Essential qualification Ph. D / MD or equivalent
- Promotions be based on the guidelines of the FCS followed in the ICMR and other research organizations, which includes both internal and external assessments
- Promotions will be stringently merit based and done after completing the prescribed minimum residency period

Age of Retirement

The age of retirement for Scientist cadre should be 62 years as approved by Governing Body in its 142nd meeting held on 23rd January 2009 and similar to that of ICMR

Allowances

It is proposed to continue the existing allowances, which have already been approved for the scientists at AIIMS (LRA, academic allowance, conferences, intramural projects).

However, they may be revised appropriately in future as per by AIIMS/ICMR guidelines

Approval was sought for revision of Scientist Cadre at AIIMS, New Delhi in terms of

- Nomenclature - Six levels from Scientist-C to Scientist-H
- Recommended eligibility criteria
- Recruitment rules
- Promotion system
- Age of retirement
- Permissible allowances

Dr MK Bhan said that the selection process for Scientist cadre at AIIMS New Delhi should be stringent. An external committee should evaluate the selection of Scientists so that only the best people are selected. The Scientist selected must have good quality publications with keen and focused vision for research. They must be leaders in the area of medical research and should devote more time in research. He further said that selection standards for scientist must be like IISc and the selected candidate must be inspirational for other institutes. The promotion of Scientist should also be through external committee. The selection process and promotion criteria must be of higher standard and must be implemented very stringently. Entry to the level of Scientist V and VI must be the toughest and there should not be automatic promotion to these levels. This cadre of Scientist V and VI should be exclusive to those with outstanding and extraordinary contribution. He also suggested that these cadres of Scientist V and VI should be open for direct selection. The candidates with qualification of Programs like MD PhD/ MBBS PhD, M V Sc and areas like Zoonosis, Biomedical Engineering, and Biophysics etc should be included in the eligibility for scientist cadre. It was decided that the proposal shall be sent to Professor MK Bhan for his suggestions that will be minuted in the proceedings of the committee.

The proposal was discussed with Prof MK Bhan and details of approved Scientist Cadre is Annexure –A.

Item no AC/117/25:- To consider the proposal for creation of two posts of Assistant Professor of Dermatology & Venerology at AIIMS, New Delhi

WITHDRAWN

Item no AC/117/26:- Subject: - To consider the proposal for revision of recruitment rules for the post of Assistant Professor of Biotechnology at AIIMS, New Delhi

WITHDRAWN

Item no AC/117/27:- Subject: - To consider the proposal for amendments in recruitment rules for the post of Assistant Professor of Clinical Psychology at AIIMS, New Delhi

WITHDRAWN

Item no AC/117/28: To consider the proposal for amendments in recruitment rules for the post of Assistant Professor of Emergency Medicine at AIIMS New Delhi.

It was submitted that prior to the creation of Department of Emergency Medicine, the posts of Assistant Professor used to be advertised as follows:

- Assistant Professor of Emergency Medicine (Medicine) with M.D. in Medicine as essential qualification.
- Assistant Professor of Emergency Medicine (Surgery) with M.S. in Surgery as essential qualification.
- Assistant Professor of Emergency Medicine (Orthopaedics) with M.S. in Orthopaedics as essential qualification.

It was informed that after the creation of the Department in 2011, the Department of Emergency Medicine has been catering to patients belonging to all specialties as many patients require resuscitation and ventilator support. He has further added that nearly 20% patients are below the age of 12 years and 15% of the patients are in the elderly group.

The following recruitment rules have been proposed:

- A medical qualification included in Schedule I & II or Part II of third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualification included in Part II of the third Schedule should also fulfil the conditions specified in Section 13(3) of the Act)
- A postgraduate qualification i.e. M.D. in Emergency Medicine or M.D. in Medicine or M.D. in Paediatrics or M.D. in Anaesthesia or M.D. in Geriatrics or M.D. in Pulmonary Medicine or M.S. in General Surgery or M.S. in Orthopaedics or a recognized qualification equivalent thereto.

Three years teaching and/or research experience in a recognized institution in the subject of specialty after obtaining the qualifying degree of M.D. /M.S in aforesaid specialties or a qualification recognized equivalent thereto. However, candidates having experience of working in casualty/emergency departments will be preferred.

The HOD of Emergency Medicine has further submitted that the Medical Council of India recognizes post-graduation in Emergency Medicine, Medicine, Surgery, Orthopaedics, Anaesthesiology and Pulmonary Medicine as basic qualification for the faculty post in Emergency Medicine.

All the members were of the unanimous opinion that such amendment as proposed may have wider implications particularly in view that candidate with various disciplines will be eligible and then seek posting in their primary areas of qualification. Hence, this proposal should be reviewed in the Dean's Committee and was not approved.

Item no AC/117/29: To consider the proposal for creation of 04 posts of Assistant Professor for the Department of Pulmonary, Critical Care and Sleep Medicine at AIIMS New Delhi.

It was submitted that submitted that the Department of Pulmonary Medicine & Sleep Disorders is a newly created Department and the mandate for the Department is to provide tertiary level care in Pulmonary Medicine & Sleep Disorders and to run D.M. Course in Pulmonary & Critical Care Medicine as well. At present, the Department has 15 DM fellows, 09 bedded Ward, 08 bedded ICU and a 06 bedded day care service for various diagnostic and therapeutic indications is also being provided. Further, in addition to the routine OPD, four specialty clinics (Lung cancer, ILD, Sleep, PMSD-Surgery) are also being run by the

Department. In last few years there is exponential increase in the workload in support of this proposal for creation of faculty positions.

At present, out of total 05 sanctioned posts, 04 faculty members are in-position in the Department. However, in order to cope with the increased work-load, 02 appointments have recently been made by temporarily transferring vacant posts from some other Department. Hence department has submitted the proposal for creation of 4 posts of Assistant Professor. It was informed that the same was discussed in an internal committee meeting held on 15. 11. 2018 under chairmanship of Dean (Acad) was approved.

Dr Randeep Guleria said that there has been significant increase in patient load particularly in view of pollution and other environment related issues. Dr Mahesh B Patel, Chairman, also expressed agreement with the views. Dr MK Bhan said that trained pulmonologist is the requirement of the country. Critical care component is the value addition for the department and academic course.

The proposal was discussed and unanimously approved.

Item no AC/117/30:- To consider the proposal for framing of recruitment rules for the post of Asstt. Professor at NIC (Jhajjar), AIIMS.

WITHDRAWN

Item no AC/117/31:- To consider the proposal for conversion of nomenclatures of the faculty posts created for the department of surgical oncology at the AIIMS New Delhi.

It was submitted that the following posts have been created for the Department of Surgical Oncology:

- Assistant Professor of Surgical Oncology - 01
(Plastic and Reconstructive Surgery)
- Assistant Professor of Surgical Oncology - 01
(Laryngo-pharyngeal Cancer Surgery)

Keeping in view of the current situation and future needs of the Department, it has been proposed that these two posts with the nomenclature as "Assistant Professor of Surgical Oncology" with recruitment rules for super-specialty posts (framed for the post of Assistant Professor of Surgical Oncology) as essential qualification. Change in nomenclature of any faculty post requires the approval of the Academic Committee/Governing Body. It was informed that the same was discussed in an internal committee meeting held on 15. 11. 2018 under chairmanship of Dean (Acad) was approved.

The proposal was discussed and unanimously approved.

Item no AC/117/32:- To consider the proposal for creation of additional posts for the centre for Dental Education and Research Centre at AIIMS New Delhi.

It was submitted that Centre for Dental Education and Research Centre has submitted a proposal for creation of 2 additional posts of Assistant Professor of Orthodontics. The centre offers Post Graduate degree course (Master of Dental Surgery) and provides the State of Art

Dental treatment to the patients all over the country. The Centre is well equipped with the latest machinery and diagnostic equipments. Now, due to ever increasing patient workload and increased number of Post graduate seats and disciplines, They need certain bare minimum posts for running essential services for patient care activities and additional Post Graduate Training Programme in various disciplines of Dentistry.

It was informed that Chief CDER had sent a proposal for creation of 6 faculty posts (2 for Assistant Professor of Public Health Dentistry, 1 for Assistant Professor of Conservative Dentistry and Endodontics, 1 for Assistant Professor of Oral and Maxillofacial surgery and 2 for Assistant Professor of Orthodontics), but now has requested to create two posts of Assistant Professor of Orthodontics only and rest may be considered later. It was decided that director should call the meeting of all the faculty members of CDER and decide on the number of posts to be sanctioned with proper rationale.

The proposal was discussed with Chief CDER and other faculty members in the meeting held on 17/12/2018 under Chairmanship of Prof R Guleria, Director AIIMS New Delhi and it was decided that all 6 faculty posts (2 for Assistant Professor of Public Health Dentistry, 1 for Assistant Professor of Conservative Dentistry and Endodontics, 1 for Assistant Professor of Oral and Maxillofacial surgery and 2 for Assistant Professor of Orthodontics) as submitted in original proposals shall be approved. and be incorporated in the minutes of meeting of Academic Committee dated 20/11/2018.
(Approval is Annexure –B.)

Item no AC/117/33:- To consider the proposal for revision of recruitment rules in respect of the posts of Assistant Professor of Haematology at AIIMS, New Delhi.

WITHDRAWN

Table Agenda AC/117/01- Procedure for creation of posts of faculty, change in recruitment rules of faculty posts and creation of departments:

It was submitted that in the 116th Academic Committee Meeting held on 6th March, 2018, it was decided that an internal committee shall be constituted by Director, AIIMS New Delhi to examine such proposals and after complete evaluation and justification, such proposals for creation of posts or changes in recruitment rules should be brought to Academic Committee.

The internal committee was constituted for the above purpose under the Chairmanship of Dean (Academics) met on 15th November, 2018 and discussed that AIIMS has system where proposals for creation of posts of Residents, creation of Departments/Specialties are examined by Dean's Committee followed by Staff Council Committee before these are taken up by in the Academic Committee.

The committee was of the view that all proposals related to creation of Faculty Posts, Change of Recruitment Rules which are presently sent directly to the Academic Committee be routed through Dean's Committee and Staff Council Committee before these are taken to Academic Committee.

It was proposed that applications for creation of posts of faculty, change in recruitment rules of faculty posts and creation of departments should be evaluated by the Dean's Committee

followed by Staff Council Committee before these are taken up by in the Academic Committee.

The proposal was discussed and unanimously approved.

Table Agenda AC/117/02- Extension of Registration of PhD Students beyond 6 years

There is a delay in the submission of Ph.D. thesis by the following Ph.D students given in the table below. The timeline for submission of their thesis is also given in the table.

Sl. No.	Name of Ph.D student	Department	Date of Joining	Completion of (5 years) Maximum registration	Extension has been granted upto	Status of thesis submission	Total Extension beyond 5 years
1	Mr. Kamal Kishore	Hematology	17.02.2011	16.02.2016	16.08.2016	Not submitted as yet	
2	Dr. Daya Nand Sharma (In-service)	Radiotherapy	14.02.2011	13.02.2016		Not submitted as yet	
3	Dr. Aditi Sinha	Paediatrics	27.08.2011	26.08.2016	31.03.2017	Not submitted as yet	
4	Ms. Tripti Grover	Anatomy	01.08.2011	31.07.2016	31.07.2018	23.08.2018	02 years 23 days
5	Ms. Richa Jaiswal	Surgery	19.08.2011	18.08.2016	23.11.2017	Not submitted as yet	
6	Mr. Kaustav Chaudhary	TII	23.08.2011	22.08.2016		27.02.2018	01 year 06 months 05 days
7	Ms. Shivali Jasrotia	Medical Oncology (IRCH)	25.08.2011	24.02.2016	24.08.2018	24.08.2018	02 years 23 days
8	Ms. Charanjeet Kaur	Anatomy	14.02.2012	13.02.2017	13.08.2018	29.09.2018	01 year 07 months 16 days
9	Mr. Dinesh Kumar	Lab. Medicine	13.02.2012	12.02.2017	11.05.2018	10.05.2018	01 year 03 months
10	Mr. Ranjan Gupta	Anatomy	13.02.2012	12.02.2017	31.05.2018	16.07.2018	01 year 05 months 04 days
11	Mr. Prem Shankar	Lab. Medicine	13.02.2012	12.02.2017	30.04.2018	13.06.2018	01 year 04 days 01 day
12	Mr. Ansul Sharma	Anatomy	13.02.2012	12.02.2017	12.08.2018	23.10.2018	01 year 02 months 11

							days
13	Ms. Shefali Jain	Microbiology	13.02.2012	12.02.2017	12.08.2017	Not submitted as yet	
14	Ms. Shama Praveen	Paediatrics (Genetics/Basic)	25.02.2012	24.02.2017	24.02.2018	10.05.2018	01 year 02 months 16 days
15	Ms. Divya Namdeo	Microbiology	13.02.2012	12.02.2017	12.08.2018	11.08.2018	01 year 06 months
16	Mr. Tej Bahadur	Microbiology	13.02.2012	12.02.2017	12.05.2018	12.05.2018	01 year 03 months
17	Ms. Venencia Albert	Lab. Medicine	21.02.2012	20.02.2017	20.08.2017	27.02.2018	01 year 07 days
18	Ms. Rinkee Kumari	TII	13.02.2012	12.02.2017	12.02.2018	23.02.2018	01 year 11 days
19	Dr. Suman Chaurasia (Sponsored)	Paediatrics (Clinical/Epidemiology)	27.07.2012	26.07.2017	26.08.2018	Not submitted as yet	
20	Ms. Urja Jaiswal	Physiology	31.07.2012	30.07.2017	30.07.2018	Not submitted as yet	
21	Mr. M. Mani Sankar	Lab. Medicine	28.07.2006	27.07.2011		02.06.2018	6 years 10 months 06 days
22.	Dr Deepak Gupta	Neuro Surgery	23/9/2011	22/9/2016 (5 Years)			7 Years on 22/9/2018

As per rules, the minimum registration for Ph.D. is three academic years and maximum registration is five years at this Institute. The Academic Committee in its meeting on 21/02/2003 and Governing Body on 17/04/2003 decided that such cases for extension of Ph.D registration upto one year beyond the five years may be decided at the level of the Dean on merit of each case. The cases which require further extension beyond six years may also be decided at the level of the Dean but the same may be placed before the Academic Committee for information.

Recently a decision has been taken by the Academic Committee in its meeting held on 13.05.2017 that: "The Academic Committee discussed the extension for submission of Ph.D thesis beyond 6 years and decided that the concerned Chief Guide and the candidate may be called before the Academic Committee for explaining the reasons for extension for submission of Ph.D thesis beyond 6 years and the extension will be given on a case-to-case basis only."

The proposal was discussed and it was decided that:

- a. Those candidates who have completed 6 years of Registration but less than 7 years and have not submitted their thesis must submit thesis before the end of the 7th year. Those

candidates who have submitted thesis should be allowed to appear in Final Examination after due process.

- b. Those candidates who have completed 7th year of Registration but have not submitted thesis must submit thesis within 3 months w.e.f. 20 Nov 2018 i.e. not beyond 20th February 2019. Failure to submit thesis by 20 Feb 2019 shall lead to cancellation of Registration.
- c. Other candidates who have submitted the thesis after more than 7 years should be allowed to appear in Final Examination after due Process.

Table Agenda AC/117/03:- Modifications in the existing guidelines for Postgraduate (MD/MS/MDS) and Superspecialty (DM/MCh) Professional Examinations

It was submitted that the Guidelines for Professional Examinations are available in the Institute Handbook Volume 1, April 1979. However these guidelines are several years old and over the years changes have been made which are currently followed as past practices and precedence. The modifications are long overdue and are being placed for kind consideration of the Academic Committee. Several queries are received by the Examination Section whether more than three candidates can be examined within a day. Chairpersons have informed that it is possible to evaluate several candidates within a day adequately. The External Examiners are often not willing to stay for more than one day since other universities / institutions may also conduct their examinations simultaneously.

As per Guidelines the clinical, practical and oral examination shall be conducted by a board of examiner's for an adequate length of time. The number of candidates examined on any single day shall not exceed three. The external examiners shall be appointed from amongst the Professors or Associate Professors of the respective subjects working in any other Indian University/Institutions, provided they have 8 years of teaching and examination experience. They shall be appointed by the Dean out of the panel of such examiners approved by academic committee on the recommendation of staff council.

The Clinical examination shall be in the form of an exhaustive discussion on the clinical findings of problem cases. Such clinical examination shall last for at least two days.

As per MCI Guidelines the maximum number of candidates to be examined in clinical/practical and oral on any day shall not exceed eight for MD/MS degree, eight for Diploma and 3 for DM/MCh examinations.

Modification sought for Postgraduate Courses:

A maximum of six candidates may be evaluated in a single day. However, the duration of examination can be more than one day even for a lesser number of candidates if the concerned Department feels such duration is necessary for adequate evaluation of the candidates.

Modification sought for Superspecialty (DM/MCh) courses:

A maximum of four candidates may be evaluated in a single day but if the number of candidates exceeds two, the examination shall be for a period of at least two days. The duration of examination can be more than one day even for one or two candidates if the concerned Department feels this duration is necessary for adequate evaluation of the candidates.

Modification sought regarding appointment of Examiners:

The External Examiner shall be appointed by the Dean (Exams) out of the panel of such examiners provided by the Heads of Department and duly approved by the Director.

The proposal was discussed and approved with modification that Panel of external examiners with their CV must be approved by the departmental faculty and should be submitted to Dean (Exams). The External Examiner shall be appointed by the Dean (Exams) out of the panel of such examiners with approval of Director.

Table Agenda AC/117/04 :- Deliberation on whether Modifications in the existing Age Limit for MBBS Entrance Examinations is necessary

It was submitted that currently, the age limit for MBBS Entrance Examinations at AIIMS is as follows: *Should have attained or will attain the age of 17 years as on the 31st of December of the year of admission.* There is no upper age limit thus allowing pursuance of MBBS by otherwise eligible candidates at all ages. This is in keeping with the philosophy that no person is too old to learn.

It was informed that the upper age limit for NEET is 25 years as on the date of examination with a relaxation of 5 years for candidates belonging to OBC/SC/ST category. (As per letter no. U.12023/16/2010- ME-II dated 17.01.2017 received from MOH&FW) MCI Notification dated 22/1/2018 also mentions minimum age 17 years as on 31st Dec of the year of admission to the MBBS and maximum 25 years as on date of examination with relaxation of 5 years to SC/ST/OBC/BD Candidate as per RPWBD Act 2016.

The proposal was discussed and it was unanimously decided that status quo should be maintained.

Table Agenda AC/117/05:- PROPOSAL FOR CREATION OF CLINICAL RESEARCH UNIT, AIIMS, NEW DELHI

It was submitted that with a faculty strength of over 700 and post graduate strength of over 1800 and core mandate of research, AIIMS leads the country in terms of medical clinical research in both Clinical Trials (Academic) + Non trials Clinical Research. Approx 100 clinical trials (single investigator led) are initiated at AIIMS every year and an equal number of non trial clinical research projects.

The Goals of CRU

- Clinical research units will be a core facility with centralized shared resource.
- It will work as a specialized biomedical research unit that can help in the development, application, and implementation of investigator initiated research in compliance with the best practices.
- The CRU envisages but is not restricted to the following thrust areas : investigator initiated clinical trials, observational , cross-sectional, cohort and case control studies.

Working Objectives

- **Phase I:** To provide technical support to AIIMS faculty and scientists to plan biomedical research and submit grant applications for funding
- **Phase II:** To provide support to AIIMS faculty and scientists for conducting research (assisting set-up, conduct of study; analysis of data; report writing; publications)

Organogram, Staffing and Working Mode

- The CRU will be under The Director AIIMS and will be managed by the Dean (Research).

- There will be a Faculty-in-charge (part time).
- In addition a panel of Faculty from different specialties will be constituted who will work on a part time basis (e.g. 10 faculty members who agree to devote at least 3 hrs/ week to the Unit).
- The full time staff in CRU will be as per the table below:

S.no	Designation	Total no	Monthly	Salary per month	Total salary per annum
1.	Scientist II (Grade pay 6600): Existing cadre	10	96391	963910	11566920
2.	Data entry operator (outsourced)	3	25155	75465	905580
3.	Computer Programmer (outsourced)	2	32339	64678	776136
4.	Admin. Officer (Grade Pay 5400)	1	82461	82461	989532
5.	Accounts Officer (Grade Pay 5400)	1	82461	82461	989532

Infrastructure

Space Needs	Earmarked space for staff and computers
Resource Allocation for start up	Budget allocation for equipment
IT Hardware /Desks/Storage space	<ol style="list-style-type: none"> 1. Web server 2. mySQL server 3. SMTP mail server (will coordinate with the Computer Facility)
Software	We shall try to join the existing RedCap system, an international collaboration that provides electronic database system to governmental organisations. The hardware requirement of the system will be met by the CRU (see above)
Clinical Data Management system	Visual Basic
Statistical Software	Stata and SAS
Pharmacovigilance	

Sustenance

No major sustenance amount is required and it will be done with the help of overhead charges taken on each project as well as institutional support. For each project implemented by CRU there will be provision for one adhoc research staff which will work under the supervision of CRU project manager for the duration of the project and will be responsible for project related works.

Approval was sought for creation of a Clinical Research Unit facility with structure and posts as defined above.

Dr MK Bhan and Dr D S Rana said that it is agreeable in principle but language of the proposal needs to be modified to bring more clarity in concept. He further said that faculty should be more contributory. It was decided that proposal shall be discussed with Dr M K Bhan and the modification made shall be included in the minutes.

The proposal was discussed with Prof MK Bhan and details of approved Clinical Research Unit is Annexure –C.

Suggestion of Academic Committee:- Dr S Venkatesh, DGHS raised the issue of plagiarism in scientific publications. It was informed that the training of research methodology has been made mandatory at AIIMS New Delhi. There has been a committee to look into the issue of scientific misconduct regarding publications and category of offences has been defined as done by PGIMER Chandigarh and COPE/WAME guidelines are followed. AIIMS library/ Research section is maintaining a software “iThenticate” for this purpose. It was decided that it will be made mandatory for all residents/faculty to submit the certificate of checking of contents using software “ iThenticate”.

The meeting ended with vote of thanks to the chair.

Annexure - X

Proposal

for

Revision of Scientist Cadre at AIIMS, New Delhi



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PROPOSAL FOR REVISION OF SCIENTIST CADRE AT AIIMS, NEW DELHI

1. INTRODUCTION AND BACKGROUND

One of the core mandates of the All India Institute of Medical Sciences is to undertake research. The issue of creation of a research cadre within AIIMS is quite old and has been a point of discussion since 1990 or possibly earlier. Over the years, there has been felt a need for having research scientists, on regular strength of the Institute to enhance research at AIIMS.

The faculty retains its prestigious position in the country as well as internationally as the entry criteria are stringent and this creates an atmosphere which catalyses top notch productivity. This is further bolstered by the fact that subsequent evaluation system for their promotion is equally strict, which propels the faculty to be continuously productive at the highest level. If AIIMS has to emerge as a top research hub for medical sciences, we need highest quality scientists to work in tandem with the faculty. It is an urgent need to infuse vigour in the scientist cadre, review it and revise it so that similar to the faculty cadre it attracts only the outstanding. To attract and retain the best scientific talent to AIIMS, we need to revise the Scientist cadre, make the entry points more stringent as well as provide opportunities which will inspire them to work with the highest efficiency. This may be one of the best strategies to reinforce research in the institute.

At AIIMS much of the serious research is funded by extramural grants. The scientists working in these ad hoc extramural schemes cannot support long-term research activity. This approach also does not attract bright persons because of the limited tenure of the positions. Long term research programs require researchers with sustained commitment and deeper skills. This role is largely played by the faculty. Although there are exceptions, it is generally felt that because of the diverse commitments, faculty members (especially those from clinical departments) often find it difficult to devote enough time and efforts to research. This is more so for studies that require complex methodology, interdisciplinary participation, sustained work and programmed approach to address problems.

Accordingly, with the idea of increasing the research output, several departments created non-faculty scientist positions from time to time since the inception of the Institute with the primary mandate of conducting research. Research scientists, being principally focused on research, provided impetus to research programmes of respective departments. As per the departmental requirements, they also shared other responsibilities such as clinical services, laboratory services and teaching/guiding PhD/MD students.

The Hon'ble Supreme Court directed the Institute in 1990, that a scheme be evolved by the Institute in accordance with the Health Ministry and the Indian Council of Medical Research so that a team of researchers is built up to meet the general requirements of research. The then-Director appointed a committee under the chairmanship of Prof. Indira Nath "*to examine and recommend a proper research cadre with appropriate cadre structure, recruitment methods and qualifications*". These recommendations were submitted to the statutory bodies of the Institute and a core research cadre (notified on (1/8/1992) of 50 positions of research scientists were sanctioned in compliance of the directive of the Supreme Court. The core research cadre posts have been filled up from time to time through 'absorption' route of scientists/technical staff after completion of 15 years of service rendered in research projects at AIIMS (total 26 from 1992 till date). It may be mentioned that no direct recruitment in this core research cadre has been made so far.

However, the scientists whose posts were created by the Institute and whose incumbents were selected by direct recruitment through regular institutional processes remained without any identity as a cadre. Unfortunately, the research scientists of the Institute were subsequently clubbed with a variety of technical officers, dieticians, statisticians, and others (who have no scientific qualification or research function) and brought under the In Situ Scheme of the Ministry of Health and Family Welfare. Although, this system was meant for 'non-medical scientific and technical posts', the research scientists with medical and doctorate level non-medical-degrees were also brought under this scheme. The promotions of all of them came to be governed by the In Situ Promotion Rules (1990). Whereas the system provided some promotional avenue to the existing incumbents, it demoralized the researchers with medical and PhD qualifications. The In Situ scheme continues to be applied till date to scientists at AIIMS. In the in situ promotion scheme, personal promotion of the candidate from the existing scientist level to the next higher scientist level is allowed without any change in the post or in

the designation thereof. Thus, in this scheme majority of the scientists have remained with the entry level designation of Scientist-I or II, though their pay scale has increased but only up to Rs.8700 grade pay and not beyond (Scientist-IV). Currently, there are 60 scientists in position at AIIMS, of which, 38 are Scientist-I and 22 are Scientist-II (9 by absorption and 51 by direct recruitment). This limits their growth and career prospects within as well as outside AIIMS. The recruitment criteria are not uniform and promotional avenues are ill defined. They are promoted through in-situ promotion scheme every 5 years to the level of Scientist IV (pay-band 4 with G.P. 8700) without necessarily getting a proper designation. This brings in an element of frustration and a sense of inferiority complex in them.

Further, the research scientists at AIIMS presently receive little nurturing by most departments, career advancement is blocked as they get pay rise but no change in designation. The ones with good research output receive hardly any recognition, they have no assigned avenues for professional development etc. Not unexpectedly, the vacant posts do not attract talented persons. They are at gross disadvantage in comparison to the scientists working in ICMR and science departments of the government (DBT, DST, CSIR) although their educational and functional profile is very similar.

2. RATIONALE FOR REVISION OF THE SCIENTIST CADRE

- In order to attract the best of the talent and build a pool of high calibre, skilled and motivated full time scientists at AIIMS, who will produce world class quality research, the scientist cadre needs to be revised. It is extremely essential to strengthen research capacity of the institute to produce leaders in medical research and for this a scientist cadre along the lines of ICMR, DBT, DST is required. The career path of scientist cadre will be like ICMR (Scientist C to H) but the benchmarks and standards will be that of AIIMS. Hence, the selection criteria will be very stringent so as to attract the best talent.
- In view of the diversity of the research activities being recently undertaken by the Institute and the expansion of the various research facilities viz. upcoming central facilities (CCRF, CRU), various inter-institutional collaborative projects, Centres of excellence, Research management system, IPR/IFD division, Biopark, etc., an increasing need of high calibre scientists is being felt in the institute.

- In addition, Ministry of Health and Family Welfare has issued a letter dated 29th September 2014 (DO No. V-16020/63/2010/ME-I) suggesting that *“recruitment rules for all categories of scientist posts in AIIMS should be drafted in line with DOPT. Inputs and consultation with Department of Science and Technology are also called for. AIIMS, New Delhi being the premier institute of country, there should be an all-out effort to attract the best of talent through direct recruitment”*.

Therefore, it is essential to restructure and strengthen the scientist cadre to attract the best of talent to AIIMS to produce world class quality research. Further, the scientist cadre once restructured, at AIIMS New Delhi will serve as a blueprint for the new upcoming AIIMS institutions all over the country.

3. STEPS TAKEN TILL DATE TO REVISE SCIENTIST CADRE

In 2000, AIIMS constituted a committee under the chairmanship of Dr. Manju Sharma, Secretary, Department of Biotechnology, Government of India. The mandate of this committee included setting up of a distinct research cadre and introduction of Flexible Complimenting Scheme (FCS) for promotion. The committee affirmed the need for maintaining a distinct identity of the M.D./Ph.D. scientists (distinct from other technical and non-technical positions in the same scale of pay as reflected in the In Situ system). Therefore, the Committee recommended the title of ‘Biomedical Scientist’ for the members of this cadre. It recommended 6 levels of Scientists (with M.D. or equivalent or Ph.D. degrees), from level I to VI corresponding to Scientists B through G in the science organizations of the Government. Other recommendations of the Manju Sharma Committee was promotion of the Scientists from level II to VI after designated minimum incumbency period and upon assessment by a designated committee.

The Valiathan Committee (2007), constituted by the Hon’ble Prime Minister, also reiterated the recommendations of the Indira Nath Committee and the Manju Sharma Committee and the need for the creation of a Research Cadre at AIIMS. Further, the High Powered Committee chaired by the Secretary Health to examine the Valiathan Committee report recommended the implementation of the Manju Sharma Committee recommendations.

Prof Bhan Committee (2010) that looked into improving standard of research at AIIMS and other institutions under the Centre government recommended that the career path of the scientists should be similar to DST, DBT and ICMR, and further opined that the Manju Sharma Committee recommendations are quite appropriate for adoption.

Another committee was constituted by AIIMS under the chairmanship of then Dean (Research) – Prof. NK Mehra. This committee in its meeting held on 21/3/2014 also recommended that a “scientist cadre” in AIIMS, which should be at par with that of ICMR with similar designations, promotional avenues, pay structure and other associated facilities.

The Research Advisory Council (RAC) of AIIMS, in its meeting held on 10th March 2014 and its subsequent meeting held on 7th August 2014 directed the Dean Research to develop a proposal for the creation of a Scientist Cadre at AIIMS.

A proposal for creating a Scientist cadre at AIIMS along with creation of 25 scientist posts was then put up to the Academic Committee (113th meeting held on 26/3/2015) by Prof. SK Acharya, the then Dean (Research). This was approved by the Academic Committee. However, since the proposal was incomplete regarding the revised structure, promotion systems, grade pay, recruitment rules etc. this could not be taken up to SFC and GB.

The current Director then constituted a committee in 2018 under the chairmanship of Prof. VK Paul to formalize the scientific cadre - mainly to suggest measures of recruitment / selection process, designation, promotional criteria and to maintain and ensure uniformity in the service condition at par with those of AIIMS rules / ICMR rules etc.

A meeting of the VK Paul committee was held on 9th May 2018 to discuss the revision of scientist cadre at AIIMS (Minutes of the meeting enclosed). Subsequently, the recommendations of the VK Paul committee were presented and discussed in an institutional committee meeting held on 19th September 2018 chaired by the Director, AIIMS. The recommendations of the VK Paul committee were accepted by institutional committee chaired by Director. The present proposal has been prepared as per the recommendations of these two committees.

4. PROPOSAL FOR REVISION OF SCIENTIST CADRE AT AIIMS

4.1 The Aim and Need

The aim of crafting the Scientist Cadre is to build and nurture a pool of highly talented, skilled and motivated full-time scientists who will produce world-class quality research at AIIMS. Therefore, there is a need to create such a pool of scientists at AIIMS who, in partnership with the Faculty, shall:

- contribute their major time to research and innovation as well as management, teaching and transferring laboratory skills.
- conduct health sciences related research on priority areas, especially on long-term and interdisciplinary areas.
- strengthen research capacity through research methods training, education and mentoring.
- facilitate management and best use of the high end central research resources (CCRF, CRU, COE etc.).

To ensure the world class cutting edge research, it is essential to fix accountability and performance based career progression for this cadre. The incumbent's key measure of performance must be research and remaining weightage for other tasks such as teaching, clinical, laboratory work, service etc. Selection and promotion of the scientist should be tougher than that of the faculty to induct the most promising scientific talent into AIIMS.

The eligibility criteria should be very stringent and the promotional criteria should be equally strict so as to attract outstanding scientists and maintain the vigour of their work. The Scientist Selection Committee for scientist should be specially constituted comprising of very eminent scientists and academicians and chaired by Director of major research institutes of the country (e.g. Indian Institute of Science, Bangalore, NII Delhi, IGIB, Delhi etc.).

4.2 Nomenclature

It is proposed to constitute a "Scientist cadre" at AIIMS to strengthen capacity of the Institute to produce world class high quality research.

4.3 Structure

It is proposed that:

- 4.3.1 There will be 6 levels of Scientists at AIIMS corresponding to Scientist levels 'C' through 'H' similar to ICMR, DBT, DST (Table-1). There will not be a level corresponding to Scientist 'B'.
- 4.3.2 The initial entry should be at Scientist 'C' and 'D' levels through open competition and interview by the specially constituted Scientist Selection Committee.
- 4.3.3 To ensure stringency, Scientist-B level is not being included in this cadre.
- 4.3.4 The upward movement from Scientist C/D to H will be by promotion as per the Flexible Complementary System (FCS) and should be performance based and selection strictly by the Scientist Selection Committee.
- 4.3.5 20% of posts at levels of Scientist G & H may be kept for direct recruitment for those having MD+PhD degree with proven record of high quality research publications, leading research groups and teams, extramural funded projects, international collaborations, Fellowships of national and international academies, experience as per the applicable residency period in the previous grade of Scientist etc.

Table-1 : Proposed structure of the Scientist cadre in AIIMS

Grade pay	AIIMS (Existing cadre)	AIIMS (Proposed revised cadre)
5400	Scientist I	--
6600	Scientist II	Scientist C
7600	Scientist III	Scientist D
8700	Scientist IV	Scientist E
8900	--	Scientist F
10000	--	Scientist G
12000	--	Scientist H

4.4 Eligibility Criteria

4.4.1 *ESSENTIAL QUALIFICATION – the eligibility criteria should be very stringent so that outstanding scientists are recruited*

The essential qualification should be:

- MD/equivalent degree in clinical/para-clinical medical and dental subjects
- PhD in basic/clinical/para-clinical/para-medical/veterinary/social sciences/management science/computer science, etc. (relevant subjects)
- B.Tech/M.Tech + PhD. Degree in engineering sciences, biotechnology etc. (relevant subjects).

The details are provided in Table 2. Only those who have the qualification of PhD or MD/equivalent degree should be recruited in this cadre so as to establish a distinct identity of these researchers. It is because persons with any lesser qualification are unlikely to produce world class research output that the Institute aims at. Moreover, these degrees are crucial for the incumbents to chart a long-term career path in research (Table 2).

4.4.2 *Apart from the essential qualification criteria, there will also be desirable criteria, which may include any of these:*

- i) India Alliance DBT Wellcome fellowship
- ii) Ramanujan Fellowship
- iii) Ramalingaswamy fellowship
- iv) DST Inspire Faculty fellowship
- v) Post Doc at a reputed national or international institution/university

These criteria will help in selecting scientists who have already demonstrated an excellent track record.

4.4.3 *Career paths of scientist cadre will be like ICMR (Scientist C to H) but the benchmarks and standards will be that of AIIMS. Hence, the desirable selection criteria will be very stringent so as to attract the best talent:*

- i) *For direct entry at Scientist C level –*
 - a. should have at least 3 publications, in journals with high impact factor of which he/she should be first author in at least one.
 - b. Evidence of high quality original work
 - c. Other desirable criteria as outlined in 4.4.2

(ii) To maintain a competitive high quality cadre, additional direct entry will be there at Scientist D level -

- a)** should have at least 6 publications, in journals with high impact factor of which of which he/she should be first author in at least three.
- b)** Publications should clearly indicate originality and should be of high quality.
- c)** Should have extramural research projects
- d)** Should have at least 4 years post-PhD/MD experience
- d.** Other desirable criteria as outlined in 4.4.2

(iii) For direct entry at Scientist G & H levels

- 20% of posts at levels of Scientist G & H may be kept for direct recruitment for those having MD+PhD degree with proven record of high quality research publications, leading research groups and teams, extramural funded projects, international collaborations, Fellowships of national and international academies, experience as per the applicable residency period in the previous grade of Scientist etc.

4.4.4 Possible strategies for attracting best talent

We should device strategies so as to get the best talent as well as have evaluation and mentoring system so that highest quality work is produced.

- Encourage brilliant scientists for joining AIIMS by providing attractive start-up grants and accelerated promotions.
- Vacancies when available should be advertised amongst various post-doctoral fellowship schemes so that the awardees of these prestigious schemes are encouraged to apply
- Overseas advertisement of these positions should be done

Table-2: Proposed Essential Qualifications for Scientist cadre at AIIMS

Area	Feeder master degree	Essential qualification
Clinical/Para-clinical Medical and Dental subjects	MBBS/BDS	MD/MS/DM/MCh/MDS/PhD
Basic/clinical/para-clinical/para-medical/veterinary/computer science, etc. (e.g. biotechnology, microbiology, physiology, life sciences, veterinary sciences, pharmacology, forensic sciences, nutrition, computer science etc.)	MVSc/MPharma/MSc in relevant subject	PhD in relevant subject
Engineering/Computer science subjects (e.g. Health IT, Big data analysis, Artificial intelligence, Data security, Data analytics, Bioinformatics, Statistics etc.)	B.E./B.Tech/MTech, MSc, MCA etc.	PhD in relevant subject
Social Science/Management Science and other related sciences (e.g. Epidemiology, Health Economics, Public Health, Health financing, Health security, Health Administration, Health statistics, Health Education, Healthcare Leadership, Research Management, Healthcare Management, Hospital Administration, etc.)	Master degree in relevant subjects (MA, MPH, MBA/PGDBM, LLB, MPhil etc.)	PhD in relevant subject

4.5 Appointments

4.5.1 It is strongly recommended that the initial appointment of the staff in the Scientist cadre should be made based on strict selection criteria, similar to that of the selection of faculty. The posts will be advertised widely to attract the best talent possible. Recruitment will be done in an open transparent manner through the Scientist Selection Committee. This is important because the Scientists at AIIMS are not only supposed to conduct quality research as their primary responsibility, but also assist in patient care / lab services / central services as well as educational activities of the department. Assessment should be of the highest level in the country.

4.5.2 **Total number of jobs available in the cadre:** A total number of 30 posts are being put in this cadre – 15 at Scientist-C and 15 at Scientist D levels.

4.5.3 Placement of Appointed Scientists :

- 4.5.3.1 A model is being proposed where the Scientist pool will be appointed under the Research Section, which will be responsible for placement of the scientists.
- 4.5.3.2 The primary appointment of the scientists will be with Research Section and thereafter they will be placed in central research facilities or seconded to departments through the Oversight Committee.
- 4.5.3.3 Rescheduling/rotation of scientists will be possible through such a system.
- 4.5.3.4 There will be an Oversight Committee, which will monitor the career growth of scientists and see that opportunities for their career development are made available.
- 4.5.3.5 The Oversight Committee will consist of Director, AIIMS and Dean (Research), AIIMS with representation of faculty from multiple departments of AIIMS. One member of AIIMS Academic Committee may also be included and a quorum of 50% will be necessary for any meeting of this committee. Priority will be given to faculty members with adequate research experience. Departmental representatives may be rotated every two years.
- 4.5.3.6 This model will be applied *prospectively* to the newly recruited scientists in the proposed revised cadre and eligibility criteria (30 posts of Scientist-C and D requested for in this proposal) and may be evaluated after 4-5 years and discussed again in Academic Committee whether the model is successful in attracting high quality scientists and providing avenues for their career development.

4.6 Promotion System

- 4.6.1 The existing in-situ promotion system should be immediately discontinued for existing scientists since it fails to instil the element of competitiveness which is so very essential for a cadre such as this. Hence, the assessment for promotions should be by the Scientist Selection Committee of AIIMS. The performance should be assessed majorly on the research productivity and partially on teaching and patient care services/laboratory services as assigned in their job responsibility in respective departments.

4.6.2 The promotions of Scientists will be based on the Flexible Complementing Scheme (FCS) followed in the ICMR and other research organizations in the country, which includes:

- (i) Completion of minimum residency period as show in Table-3.
- (ii) Internal (ACR etc.) and external assessments (by Scientist selection committee).

However, the benchmarks and standards for promotion will be that of AIIMS, stringently merit based and done after completing the prescribed residency period.

4.6.3 Promotions will be stringently merit based and done by the Scientist Selection Committee. The process will be rigorous and based on merit, aptitude and performance. Strict criteria should be used for the promotion of the staff in the scientist cadre whereby they will be assessed based on performance related to :

- (i) Research papers
- (ii) Quality of publications
- (iii) Research funding / extramural research grants
- (iv) Ability to pursue research independently
- (v) Patents
- (vi) Awards / honours / recognitions
- (vii) Peer recognitions / Fellowships
- (viii) Mentoring of scholars
- (ix) Collaborations
- (x) Other assigned tasks viz. education, clinical, lab etc.

4.6.4 For promotion of Scientists working in central facilities like CCRF, CRU, Research Management, COE etc., evaluation should be based not only on quality of research output and other criteria as outlined in 4.6.3, but also on the quality and amount of services provided. In the central research facility areas, 50% of their time should be devoted to support and facilitate services and provide training and support to clinical faculty. The remaining 50% of the time, should be used for research, hence their assessment will be based not only on research output but also on the quality and quantity of the service systems etc.

4.6.5 The period of residency will be counted w.e.f. the date on which the incumbent was put in the present post/grade to which the period of service after being inducted into the Cadre will be added. The minimum residency periods at different levels as prerequisites to promotion are shown in Table-3.

4.6.6 Standards and benchmarks of performance will be established at each level and the Annual Confidential Reports of the Scientists shall be specially structured to reflect their performance and output. A sub-committee will be constituted under the chairmanship of Dean (Research) to formulate the required formats and guidelines for assessment and promotion of the Scientists as per the revised cadre.

4.7 Recruitment Rules

- 4.7.1 The institute will create new posts only at Scientist C and D levels.
- 4.7.2 The post will be advertised widely to attract the best talent possible. Recruitment will be done in an open transparent manner through the Scientist Selection Committee.
- 4.7.3 Direct recruitment to the cadre will take place at level of Scientist-C and Scientist-D.
- 4.7.4 Position D level will be filled both by direct recruitment as well as by promotion from Scientist level C.
- 4.7.5 Period of probation will be two years.
- 4.7.6 The position at levels E to H will be filled purely through promotion. However, 20% of posts at levels of Scientist G & H may be kept for direct recruitment for those having MD+PhD degree with proven record of high quality research publications, leading research groups and teams, extramural funded projects, international collaborations, Fellowships of national and international academies, experience as per the applicable residency period in the previous grade of Scientist etc.
- 4.7.7 The qualifications, experience residency period etc. for AIIMS Scientist are shown below in Table-3.

Table-3 - Proposed RRs and Promotion system of Scientist cadre at all levels at AIIMS

Designation →	Scientist 'C'	Scientist 'D'	Scientist 'E'	Scientist 'F'	Scientist 'G'	Scientist 'H'
Grade Pay	6600	7600	8700	8900	10000	12000
Essential Qualifications	(i) MD/MS/DM/MCh/MDS or Equivalent in the relevant subject OR (ii) PhD in the relevant subject or research area					
Desirable Qualifications	As outlined above under point 4.4+ any other specific prescribed by the department concerned for direct recruitment.	As outlined above under point 4.4.+ any other specific prescribed by the department concerned for direct recruitment.	These positions are to be filled by promotion only using stringent promotion criteria as outlined in point 4.6. <i>20% of posts at levels of Scientist G & H may be kept for direct recruitment for those having MD+PhD degree with proven record of high quality research publications, leading research groups and teams, extramural funded projects, international collaborations, Fellowships of national and international academies, experience as per the applicable residency period in the previous grade of Scientist etc.</i>			
Age limit for direct recruitment	40 years (relaxable 5 years as per rules and for AIIMS employees)	45 years (relaxable 5 years as per rules and for AIIMS employees)				
Experience for direct recruitment*	Nil	4 years of research experience after obtaining the essential qualification				
Method of Recruitment	Direct Recruitment	By promotion and Direct recruitment	By promotion	By promotion	By promotion	By promotion
Minimum residency period linked to performance for promotion to the next grade	4 years (C→D)	5 years (D→E)	5 years (E→F)	5 years (F→G)	5 years (G→H)	--

*For regular employees of AIIMS, the period of active service spent on pursuing Research Degree i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as research and teaching experience for the purpose of direct recruitment as Scientist C and Scientist D (as per UGC order D.O. No. F. 1 7-81201 3(PS) dated 1st March 2016).

4.8 Scientist Selection Committee for Appointments and Promotions

The promotions and the new selections of the Scientists will be conducted by a Scientist Selection Committee for the Scientists Cadre to be nominated by the Director, AIIMS with a 3-year tenure, having the following composition:

- i. Director Indian Institute of Science, Bangalore/ Director of other major research institutes of the country viz. NII, IGIB, etc. (Chair)
- ii. Director AIIMS (ex officio member)
- iii. Dean Research (Member Secretary)
- iv. Three external scientists (Medicine -2, Biology -1, or Biotechnology) [All three must have membership of at least 2 major academies or a Shanti Swarup Bhatnagar award and one academy]
- v. One member of the Standing Selection Committee of AIIMS
- vi. Of the above, there will be at least one member who is SC/ST/OBC.
- vii. Suitable representation of women

4.9 The Initial Constitution of the Scientist Cadre

4.9.1 The Cadre will comprise of those Group-A incumbents at AIIMS who are designated as Scientists, and

- i. Who were directly recruited on the respective posts created by the Institute in various departments.
- ii. Who possess the required eligibility criteria for the respective grade/post on the date of commencement of the Cadre (as per points 4.4 & 4.7).

4.9.2 Additional posts may be created by the Institute as per the need from time to time.

4.9.3 The persons who worked in extramural research schemes for fifteen years and were absorbed as AIIMS staff in the Core Research Cadre will not be eligible to be included in the Scientist Cadre.

4.10 Implications for the existing Scientists

The adoption of above defined rules will impact the existing Scientists and the same is detailed below:

- 4.10.1. The existing Scientists possessing the required eligibility criteria as outlined in points 4.4, 4.7 and 4.9 will be inducted into the revised Scientist Cadre.
- 4.10.2. All other existing Scientists (those not having prescribed qualifications) will continue in the prevailing In Situ system retaining the existing designations and grades.
- 4.10.3. An empowered committee under Dean (Research) will be set up with approval of the Director (AIIMS) for placement of the existing scientists into the revised cadre (at appropriate levels) as per the revised eligibility criteria and residency period. Any anomalies that may crop up in this regard will also be settled by this empowered committee.

4.11 Allowances

It is proposed to continue the existing allowances, which have already been approved for the scientists at AIIMS. However, they may be revised appropriately in future as per by AIIMS/ICMR guidelines.

4.12 Functions

In order to advance the mandate of the Institute to excel in research, innovation and science:

- The Scientists will conduct high quality research in their respective disciplines
- They will also contribute time in supporting central research facilities/laboratory/diagnostic/hospital support services as required. They will be involved in providing laboratory skills to clinicians/faculty, and those with clinical/epidemiology background will contribute towards knowledge sharing in these areas.
- They will teach/co-guide/guide PhD students and postgraduate students (MD/MS/MDS etc.) in research skills/techniques and in discipline(s) concerned with area of research focus. Scientists can be members of the doctoral committees. They can also apply for extramural grants.
- Scientists in Grade C & D can apply for Institute's intramural research grant.

4.13 Reporting

Dean (Research) shall be the head of the Scientist Cadre.

4.14 Age of Retirement

The retirement age of scientists in ICMR is 62 years. Accordingly, the AIIMS Governing Body (GB) in its 142nd meeting held on 23rd January 2009 has already approved the proposal to enhance the retirement age of the scientist cadre of the Institute from 60 to 62 years. Hence, it is recommended that the decision of the GB should be implemented without any further delay.

5. APPROVAL SOUGHT

Approval is sought for

- (i) Revision of Scientist Cadre at AIIMS, New Delhi as detailed in the proposal above (points 4.1 to 4.14) and
- (ii) Sanction for creation of 30 posts of Scientists (15 each of Scientist-C and Scientist-D respectively).

This is submitted with the approval of the Director, AIIMS.



अ०भा०आ०स०

A. I. I. M. S.

Annex - B

ACADEMIC SECTION
AIIMS NEW DELHI

Dated:- 21/12/2018


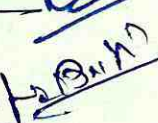


Reference to agenda Item no AC/117/32:- To consider the proposal for creation of additional posts for the centre for Dental Education and Research Centre at AIIMS New Delhi and as per discussion held in the meeting of Standing Academic Committee held on 20/11/2018, a meeting to look into the matter regarding proposal for creation of additional post of faculty for the Centre for Dental Education and Research was held on 17.12.2018 at 5.00 PM under the Chairmanship of Director AIIMS New Delhi in the Director's Committee Room, AIIMS, New Delhi. The meeting was attended by the following

1. Prof. V.K. Bahl, Dean (Acad) -Member
2. Prof. O.P. Kharbanda, Chief, CDER -Member
3. Prof. Rajeev Kumar, Assoc. Dean (Acad) -Member
4. Prof. Ajoy Roychowdhury, Professor, CDER -Member
5. Prof. Ajay Logani, Professor, CDER -Member
6. Dr. Harsh Priya, Asstt. Professor, CDER -Member
7. Prof. Sanjeev Lalwani, Registrar -Member-Secretary

It was informed that Chief CDER had sent a proposal which was submitted on 12/11/16 for creation of 6 faculty posts (2 for Assistant Professor of Public Health Dentistry, 1 for Assistant Professor of Conservative Dentistry and Endodontics, 1 for Assistant Professor of Oral and Maxillofacial surgery and 2 for Assistant Professor of for Orthodontics), but later through letter requested to create two posts of Assistant Professor of Orthodontics and rest may be considered later. It was decided that director should call the meeting of all the faculty members of CDER and decide on the number of posts to be sanctioned with proper rationale.

Dr O P Kharbanda Chief CDER said that he has written the letter asking ofor two posts of Orthodontics only on the suggestion of subcommittee under chairmanship of Dean (Acad), wherein he was asked to submit the number snd speciality of posts required with immediately and the posts ands specialities which will be reuquired after some time. Accordingly He had written the letter. However he has no objection if all 6 posts are approved for creation.

Accordingly it was decided that all 6 faculty posts (2 for Assistant Professor of Public Health Dentistry, 1 for Assistant Professor of Conservative Dentistry and Endodontics, 1 for Assistant Professor of Oral and Maxillofacial surgery and 2 for Assistant Professor of for Orthodontics) as submitted in original proposals shall be approved. and be incorprtaed in the minutes of meeting of Academic Committee dated 20/11/2018.

Assoc. Dean 
Dean (A) 
Director Pl. 

24/12

Annexure - C



Proposal

for

Creation of

Clinical Research Unit

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

NEW DELHI

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1. Rationale

Clinical research forms the cornerstone of evidence-based medicine and advances in clinical practice. A common goal of clinical research is to generate knowledge that can improve standard of care and outcomes for various diseases. There is an urgency in translating scientific advances into practical therapies to improve the lives of patients.

An important component of clinical research is clinical trials, whether academia led or industry sponsored. These clinical trials help bring new medicines/interventions to the market and optimize the use of existing ones. To address the specific challenges that patients face in India, there is a need for more such trials to be designed and led by Indian Investigators. Some clinical trials may require multi-centre participation and collaboration. Non-trial clinical research is the other equally important component which helps to understand and answer critical treatment related questions, identify further research questions, support development of new biomarkers, etc.

The Honourable Vice President Sh. Venkaiah Naidu in his convocation address on 7th December 2018 on the occasion of 46th Convocation Day of AIIMS, stressed upon the need for the institute faculty to take clinical research to a higher level and to set up newer mechanisms to foster collaborative research answering translational research issues. The Honourable Vice President urged the AIIMS administration and faculty to launch new initiatives which facilitate clinical research. With a faculty strength of over 700 and post-graduate strength of over 1800 and core mandate of research, AIIMS leads the institutions in the country in clinical research. In last one year itself, 700 new clinical research projects were submitted to the Institute Ethics Committee of AIIMS. Of these, 15 percent were academic clinical trials and another 10 percent were industry sponsored clinical trials. These are in addition to clinical research dissertations of MD/MS, DM/MCh/ PhD, short term/ long term fellowship programmes and already ongoing research from the previous years.

Although there are exceptions, it is generally felt that because of the diverse commitments, faculty members (especially those from clinical departments) often find it difficult to devote enough time and efforts to research. This is more so for studies that require complex methodology, interdisciplinary participation, sustained work and programmed approach to address problems.

Researchers at AIIMS come with varied scientific backgrounds and levels of exposure. Some may need guidance to develop their idea in to a research protocol or to arrange funding or with conduct, analysis and publication of the study. Also, there is need to conduct larger

studies and trials to make a meaningful impact on care of patients. A lot of data are generated in various clinical studies and excellent data management and statistical analytical skills are required for optimal utilization of the data.

The CRU would serve the purpose of improving the quality and quantum of research output at AIIMS through: i) Providing high quality technical expertise in designing clinical research, and Research mentoring of investigators ii) Providing support for the conduct of studies conforming to top notch international standards.

2. The Goal

Clinical Research Unit at AIIMS will be a core facility with centralized shared resources. It will work as a specialized biomedical research unit that can help to design and centrally coordinate clinical research. A centralized common facility like CRU will be established with the purpose of providing assistance in the development, application, and implementation of investigator initiated research in compliance with the best practices. The goal of the CRU is to provide resources and services to advance clinical research and inform the best practices for clinical research. The CRU envisages but is not restricted to the following types of studies: investigator initiated clinical trials, cross-sectional, cohort, and case control studies and studies evaluating diagnostic tests. The ultimate goal would be to facilitate practice-changing research at AIIMS, addressing key Indian priorities in disease diagnosis, prevention and treatment.

3. Working Objectives

A shared resource with a team based model, scientists and faculty with various research skills and knowledge forming a first-class research team which will support research investigators (AIIMS faculty and scientist) to design, conduct, analyse and publish high quality clinical research.

Phase I: To provide technical expertise to AIIMS faculty and scientists to plan clinical research proposals and submit grant applications for funding

Phase II: To provide support to AIIMS faculty and scientists for conducting research (assisting set-up, conduct of study; data management and analysis; report writing; publications)

4. CRU activities/ support for different stages of clinical research

A fully operational CRU would have the necessary expertise in design and conduct of various types of studies (Figure 1) and various activities (Table 1).

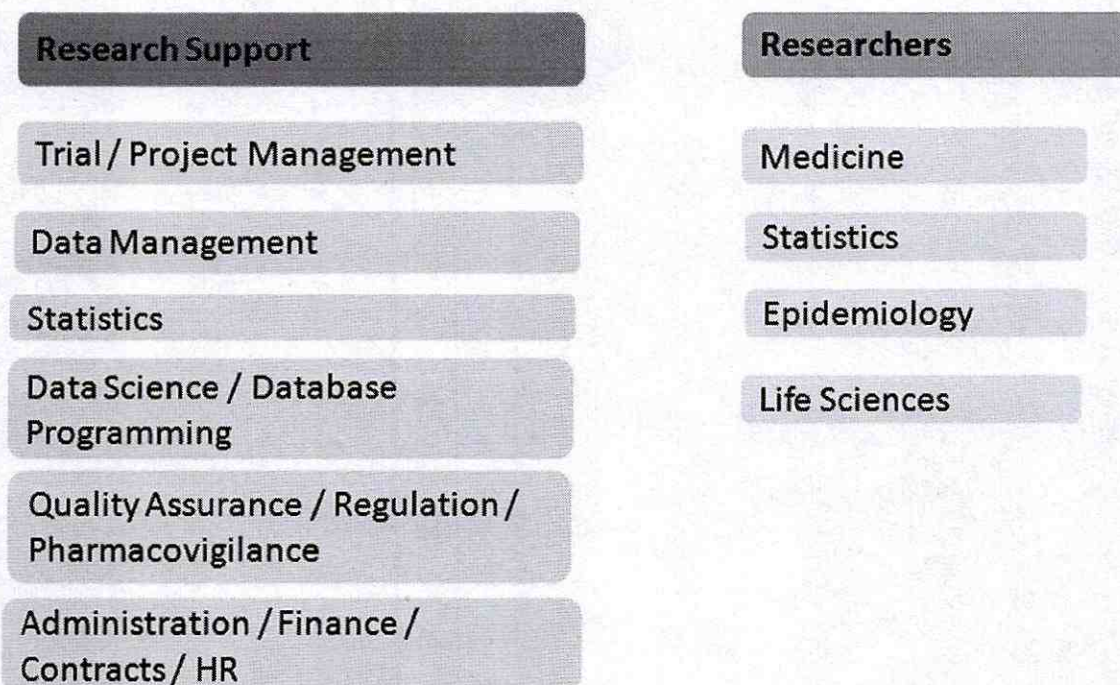


Figure 1: Core expertise of Clinical Research Unit (CRU)

Table 1: Scope of activities of CRU

Planning	Set-up	Conduct	Analysis	Report	Publication
<ul style="list-style-type: none"> • Grant preparation • Study hypothesis • Study Design • Sample Size • Study Protocol • Feasibility • Outcomes • Outcome development • Costing 	<ul style="list-style-type: none"> • Consent Form • Protocol development • Case report Forms • Database design • Randomisation • Ethical approval • Administrative registration • Logistics 	<ul style="list-style-type: none"> • Trial/ Study management • Coordination • Randomization • Adverse event management • Monitoring • Trial meetings • Quality assurance 	<ul style="list-style-type: none"> • Statistical analysis plan • Data validation • Programming and analysis 	<ul style="list-style-type: none"> • Study Reports • Data interpretation • Trial / Study Steering Committee reports 	<ul style="list-style-type: none"> • Advice and consulting • Drafting aspects of the publication

For the sake of smooth initiation, operationalization of the CRU is proposed in a phased manner. In phase 1, the CRU will accept research ideas and proposals from the faculty/scientists using a pre-specified template. The CRU members shall screen and select the suitable proposals (based on well-defined criteria) for further development. We plan to mentor around 5-6 investigators in the first 6 months.

The proposals thus selected will be facilitated in the following aspects:

4.1. Planning research - mentorship and support

4.1.1. Translating research idea into a feasible study hypothesis

Some academicians/clinicians have research ideas but are not able to translate it into a viable research question. The CRU team shall assist them in developing research protocols thereby fostering growth of clinical research within the institute. The support provided will aim for developing a full scale viable and competitive clinical research proposal ready to be submitted for funding. Researchers will be mentored and supervised to develop good research question and workable hypothesis with all essential ingredients to measure relevant outcomes at the end of the study.

4.1.2. Interdepartmental liaison

Cutting edge research requires partnership/collaborations among basic sciences, clinical sciences, epidemiology and public health, biostatistics, economics etc. for successful realization of research ideas. CRU team shall serve as a platform for providing support to new and inexperienced investigators for forging support from varied departments within AIIMS so as to have best skill mix within the research team and that multi-disciplinary research is promoted to answer complex clinical research questions. If required, inter-institutional collaborations will be explored.

4.1.3. Support for literature review – conduct of systematic reviews and meta-analysis

Many funding agencies mandate a systematic review of the available literature on the research question to be an integral part of the project proposal. The CRU team members will facilitate conduct of systematic review of the literature by the investigators to synthesize evidence related to their research question(s). This will also help identify the key gaps in knowledge thereby refining the research question(s) and select the most appropriate primary study outcomes. The faculty/scientists within

Institute will be trained to use readily available software such as RevMan for conduct of systematic reviews and meta-analysis.

4.1.4. Protocol writing and study methodological aspects

CRU members will guide researchers in drafting competitive clinical research protocols and projects for receiving grants. Protocols require detailing of all components related to clinical research. Lack of sound knowledge related to study design, sample size and power calculations, and lack of finer details in study methodology are the common ground for rejections of proposals. *The CRU team will guide the researchers in identifying the appropriate study design for the intended research question and in selecting the key outcomes based on the relevance and utility. Researchers will be encouraged to explicitly frame their research question in PICOT- Participants, Interventions, Comparators, Outcomes and Time period – format. Long term cohorts will require pilot studies and feasibility of having cohorts and researchers will be guided in building up these within their proposals. Researchers will be trained in using appropriate guidelines for drafting their proposals. They will also be guided in tapping appropriate funding opportunities based on nature and scope of clinical research study. CRU members will mentor new investigators in identifying key issues in methodology including definition of key ‘subjective’ outcomes, ensuring compliance to intervention, preventing loss to follow-up, and minimizing post randomization exclusions, etc.*

4.1.5. Budgeting

Appropriate budgeting is imperative for execution of the project. Some investigators require support in putting budget items for costing various aspects needed in conduct of clinical research study. The CRU team will prepare a budget template for use by the faculty/scientists of the institute. The template will have the cost of core components – manpower, common equipment, contingency, institute overhead, etc. The template will incorporate the latest salary structure of ICMR/DBT for the manpower cost. The CRU team will provide further support in drafting budget items for the proposals selected for mentoring.

4.1.6. Statistical Analysis Plan

Many researchers lack thorough understanding of statistical nuances involved in clinical research projects. CRU team will guide the investigators on statistical issues and help them devise a statistical analysis plan while drafting research proposal. Methods for statistical analysis of primary and secondary outcomes need clear mention in the protocol along with details of additional analysis such as interim analysis, subgroup analysis and handling missing data. Researchers will be guided to undertake robust analysis and answer their questions scientifically.

4.1.7. Registration of protocols and preparing documents for funding agencies

Most proposals warrant registration of protocols and approvals from many agencies. The CRU members will assist the investigators in appropriate documentation of same and submission of applications for seeking necessary approvals.

4.1.8. Setting up research

4.1.8.1. Developing case record forms (CRFs)

The CRU will assist the investigators in designing case record forms (CRF) depending on objectives of the clinical research study. It shall also devise mechanisms to develop electronic CRFs and data capture electronically.

4.1.8.2. Customizing templates for informed consent documents

The investigators will be mentored in designing appropriate participate information sheets and consent forms- mandatory requirements for ethical conduct of research studies within AIIMS.

4.1.8.3. Support with approvals and registration

CRU members shall provide assistance to all investigators for seeking approvals and meeting all regulatory approvals for conduct of their research projects including Institutional Ethics Clearance (IEC), Central Trial Registry-India (CTRI), Drug Controller General of India (DCGI), Health Ministry Screening Clearance (HMSC), operative approvals from research section within AIIMS.

4.1.8.4. Setting up of research study management committees

Large trials require committees as trial steering committee, trial management committee and data safety monitoring boards. CRU will develop standard operating procedures for having these committees with clear roles and responsibilities. CRU members will assist the investigator groups in having appropriate members within these committees.

4.1.8.5. Preparing for multicentre studies

These studies require thorough planning with initial site visits for coordination and standardizing study conduct across multiple centres. This will also require meetings and trainings of all staff members engaged at multiple sites. CRU will facilitate these processes and assist in conducting meetings/ trainings for multicentre studies.

4.1.8.6. Healthy volunteer database

CRU will run a Clinical research Volunteer programme and maintain a database of volunteers whose data can suitably be made available for participation in the scientific investigations contingent to scope of the study and consent of the volunteers. These volunteers serve as controls and their information can be used in the analysis and creating new knowledge. Such registries of healthy volunteers shall be maintained by CRU.

In phase-2, the following activities shall be facilitated:

4.2. Conduct of Clinical Research

4.2.1. Randomization, blinding, participant allocation

CRU will assist investigators in randomization, blinding and allocation concealment. It will also help investigators in minimizing attrition within trials and retaining participants.

4.2.2. Publicity and recruitment support for enrolment

CRU will help and guide the investigating team to strategize participant enrolment and create avenues for wider publicity of the clinical research study through websites

or other suitable mediums so that investigators achieve the desired sample size for their studies.

4.2.3. Data collection/ recording

CRU will assist in all processes of data capture within the study and its transmission to appropriate databases. All staff will be trained in trial and research procedures so that data collection is undertaken in a standardized and uniform way. An electronic data capture mechanism will be promoted and in house capacity will be developed to strengthen data collection ways and minimize possible errors in data capture through use of standard operating procedures.

4.2.4. Data management

4.2.4.1. Clinical Database Management System (CDMC)

The CRU will set up CDMC that is responsible for assuring good data management practices. The data management process (Figure 2) typically covers the design and production of the data capture tool (paper or electronic, commonly referred to as the Case Report Form or CRF), along with the design, construction, validation, release and subsequent amendments to the database to maintain the data electronically.

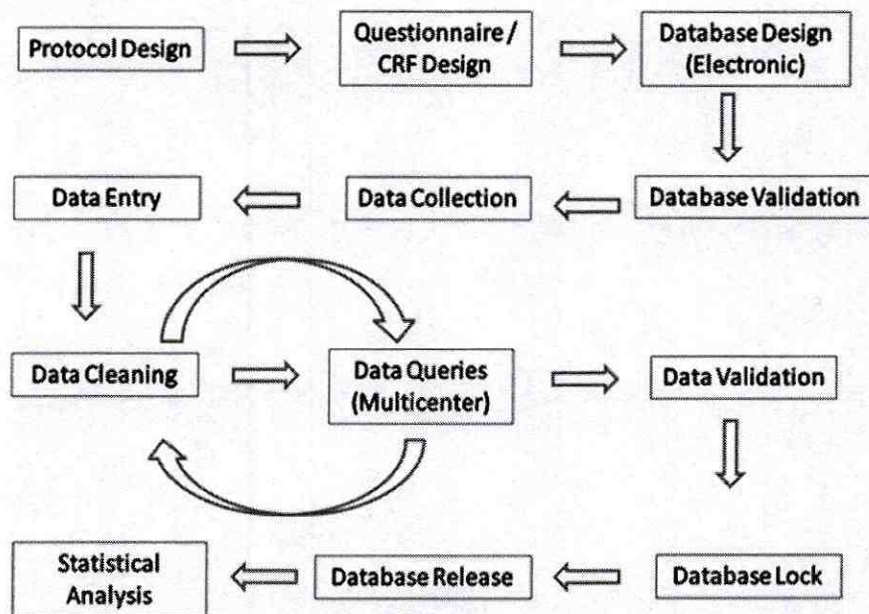


Figure 2: Steps involved in data management process

It also includes the processing of data (entry/uploading, cleaning, quality control checks and query management) and the production of the final dataset ready for analysis. Data management and validation will vary depending on the design of each individual study project. Therefore, individual research protocols and/or study specific data management plans should be adhered to in this regard.

4.2.4.2. Data Management Plan

The Data Management Plan (DMP) will be prepared for every study, which is a document that describes and defines all data management activities and must be in place prior to the start of recruitment. The extent of the data management activities described in the DMP will be dependent on the complexity of the study and associated factors. Relevant sections of the DMP and evidence of input documented shall be reviewed by investigator of the study/members of the trial management group, prior to sign-off by the Data Analyst for each version of the DMP.

4.2.4.3. Data cleaning

Data cleaning is an important step before proceeding for any statistical analysis. It is the process of identifying and removing (or correcting) inaccurate records from a dataset or a database and involves recognizing unfinished, unreliable, inaccurate or non-relevant parts of the data and then restoring, modifying, or removing the dirty, crude or irrelevant data. The CRU shall assist the investigator in this process through the clinical/medical database management system, and the data entry operator will be trained in this regard. It would be helpful, especially for the junior investigators and young faculty, who would be naïve to the data management process. The process of data cleaning will in general employ the below mentioned steps, for which a checklist will be prepared, and each database would go through the process of cleaning through this checklist.

Steps of data cleaning:

- Removal of extra spaces
- Selection and treatment of blank cells
- Conversion/ coding of text data into numerical data
- Identification and removal of duplicates

- Highlighting the possible errors including spelling errors
- Deletion of any formatting if present

4.2.5. Pharmacovigilance

Pharmacovigilance activities will be coordinated with the ADR monitoring centre at AIIMS. For managing safety data, an appropriate software e.g. Argus, PVNet etc would be utilized with a third party agreement. The PVNet Software has already been customised under CReATE centre, Department of Pharmacology, AIIMS.

For phase IV studies, the adverse event data could be managed using Vigiflow, in alliance with ADR monitoring centre in Department of Pharmacology, AIIMS.

4.2.6. Quality assurance

QA measures to promote quality will include steps at the level of personnel engaged in conduct of study, methods and tools of measurement, instruments and equipment. CRU will assist investigating team in building quality steps in all processes of the research study.

4.2.7. Design of parallel studies during conduct of the clinical research studies

CRU members will also assist investigative team in designing parallel studies utilizing qualitative approaches like finding out reasons for drop outs and strategies for maximizing participation in follow up studies.

4.2.8. Auditing

CRU members can facilitate the independent auditing process within clinical research studies. The processes reviewed can be related to participant enrolment, consent, eligibility, allocation, adherence to trial interventions, reporting of adverse events, completeness, accuracy, timeliness of data collection.

4.3. Data analysis

4.3.1. Statistical analysis plan

The CRU will guide the statistical analysis plan (SAP) in collaboration with the principal investigator of the study. A comprehensive and detailed description of the methods of data analysis will be proposed for the research project, in order to avoid

post hoc decisions that may affect the interpretation of the statistical analysis. The statistical analysis plan will be written and approved before data analysis commences. SAP shall state the hypothesis to be tested, details of the sample size calculated by explicitly stating all assumptions made, description of primary and secondary outcomes, population for clinical trial, intention-to-treat, per protocol and sub-group analysis, interim analysis etc, list of tables, figures, other data to be presented in the study report and set of dummy tables reflecting the contents of the final report.

4.3.2. Data interpretation

Interpreting a statistical data is a complex process which involves establishing relationship between data, inferring information, and consequently constructing the knowledge. The key questions which need to be answered while interpreting the data, analysis and results include the strengths of the data, the effect of chance/ bias on the results, comparing the results with those from other studies, mechanistic explanations for the findings, suggestions on new hypothesis, next research steps, and clinical and policy implications. The results thus generated through the statistical analysis would be structured into a comprehensible document, and the CRU personnel would assist the investigator in data interpretation and preparation of the document.

4.3.3. Tables, graphs and figures

The results obtained from data analysis and interpretation need to be structured into a document, and this could be in the form of tables, figures or graphs. The CRU shall assist the investigator in preparation of the document with the assistance of available software (for tables, figures and graph preparation).

4.4. Report

Consultation for preparing progress reports and final reports for funding agency, regulator etc.: The investigator needs to submit regular progress report to the funding and regulatory agencies, which is essential for regular financial support. Additionally, a final report needs to be submitted at completion of the project. The CRU shall assist the investigator in preparing the progress report, and submitting it to the concerned agencies in time. The CRU shall also aim to construct an online template, which would remind the investigators in time for preparing and submitting the progress report.

Guidance for archiving/ archiving facility: After the trial/ study ends, the CRU shall provide support and guidance for archiving the necessary documents related to the project. The retention and archiving of these documents is a critical part of compliance with Good Clinical Practice (GCP). The CRU, through the process of archiving shall ensure: a) records submitted correspond with the information provided by the depositor, b) orderly storage and retrieval of records is facilitated through indexing, and c) access to the archive is controlled.

4.5. Publication

Dissemination of results to patients, sites, IEC, media etc. as applicable, while conforming to the existing norms: The results of the study/ trial done under the guidance of CRU need to be disseminated to appropriate audience, depending upon the specific content. CRU shall help the investigator in the dissemination process through selection of appropriate audience (patients, sites, media), and targeting the output in appropriate format in a timely fashion. Dissemination of results should not be limited to end of the trial, and if useful and appropriate, the findings can be shared earlier.

Consultation/ Mentoring for manuscript preparation/ scientific writing support: Final process of any research project is publishing the manuscript in a relevant journal, and CRU shall assist the investigator in scientific writing and manuscript preparation through the following steps:

- Assimilation of results
- Preparation of background
- Writing the methodology including the statistical plan
- Reviewing the recent literature pertaining to the present work
- Assistance in abstract writing
- Selection of appropriate journal
- Preparation of cover letter
- Guidance in submission process

5. Organogram, Staffing and Working Mode

The CRU will be managed by the Dean (Research). There will be a Faculty-in-charge (part time). In addition, a panel of Faculty from different specialties will be constituted who will work on a part time basis (e.g. 10 faculty members who agree to devote at least 3 h/week to the Unit). The full time staff in CRU will be as per table 2.

For AIIMS to be the top research hub for medical sciences, highest quality scientists are needed to work in tandem with the faculty. To attract and retain the best scientific talent to AIIMS, the entry points need to be more stringent as well as provide opportunities which will inspire them to work with the highest efficiency.

- The eligibility criteria should be more stringent: Only those having the qualification of PhD or MD/equivalent degree be recruited in this cadre so as to establish a distinct identity of these researchers.
- *Apart from the eligible criteria there will also be desirable criteria* which may include any of these:
 - India Alliance DBT Welcome fellowship
 - Ramanujan Fellowship
 - Ramalingaswamy fellowship
 - DST Inspire Faculty fellowship
 - Post Doc from a reputed national or international institution/ university
- *The selection of scientists will be at two levels: Scientist C and Scientist D.*
 - *For direct entry at Scientist C level* – MD/equivalent or PhD degree, should have at least 3 publications, in journals with high impact factor of which he/she should be first author in at least one, Evidence of high quality original work, Other desirable criteria as outlined above.
 - *For direct entry at Scientist D level* - MD/equivalent or PhD degree + at least 4 years experience, should have at least 6 publications, in journals with high impact factor of which of which he/she should be first author in at least three, Publications should clearly indicate originality and should be of high quality, Should have extramural research projects, Other desirable criteria as outlined above
- *Part Time Consultants:*

In addition, we also propose having part time consultants on the list. The part time consultants may have expertise in areas like advanced quantitative skills or advanced analytical skills and other areas as the need may arise. There will be a provision to provide monetary reimbursement for the services.

Table 2: Staffing structure of CRU

S.no	Designation	Total no	Monthly	Salary per month	Total salary per annum
1.	Scientist D	5	112652	563260	6759120
2.	Scientist C	5	96391	481955	5783460
3.	Data entry operator (outsourced)	3	25155	75465	905580
4.	Computer Programmer (outsourced)	2	32339	64678	776136
5.	Admin. Officer (Grade Pay 5400)	1	82461	82461	989532
6.	Accounts Officer (Grade Pay 5400)	1	82461	82461	989532

6. Infrastructure

6.1. Physical space

For setting up office of the CRU- needed for the human resource, IT support, data management systems, archives, training areas, committee/meeting rooms, library, pantry, etc.

6.2. IT support

Will be developed in coordination with the computer facility of AIIMS. The IT support will include hardware as well as software i.e. computers with accessories, printers, photocopier, telephone, fax, LED screens, network/server (Web server, MySQL server, SMTP mail server), conference facilities for audio/video/web meetings, high speed internet.

6.3. Books and Software

6.3.1. Books:

Specific to research methodology, for example, on how to write a research project/details about various national and international funding agencies, guidelines, programming, epidemiology, pharmacovigilance, study design and statistical analysis. For other books and journals, the institute library would be referred.

6.3.2. General

MS Office, reference manager software (Endnote/Mendeley)

6.3.3. Data management

Epi Info/ Epi data, Visual Basic with MS SQL (Standardized Query Language) server, VB.NET with MS SQL Server, pharmacovigilance (PVNet/Argus/Vigibase)

We shall try to join the existing RedCap system, an international collaboration that provides electronic database system to governmental organisations.

6.3.4. Statistical software

SAS, Stata, R, GradePro

6.3.5. Miscellaneous

Tables, chairs, cupboards, white boards, notice boards, refrigerators, oven etc

7. Sustenance mode

No major sustenance amount is required and it will be done with the help of overhead charges taken on each project as well as institutional support.

It is proposed that overhead charges on all projects will be increased by 1% over the existing charges. This cess of 1% will provide financial sustenance support for all CRU activities. For each project implemented by CRU there will be provision for one ad hoc research staff which will work under the supervision of CRU project manager for the duration of the project and will be responsible for project related works.

8. Approval sought

Approval is sought for creation of a Clinical Research Unit facility with structure and posts as defined above.



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110 608.

No.F.5-19/2020-Acad.II

Dated the: 28th May, 2020

MEMORANDUM

SUBJECT: Minutes of the 118th Academic Committee Meeting held on 6th February, 2020 at 2.30 P.M. in the Dr. Ramalingaswami Board Room, AIIMS, New Delhi.

* * * * *

A copy of the approved minutes of the 118th meeting of the Academic Committee Meeting held on **6th February, 2020 at 2.30 P.M.** in the Dr. Ramalingaswami Board Room at AIIMS, New Delhi is forwarded to the members of the Academic Committee for kind information.


(PROF. RANDEEP GULERIA)
DIRECTOR & MEMBER-SECRETARY
(Academic Committee)

Distribution:-

Chairman & All members of the Academic Committees



All India Institute of Medical Sciences, New Delhi

Minutes of the 118th Academic Committee Meeting

Held on 06/02/2020 at 2.30 P. M. in Dr. Ramalingaswami Board Room, AIIMS, New Delhi

The following members attended the meeting:-

1. Dr. Mahesh B Patel: In Chair
2. Dr. Rajiv Garg, DGHS, Member
3. Dr. D S Rana, Member
4. Dr. D G Mhaisekar, Member via video-conferencing
5. Dr. Randeep Guleria, Member-Secretary

Dr. Vijay Laxmi Saxena and Shri Amit Khare informed about their inability to attend the meeting.

Following special invitees were also present:

1. Prof VK Bahl, Dean (Academic)
2. Prof. Sidharth Datta Gupta, Dean (Examination)
3. Prof. D. K. Sharma, Medical Superintendent, AIIMS Hospital
4. Prof. Rajeev Kumar, Associate Dean (Academic)
5. Prof. Vineet Ahuja, Associate Dean (Research)
6. Prof. Sanjeev Lalwani, Registrar

Faculty members were also invited to be present for any clarification about the agenda items pertaining to them. The meeting began with the permission of the Chair. The members condoled the demise of Prof. MK Bhan, former member of the Academic Committee who passed away on 26th January 2020 and observed a minute's silence in his memory.

The following agenda items were taken up for discussion:

ITEM NO. AC/118/ 1: Minutes of the meeting of the 117th Academic Committee held on 20/11/2018

Minutes of the previous meeting were circulated to all members through e-mail. No comments received were received.

The minutes of 117th Academic Committee meeting were unanimously approved.

ITEM NO. AC/118/ 2: Action Taken on the Minutes of the meeting of the 117th Academic Committee meeting held on 20/11/2018

Action taken on the minutes was noted. It was informed that some of the resident/fellowship seats that were approved by the AC/GB/SFC could not be notified as the SFC has recommended that approval of the Department of Expenditure be taken. This is unlike past practice where addition of seats for residents/ fellows in existing programs did not require DoE approval. A letter in this regard has been written to the ministry for clarification.



- Item No. AC/117/ 3 PROPOSAL FOR GRANT OF SPECIAL BOOK PRIZE TO THE TOPPER STUDENTS OF 3RD PROFESSIONAL MBBS
Approved by the AC/GB and SFC
- Item No. AC/117/ 4 AWARD OF CERTIFICATE OF MERIT/COMMENDATION CERTIFICATE TO TOPPER IN MASTER OF BIOTECHNOLOGY COURSE AT AIIMS, NEW DELHI.
Approved in principle by the AC.
Detailed guidelines to be formulated by Dean (A) and approved by Director.
- Item No. AC/117/ 5 MATTER REGARDING LONG LEAVES AVAILED BY JUNIOR RESIDENTS (ACADEMIC)
- Item No. AC/117/ 6 MATTER REGARDING LONG LEAVES IN M. SC COURSES
Notified
- Item No. AC/117/ 7 TO CONSIDER THE PROPOSAL TO FORMULATE THE GUIDELINES FOR ATTENDING CME'S, WORKSHOP, CONFERENCES, SYMPOSIUM, WORKSHOP. ETC. ON ACADEMIC LEAVE/ON DUTY LEAVE IN RESPECT OF JUNIOR RESIDENT (ACAD.) REGARDING.
Notified
- Item No. AC/117/ 8 REGARDING GRANT OF PATERNITY LEAVE AND EXTENSION OF TENURE FOR ACADEMIC COURSES IF LEAVES EXTEND BEYOND PERMITTED PERIOD FOR DM/M.CH CANDIDATES
Notified
- Item No. AC/117/ 9 PROPOSAL FOR REVISION OF SUPPLEMENTARY EXAMINATION RULES FOR 1ST PROFESSIONAL MBBS STUDENTS.
Notified
- Item No. AC/117/ 10 PROPOSAL FOR REVISION OF ELIGIBILITY CRITERIA FOR FOREIGN NATIONAL CANDIDATES TO BE SAME AS NATIONAL CANDIDATES FOR MBBS COURSE AT AIIMS, NEW DELHI.
Implemented
- Item No. AC/117/ 11 Guidelines for Functioning of Centers, formation of Divisions and Units.
Approved by the AC/GB, Notified
- Item No. AC/117/ 12 CLARIFICATION ON AMBIGUITIES IN AWARDS FOR GEETA MITTAL MEDAL, BOOK PRIZES, SHRI MOHAN LAL WIG MEDAL, EXCELLENCE IN NURSING AWARDS.
Implemented
- Item No. AC/117/ 13 AUGMENTATION OF MANPOWER TO STRENGTHEN THE PATIENT CARE SERVICES IN THE DEPARTMENT OF EMERGENCY MEDICINE BY FORMULATING ROTATION POLICY OF JUNIOR RESIDENTS (ACADEMIC) TO DEPARTMENT OF EMERGENCY MEDICINE.
Notified
- Item No. AC/117/ 14 CREATION OF THREE POSTS OF SENIOR RESIDENT/ DEMONSTRATOR OF ANATOMY.
Approved by the AC/GB/SFC. Awaiting DoE approval.
- Item No. AC/117/ 15 CREATION OF NEW THREE POSTS OF SENIOR RESIDENT (PAEDIATRICS) FOR RPC (HDU)
Approved by the AC/GB/SFC. Awaiting DoE approval.
- Item No. AC/117/ 16 CREATION OF THREE POSTS OF SENIOR RESIDENT IN THE DEPARTMENT OF GERIATRIC MEDICINE.
Approved by the AC/GB/SFC. Awaiting DoE approval.
- Item No. AC/117/ 17 TO CONSIDER THE PROPOSAL FOR CREATION OF ADDITIONAL 7 POSTS OF SENIOR RESIDENT (M. CH) IN THE DEPARTMENT OF UROLOGY, AIIMS NEW DELHI.
Approved by the AC/GB/SFC. Awaiting DoE approval.
- Item No. AC/117/ 18 PROPOSAL TO START M. CH IN (1) VITREO-RETINA (2) CORNEA & EXTERNAL EYE DISEASE (3) STRABISMUS (4) OCULOPLASTY (5) GLAUCOMA IN THE DEPARTMENT OF OPHTHALMOLOGY, DR. R. P. CENTRE, AIIMS, NEW DELHI.
Not approved by the AC.



- Item No. AC/117/ 19 PROPOSAL TO START FELLOWSHIP IN PAEDIATRIC CARDIAC SURGERY IN THE DEPARTMENT OF CTVS.
Approved by the AC/GB/SFC. Awaiting DoE approval.
- Item No. AC/117/ 20 INCLUSION OF INTERESTED FACULTY AS CEU MEMBERS IN THE EXISTING LIST OF CEU MEMBERS AT AIIMS, NEW DELHI.
Implemented
- Item No. AC/117/ 21 PROPOSAL FOR SKILLS TRAINING OF UG AND PG AT AIIMS, NEW DELHI.
Implemented.
- Item No. AC/117/ 22 TO START FELLOWSHIP IN EMERGENCY FORENSIC MEDICINE IN THE DIVISION OF FORENSIC PATHOLOGY & MOLECULAR DNA Laboratory AT JPNATC, AIIMS, NEW DELHI.
Approved by the AC/GB/SFC.
- Item No. AC/117/ 23 PROPOSAL OF CHANGING THE NAME OF THE DEPARTMENT OF PULMONARY MEDICINE & SLEEP DISORDERS TO PULMONARY, CRITICAL CARE AND SLEEP MEDICINE
Notified
- Item No. AC/117/ 24 PROPOSAL FOR REVISION OF SCIENTIST CADRE AT AIIMS
Awaiting GB approval
- Item No. AC/117/. 28: Proposal for amendments in recruitment rules for the post of Assistant Professor of Emergency Medicine at AIIMS New Delhi.
Approved by the AC/GB.
- Item no AC/117/29: To consider the proposal for creation of 04 posts of Assistant Professor for the Department of Pulmonary, Critical Care and Sleep Medicine at AIIMS New Delhi.
Approved by the AC/GB/SFC. Awaiting DoE approval.
- Item no AC/117/31:- To consider the proposal for conversion of nomenclatures of the faculty posts created for the department of surgical oncology at the AIIMS New Delhi.
Approved by the AC/GB
- Item no AC/117/32:- To consider the proposal for creation of additional posts for the centre for Dental Education and Research Centre at AIIMS New Delhi.
Awaiting SFC approval
- Table Agenda AC/117/01- Procedure for creation of posts of faculty, change in recruitment rules of faculty posts and creation of departments
Implemented
- Table Agenda AC/117/05:- PROPOSAL FOR CREATION OF CLINICAL RESEARCH UNIT, AIIMS, NEW DELHI
Approved by the AC/GB

ITEM NO. AC/118/3: Consideration of internal assessments on the basis of marks obtained in two semesters out of three for 1st professional MBBS students.

It was submitted that the Curriculum Committee meeting for First Semester MBBS students (2019-20) had discussed the issue of multiple supplementary examinations being conducted currently and the teaching faculty was of view that instead of Supplementary examination, the student be eligible/permitted for 1st Professional final examination on the basis of marks obtained in internal assessment of best of two semesters (i.e. 1st Mid, 1st End & 2nd Mid) out of three semesters.

It was proposed that in the 1st professional examination, internal assessment marks shall be calculated on the basis of marks obtained in two out of three semester exams (first mid semester, first end-semester, second mid-semester). Each of the two exams considered will contribute equally to the internal assessment. The best 2 results out of 3 exams will be taken in each subject.



However, the total (theory and practical) of each subject will be counted together and cannot be split. No supplementary examination will be conducted.

The proposal was discussed and approved.

ITEM NO. AC/118/4: Proposal for inclusion of internal assessment of old 1st mid or 1st end or 2nd mid semester examination on repeating a single subject for 1st professional MBBS students.

It was submitted that the students who fail in single subject in 1st Professional are permitted to continue studies in the 2nd Professional examination, and shall be required to appear in the 1st Professional examination of particular subject in which they have failed. They shall however, be permitted to appear in the 2nd MBBS professional examination only after having passed in particular subject of the 1st Professional examination.

It was proposed that the students who are reappearing for 1st Professional subjects in the 2nd Professional may be permitted to reappear for the internal exams of the same subject and the better of the two marks (previous attempt and current attempt) for each exam be considered toward the internal assessment.

The suggested changes were discussed and approved.

ITEM NO. AC/118/5: Change in guidelines for internship and elective training for MBBS students at AIIMS.

It was informed that the Students' Union has requested to allow students to apply for elective postings during Internship to institutions certified by the board of the respective country and to highly competitive and prestigious research scholarships, with a provision to extend internship if required.

In view of the request of the students and the increased number of exchange opportunities now available, the following amendments in internship rules were proposed:

- Elective training may be permitted at any recognized medical university abroad.
- Students may be allowed to mutually exchange elective training periods if they are selected for elective training abroad at a time different from their original elective postings in the internship roster. However, this must be strictly on mutual exchange and with proof of acceptance.
- 2 months extension of internship may be permitted only for elective training abroad with proof of acceptance. However, the hostel must be vacated by the end of 13th month of starting internship and no further extension may be granted.
- Failure to complete internship by the above rules may be penalized by including details of rotation in the MBBS transcripts, in the character certificate, and by informing the institute abroad if the student fails to return.

The suggested changes were discussed and approved.



ITEM NO. AC/118/ 6: Registration of Foreign national candidates in MBBS/B.Sc. Courses.

It was submitted that Foreign National Candidates applying for admission to the MBBS course at AIIMS, New Delhi are not required to fill up the online registration form and are nominated directly by the Govt. of India. However, Foreign National Candidates applying for BSc Nursing seats are required to register themselves online for the CBT mode examination but do not appear for the exams and their nomination is done by the Govt. of India similar to the MBBS students. The two processes are thus different for registration but the allocation process is similar. It was proposed by the Examination Section that the online registration process for B.Sc. Course for foreign nationals may be stopped similar to the MBBS course.

The proposal was discussed and approved.

ITEM NO. AC/118/7: 50% minimum marks as qualifying marks in Entrance Examination for BSc courses.

It was submitted that for admission in MBBS Course at AIIMS, the qualifying marks required in entrance test are 50% for UR, 45% for OBC and 40% for SC and ST category students. The percentage based system in qualifying examination is also applicable in DM/MCh and Fellowship Courses of AIIMS Delhi. However, there are no minimum cut-off marks for entrance examination of BSc Courses at AIIMS Delhi and these should be made uniform with other courses.

Dr R Guleria, Director enquired whether sufficient number of candidates qualified with the 50% cut-off to fill the seats. Dr Sanjeev Lalwani, Registrar opined that no seat is likely to remain vacant because a large number of candidates appear for the exam and should thus qualify for the cut-off.

It was thus approved that the cut off in qualifying marks required in entrance test for BSc courses shall be 50% for UR, 45% for OBC and 40% for SC and ST.

ITEM NO. AC/118/8: Proposal to amend existing guidelines for Long / Short Term observership and Elective Training for Foreign Nationals students

It was submitted that institute imparts various observership opportunities to Indian/Foreign nationals and elective training to foreign national undergraduate students studying. It has been observed that in the existing guidelines, there are certain ambiguities in applying the rules for Indian nationals who are studying in International universities or Foreign Nationals who are studying in Indian universities. Further, at times it was noted that same individuals were repeatedly using these scarce resources. It was also discussed that the observership programs were not meant for undergraduates and a restriction of time needs to be imposed for student pursuing 2 year programs such as MSc at other institutions. The guidelines and applications forms were thus revised to clarify the ambiguities.

The proposal was discussed and approved. The revised guidelines and forms are placed at Annexure 1 of these minutes.



ITEM NO. AC/118/9:-Revision of guidelines for conduct of workshops/ conferences/ seminars

The proposal for revision of guidelines for conduct of workshops/ conferences/ seminars was presented. The rationale behind these amendments were discussed.

The proposal was discussed and approved. The revised guidelines and forms are placed at Annexure 2 of these minutes.

ITEM NO. AC/118/10: Proposal to place the Directions/ Guidelines for Destruction/ shredding of unusable/ old records of examination Section

The proposal to destroy unusable/old records of the examination section was discussed. The Chairman suggested that records should be digitised as far as po and should be kept at least till the end of the course for which the exam was conducted.

The proposal was discussed and approved that records could be destroyed at the end of the course which the exam was conducted.

ITEM NO. AC/118/11: PhD reforms

The newer guidelines for PhD Programs at AIIMS New Delhi as approved by the committee under Chairmanship of Dean (Acad) and further approved by Dean's Committee and Staff Council were discussed. The proposal was presented in detail including the changes in rules and regulations. Certain clarifications in words and some modifications were suggested during the discussion.

The revised guidelines were discussed and approved with the suggested changes. The revised guidelines are placed at Annexure 3 of these minutes.

ITEM NO. AC/118/13: Request for grant of extension for submission of PhD thesis beyond 6 years.

Delay in submission of thesis by PhD candidates beyond 6 years was discussed by the members. The reasons for delay reported by the students were presented and some of the guides were requested to justify the delay.

The committee approved the following with regards to these students:

S.N	Name	Department	Decision
1.	Nupur Pant	Microbiology	Permitted to take exam, must be conducted within 6 months
2.	Hareram Pandey	Haematology	
3.	Priyanka Bhat	Neurology	
4.	Pragti Pragya	Physiology	
5.	Akshita	Biophysics	
6.	Lal Chandra Vishwakarma	Physiology	
7.	Mudasir Bashir	Physiology	
8.	Praveen Kumar	Nuclear Medicine	
9.	Vandita Sharma	Psychiatry (Clinical	Must submit thesis within 3



		Psychiatry)	months
10.	Ritesh Kumar	Anatomy	
11.	Kriti Upadhyay	Pulmonary Medicine & Sleep Disorders	
12.	Ashish Kumar	Endocrinology & Meta.	Must submit thesis within 6 months
13.	Istaq Ahmad	Neurology	
14.	Sunil Kumar	Ocular Biochem (Dr.RPC)	
15.	Gaurav Singh Raghuwanshi	Physiology	Send 2-week notice for cancellation of registration with copy to Guide
16.	M.A. Lavi Raj	Radiation Oncology (Irch)	
17.	Vishwas Malik	Cardiac-Anesthesiology	Accept resignation
18.	Sonam Singh	Dermatology & Venereology	Must be given writing permission in next DC in February 2020 (if work is completed) and must submit thesis within 6 months of permission
19.	N.Manoharan	Radiotherapy	Accept resignation

ITEM NO. AC/118/13: Revision of AIIMS Institute fellowship as per Government of India revision.

It was submitted that institute fellowship along with the HRA for PhD students needed to be revised as per the revision by other institution/agencies of Government of India. As other agencies had increased the stipend to **Rs. 31,000 PM plus HRA as applicable**, it was proposed that the same may be done at AIIMS, New Delhi.

The proposal was discussed and approved.

ITEM NO. AC/118/14: To consider the proposal for submission of soft copy of dissertations/ thesis through Online System only and discontinuation of hard copy.

It was discussed that references submission of thesis in the form of hard copies is not only wastage of resources i.e. paper, money and time even it also requires extra efforts for its maintenance in terms of space, manpower and money with no added benefit over submission of soft copies.

The proposal was discussed and it was approved that only soft copies may be submitted to the Exam section. Hard copies may be kept only for own use or the department. A plagiarism check report and copy of approval of ethics committee shall be mandatory.

ITEM NO. AC/118/15: To consider the proposal to simplify the eligibility for nomination of Chief Guide in respect of Junior Resident (Academic).

It was submitted that as per current guidelines, "Regular faculty with two years teaching experience, after his/ her Senior Residency are eligible to become Chief



Guide" of JRs. Ad-hoc Assistant Professors who have completed three years on Ad-hoc basis can be appointed as Guide/ Co-Guide. Clarification had been sought on whether teaching experience at Institutions other than AIIMS, will be counted towards two years experience, whether teaching experience as contract faculty/ pool job/ fellowship will be counted towards two years teaching experience and whether teaching experience at AIIMS on ad-hoc or contract basis will be counted towards this two years experience.

The proposal was discussed and it was approved that Ad-hoc Assistant Professor experience will count for the above eligibility only if this experience is at AIIMS, New Delhi.

Item No. AC/118/16: Proposal for increase the stipend for Bachelor of Optometry students (during Internship) course at Dr. R.P. Centre

It was submitted that Students of Bachelor of Optometry of Dr. R. P. Centre AIIMS, New Delhi had requested increase of stipend amount of Rs.10250/- to Rs. 23500/- to B.Sc. Optometry (Intern students). It was discussed that the sum of Rs. 23500 was for MBBS interns and not for BSc Optometry interns and the two cannot be equated.

The committee discussed the proposal and approved a hike in stipend for BSc Optometry interns to Rs. 13, 940 per month with review of the stipend at regular intervals.

ITEM NO. AC/118/17: Reservation of seats for Persons with Disability in admission to PG courses under RPWBD Act, 2016

It was submitted that AIIMS, New Delhi provides reservation to people with Benchmark Disability as per provision of RPWBD Act, 2016 on the basis of Horizontal Reservation as per DOPT Guidelines. AIIMS, New Delhi has received many representations to adopt the policy of subject-specific reservation for PWBD candidates. AIIMS, New Delhi is following the directions of MOHFW Govt. of India vide letter dated 17/02/2009 wherein reservation is to be provided to PWBD candidates. As per directions of MOHFW vide letter dated 16.05.2008 it is said that 3% reservation should be implemented in regard to all the PG Courses of the institutions as a whole and not separate discipline-wise. The same policy should continue with 5% reservation as per RPWBD Act, 2016 with minimum cut off equal to the same category to which PWBD candidate belongs to.

The proposal was discussed and it was decided that the policy of providing 5% reservation on horizontal basis, not discipline-wise, and with qualifying marks applicable to respective category should continue and admission shall be based strictly in order of the merit.

ITEM NO. AC/118/18: Common question paper for fellowships in the same department with same eligibility.



The fellowship examinations are held for various fellowship courses at AIIMS, New Delhi. There are many departments with more than one fellowship courses. The examination pattern for fellowship is Stage 1 (MCQ: 60 marks) and Stage 2 (Departmental Assessment: 40 marks). Currently, the department has to prepare separate question papers for each of the fellowships.

It was proposed that for the fellowships within the same department and with the same eligibility, a common paper with questions related to the eligibility qualifications be prepared with input from all the faculty members of the concerned fellowships. The fellowship-specific knowledge/abilities of the candidates can be assessed during the Departmental Assessment.

The proposal was discussed and approved.

Item No. AC/118/19: Change in scheme of examination for Academic Courses in College of Nursing

The College of Nursing has proposed changes in the pattern of examination and marking scheme of various courses run by the college to make them in line with other courses at AIIMS. The Principal, College of Nursing had made the changes in consultation with Examination and Academic Section.

The proposal was discussed and approved. The revised rules are placed at Annexure 4 of these minutes.

ITEM NO. AC/118/20: Proposal to increase three Senior Residents in the Department of Microbiology

The proposal to increase three Senior Residents in the Department of Microbiology was discussed and approved.

ITEM NO. AC/118/21: Increase in seat for one Senior Demonstrator in the department of Biochemistry

The proposal to increase seat for one Senior Demonstrator in the department of Biochemistry was discussed and approved.

ITEM NO. AC/118/22: Proposal for creation of two posts of Senior Resident (SR) Hospital Administration for ORBO, AIIMS

The proposal of creation of two posts of Senior Resident (SR) Hospital Administration for ORBO, AIIMS was discussed and approved. The residents shall be rotated as per rotation policy.

ITEM NO. AC/118/23: Proposal to start Fellowship in "Cardiac Electrophysiology and Pacing" in the Department of Cardiology.



The proposal was discussed and approved.

ITEM NO. AC/118/24: Change in fellowship programme in 'Epilepsy Surgery and Functional Neurosurgery' in the Department of Neurosurgery.

The proposal to change the fellowship programme of 'Epilepsy Surgery and Functional Neurosurgery' in the Department of Neurosurgery was discussed.

It was approved that the admission in fellowship program shall be for one seat, once a year. The seat will be advertised for open candidates and sponsored candidates in alternate years. However, duration of program shall remain the same.

ITEM NO. AC/118/25: Clarification on Nomenclature of DM Degree (Doctor of Medicine or Doctorate of Medicine)

It was informed that while printing the degrees awarded to students for both MD/DM, the description is mentioned as Doctor of Medicine. This looks quite similar for both the degrees and is not differentiating the two streams of courses. At many websites the description of DM is Doctorate of Medicine instead of Doctor of Medicine. However, MCI Website mentions the full form as similar to MD.

The proposal was discussed and approved for DM Degree to be the Doctorate of Medicine.

ITEM NO. AC/118/26: Proposal regarding change of nomenclature from Radiotherapy to Radiation Oncology.

The proposal regarding change of nomenclature from Radiotherapy to Radiation Oncology for both the department and MD degree issued by it was discussed and approved.

ITEM NO. AC/118/27: Change of name of the specialty from 'Pedodontics and Preventive Dentistry' to 'Paediatric and Preventive Dentistry'

The proposal regarding changing the name of the specialty from 'Pedodontics and Preventive Dentistry' to 'Paediatric and Preventive Dentistry' as was done by DCI was discussed and approved.

ITEM NO. AC/118/28: Renaming the department of Cardiac Anaesthesia to Department of Cardiac Anaesthesia and Critical Care and the DM degree in Cardiac Anaesthesia and Critical Care.



The proposal regarding changing the name of the department of Cardiac Anaesthesia to Department of Cardiac Anaesthesia and Critical Care and the DM degree in Cardiac Anaesthesia and Critical Care was discussed and approved.

ITEM NO. AC/118/29 (A+B): Proposal for renaming of 'Department of Radio-diagnosis', to 'Department of Diagnostic and Interventional Radiology' and change in name of Fellowships in the department of Radio Diagnosis

The proposal for renaming of 'Department of Radio-Diagnosis', to 'Department of Diagnostic and Interventional Radiology' and change in title of MD Degree and Fellowships in the department of Radio Diagnosis was discussed. Members felt that the word 'Radiodiagnosis' was standard and used in MCI colleges and should be maintained. Prof Ashu Bhalla, representative of the Department was invited to attend the meeting and discuss. She agreed that the word 'radiodiagnosis' could be kept but the word 'Intervention' must be added to ensure employability and job opportunities for the students. The changes were thus approved as follows:

Name of Department will be 'Department of Radiodiagnosis and Interventional Radiology'. MD Degree will be in 'Radiodiagnosis and Interventional Radiology'

Title of Fellowships will be:

- Fellowship in Diagnostic and Interventional GI Radiology
- Fellowship in Diagnostic and Interventional Thoracic Radiology
- Fellowship in Diagnostic and Interventional Pediatric Radiology

ITEM NO. AC/118/30: Proposal of changing the name of the Department of ENT to Department of Otolaryngology and Head-Neck Surgery, AIIMS, New Delhi

The proposal submitted by Prof. S.C. Sharma, Head of the Department of ENT, AIIMS, New Delhi dated 2nd January, 2017 requesting for change of the name of the Department of ENT to Department of Otolaryngology and Head-Neck Surgery, AIIMS, New Delhi" was discussed. The committee was apprised that the proposal was discussed in the Dean's Committee on 31.03.2017 and Staff Council on 10th August, 2017 and approved. However, it was not approved in the Academic Committee in its meeting held on 6th March, 2018 as members had noted that there is significant overlap of this area with General Surgery, Neurosurgery and Oral and maxillofacial surgery and change of name shall add further confusion. Further, head and neck cancers are also not exclusively related to ENT.

It was informed that a representation letter No.57/ENT/SCS/NOV-2018 dated 6/12/2018 has been received from Dr. Suresh C. Sharma, Professor and Head, Department of ENT, AIIMS wherein he has again requested for renaming of department of ENT. He had mentioned that the Department of ENT has been doing Head & Neck surgery in addition to the ENT surgery for last many decades. This department has been the pioneer and at the fore-front to establish the specialty of Head & Neck Surgery in India, and is known for this in other parts of the world. The



department of ENT has started M.Ch.in Head & Neck surgery at AIIMS and has been helping other centres in India to start similar program. In support of this he had attached the photocopy of the list of the authors who have written chapters in the text book of Otolaryngology and Head-Neck Surgery' with their department names and department should be permitted to change the name as 'Department of Otolaryngology and Head- Neck Surgery'.

The matter was extensively discussed by members of the Academic Committee who concluded that the decision taken in the last Academic Committee should stand.

The proposal was thus not approved.

ITEM NO. AC/118/31: Revision in the essential qualification for the post of Assistant Professor of Medical Physics

The proposal for revision in the essential qualification for the post of Assistant Professor of Medical Physics was discussed and approved as under

Revised Qualification:

- A Postgraduate qualification i.e. Master's Degree in Physics **with Postgraduate Diploma in Radiological Physics/Medical Physics** or Master's Degree in Medical Physics.
- A Doctorate Degree of a Recognized University
- Three years teaching and/or research experience in the discipline/subject concerned after obtaining the Doctorate Degree.

ITEM NO. AC/118/32: To consider the proposal for revision of recruitment rules in respect of the posts of assistant professors of Hematology

The proposal for revision of recruitment rules in respect of the posts of assistant professors of Hematology was discussed. The committee members agreed that clear identification of clinical and non-clinical eligibility criteria at MD levels must be made. The following was thus approved:

1. Assistant Professor of Clinical Haematology:
 - a. A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfil the conditions specified in Section 13(3) of the Act).
 - b. **M.D. in Medicine/Paediatics or a qualification recognized equivalent thereto** followed by D.M. in Clinical Haematology (2 years or 3 years recognized course) or a qualification recognized equivalent thereto.
 - c. One year teaching and/or research experience in a recognized Institution in the subject of specialty after obtaining the Degree of D.M. in Clinical Haematology (2 years recognized course) following M.D. in Medicine/Paediatics or a qualification recognized equivalent thereto.



However, no experience is necessary for the candidates possessing three years recognized Degree of D.M. in Clinical Haematology.

2. Assistant Professor of Hemato-pathology:
 - a. A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfil the conditions specified in Section 13(3) of the Act).
 - b. **MD in Pathology/Laboratory Medicine or a qualification recognized equivalent thereto** followed by D.M. in Hemato-pathology (2 years or 3 years recognized course) or a qualification recognized equivalent thereto.
 - c. One year teaching and/or research experience in a recognized Institution in the subject of specialty after obtaining the Degree of D.M. in Hemato-pathology (2 years recognized course) following MD in Pathology/Laboratory Medicine or a qualification recognized equivalent thereto. However, no experience is necessary for the candidates possessing three years recognized Degree of D.M. in Hemato-pathology.

ITEM NO. AC/118/33: Reimbursement to students for ATLS/ACLS/BLS similar course fees conducted by outside agencies/societies

It was informed that a proposal for making various life support courses mandatory in UG/PG courses at AIIMS was discussed in the 114th Academic Committee Meeting vide Agenda Item No.114/60 on 16.06.2016. At this meeting it was decided that such courses should be mandatory and the course fee for such training should be reimbursed to all UG and PG students.

It was also informed that AIIMS, New Delhi has started conducting essential skills and life support courses with its own resources and faculty. While training of students in these skills is essential, certification from specific bodies is not a requirement. Thus, reimbursing fees incurred by UG and PG students in taking certification courses from external sources is not required. The Dean (A) said that AIIMS should not be paying for such certifications. It was discussed and agreed that AIIMS, New Delhi will not reimburse students for taking these certification courses.

The proposal to stop reimbursement to students for such courses was approved.

ITEM NO. AC/118/34: Any other matters

No other matters were discussed

The meeting ended with thanks to the chair.



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi 110029, India

Elective Training
Undergraduate Medical Students (Foreign only)

Elective training during the undergraduate MBBS program aims to expose foreign medical students to the Indian hospital and training environment and enable socio-cultural exchange among students. Elective training is available only to foreign undergraduate MBBS students. Students holding Indian citizenship/passport or those studying in Indian universities or colleges are not eligible for these training. Similarly, Indian students who are training in foreign medical colleges are not eligible for this training. For student's training, AIIMS does not require permission of the Medical Council of India.

1. The maximum period of elective training is three months.
2. During this elective training, students will not be allowed to engage in patient-care activities.
3. The Institute does not provide any financial assistance to the trainees. They are required to provide details of source of funding for their visit.
4. Students should indicate the preferred departments of posting in their application. For posting in the rural health clinics, we can accept students only from January to June.
5. Students must bring and wear an apron (White coat) while attending the elective training. For elective posting in rural areas, it is advisable to bring a sleeping bag.
6. Due to shortage of hostel accommodation, it will not be possible for us to guarantee accommodation in our hostels in the campus. However, if the same is available, it will be provided on usual payment basis.
7. Elective trainees are required to send a bank draft for US \$125, along with their request for elective training, in the name of Director, AIIMS, drawn on State Bank of India, Ansari Nagar, New Delhi. If it is not possible to prepare a bank draft, the deposit of US \$125 can be made in cash at the time of joining the Elective Training at AIIMS.
8. Please apply for permission at least three months before the actual start of Elective Training.

Applications must contain the following documents:

1. Completely filled application form
2. Self-attested copy of applicant's passport
3. Reference letter from Dean or similar authority from the applicant's parent institution supporting the applicant's candidature for the elective training and confirming the applicant's eligibility for such elective training.

Application material may be sent to:

The Registrar
Academic section
All India Institute of Medical Sciences
Ansari Nagar, New Delhi 110029, India
Email: academicsection@aiims.edu



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi 110029, India

Elective Training Application Form
Undergraduate Medical Students (Foreign only)

Photo

1. Name of the candidate
(in full and in Block capital letters) _____
2. Full postal address in native country _____

3. Nationality _____
4. Father's Name _____
5. Date and Place of Birth _____
6. Passport _____
Passport Number _____
Date of issue _____
Place of issue _____
Issuing country _____
7. Address for communication _____
8. Email _____
9. Applicant's likely address in India during stay _____

10. Have you previously applied for/ trained at
AIIMS, New Delhi? Please give details. _____
11. Name of the college/ University where studying _____
Address of the college/ University where
studying _____
Year of admission in the college _____
Year in which studying _____
Likely date of end of course _____
Examinations passed _____
12. Elective Training applied for: Specify
departments and dates for each _____
13. What is your expectation from this elective
training in India? (attach additional sheet if
required) _____
14. Reference letter from Dean or similar authority
attached? _____
15. Have you taken the minimum time necessary to
reach the current stage of your course? If not,
please explain. _____
16. Any other relevant information on the subject. _____

Signature of the candidate

Endorsement by Dean or similar
authority with stamp



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi 110029, India**

Observership for Foreign Nationals

1. Short-Term Observership upto Six (6) months and Long Term Observership upto Two(2) Years may be provided to Foreign National candidates sponsored by the Foreign Government/Autonomous Bodies/ Medical Institutions duly recommended by the Dean or any other competent authority of the concerned College/University/Institution. There will be no financial obligations on the part of the Institute/Govt. of India. Applicants must continue to be in training/employment of the sponsoring institution till the end of observership at AIIMS, New Delhi.
2. Foreign candidates desirous of observership training at this Institute shall be required to follow and submit the following:-
 - Details in prescribed form
 - An original Sponsorship Letter
 - Self-attested photocopies of certificate/degree of graduate & postgraduate qualifications
 - Application should be routed through your CURRENT EMPLOYER (i.e. from the appointing authority, the Administration / Through Headquarter / Dean, Principal, Vice Chancellor of the Concerned University / Institution / Organization).
 - Photocopy of valid passport.
 - The applicant should be registered as Medical Practitioner in his/her own country and should submit a copy of valid registration.
 - Private Practitioners and Self Sponsored Candidate(s) will not be considered.
3. Fee: Candidates belonging to SAARC and Low Income Developing Countries will be treated at par with Indian Nationals for the purpose of training fees i.e. Rs.2,000/- per month/per candidate. All others will be charged a fee in Indian rupees equivalent of US \$ 200 per month/candidate. (Total fee to be paid at the time of reporting for joining.
4. The observership is arranged in consultation with the respective department/ discipline and the time and period of observership is decided mutually by the Department/discipline and candidate. **This observership does not lead to the award of any degree/diploma.**
5. Each department/discipline may make its own guidelines on minimum qualification required for acceptance for observership. Eligibility of a candidate for observership does not automatically entitle them for acceptance.
6. Presence of Short-Term/Long-Term Observers in a particular department should not affect the training of postgraduates/ residents in the department.
7. Applicants who have previously received training/observership at AIIMS, New Delhi may not be considered for repeated opportunities.
8. Observers will not be allowed hands on training/clinical work. In case you wish to be involved with the treatment of patients, you are required to apply to the Deputy Secretary (Admn), Medical Council of India, for temporary registration, under intimation to AIIMS. The application form can be down loaded from MCI website i.e. www.mciindia.org.
9. Only the Academic Section will issue certificate of Short-term/Long-term observership. Department will not issue any certificate to this effect.
10. The candidate has to sign an undertaking at the time of commencement of his/her observership regarding his/ her conduct and role and responsibilities during the observership (format of undertaking is enclosed). The candidate also has to sign an undertaking before joining that he will not use this observership for advertisement on letter head, visiting card, name plate etc.
11. Due to shortage of hostel accommodation, a candidate coming to the Institute for short term and long term observership has to make his/her own arrangements for stay. **The Institute does not provide any hostel accommodation.**
12. It may take upto 3-4 months to process the papers and seek/get official permission from authorities/Government of India (Ministry of External Affairs and Medical Council of India). **Candidates should thus apply 6 (six) months in advance.** Please do not plan your visit until you receive confirmation letter from us.
13. Foreign Nationals should have a Valid Travel Visa and a Valid Travel Medical Insurance. The visit of foreign nationals is subject to clearance from Ministry of External Affairs and only once they receive a confirmed letter of dates from Academic Section, AIIMS should they report to AIIMS.

Application material and all correspondence may be sent to:

The Registrar, Academic Section, All India Institute of Medical Sciences, Ansari Nagar, New Delhi 110029, India
Email: academicsection@aiims.edu



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi 110029, India**

Application Form for Observership for Foreign Nationals

No. F. _____

Date: _____

Observership Application for (select one only)

Short-Term / Long-Term

Affix photograph

1. Name (in Capital Letters):
2. Father's Name:
3. Nationality:
4. Date of Birth:
5. Place of Birth:
6. Marital Status:
7. Academic Qualification:
8. Present working status (designation) with complete address of employer:

9. End date of current employment/course
10. Previous training/observership at AIIMS, New Delhi (if any)
11. Correspondence address of candidate:

12. Telephone/Fax No.
13. Email Address:
14. Contact (relative / Friend) Name, Address, E mail id and phone number in case of any Emergency:
15. **Passport details**

Citizenship: _____

Passport No: _____

Validity: _____

Issuing Authority: _____

16. Proposed duration of stay in India (dates)
17. Name of the Department in which observership is required (Only one department name is to be specified):
18. Specify name of course/program if applicable:
19. Specific Period & Dates of observership:
20. Sponsored by (Please select one only):
21. Name of sponsoring organization:
22. Sponsoring Authority Status/ Nature:
23. Brief (300 words) on reasons for coming to AIIMS (additional sheet may be attached)

University/College
Hospital/Institution

DECLARATION: I do hereby declare that the information furnished above is true and correct to the best of my knowledge and I shall abide by the rules and regulation of the AIIMS and I will not use this observership for advertisement on letter head, visiting card, name plate etc

Sponsoring Authority (With Seal)

Signature of the Applicant

Please attach Sponsoring Authority letter in Original and Self-attested copies of all Certificates/Testimonials.



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi 110029, India

Observership for Indian Nationals

1. Short-Term/ Long-term Observership will be provided to candidates sponsored by Government Institutions/Autonomous Bodies (Government Funded) /Defense Services only. The faculty of MCI recognized private medical colleges may also be allowed to undergo Short-Term/Long-Term observership. Applicants must continue to be in training/employment of the sponsoring institution till the end of observership at AIIMS, New Delhi.
2. Short-term/ Long-term observership will not be allowed to the private practitioners or undergraduate students. Students pursuing MSc or similar 2 year courses will be allowed observership for a maximum of 2 months.
3. The Institute does not permit compulsory rotating Housemanship / Internship. Candidates who are pursuing post graduation /Ph.D or any other degree in other institutions will not be allowed to do any Project Work / Thesis Work / Research Study/ Dissertation / Clinical Posting (which is part of their Degree/Course/Curriculum) in AIIMS, New Delhi.
4. Fee: Indian nationals, trainees from SAARC countries and from low income developing countries will be charged observership fee of Rs. 2000/- per month. However, candidates sponsored by the Defense Services will not be charged any fee.
5. The observership is arranged in consultation with the respective department/ discipline and the time and period of observership is decided mutually by the Department/discipline and candidate. **This observership does not lead to the award of any degree/diploma.**
6. Each department/discipline may make its own guidelines on minimum qualification required for acceptance for observership. Eligibility of a candidate for observership does not automatically entitle them for acceptance.
7. Presence of Short-Term/Long-Term Observers in a particular department should not affect the training of postgraduates/ residents in the department.
8. Observers will not be allowed hands on training/clinical work.
9. Applicants who have previously received training/observership at AIIMS, New Delhi may not be considered for repeated opportunities.
10. Only the Academic Section will issue certificate of Short-term/Long-term observership. Department will not issue any certificate to this effect.
11. The candidate has to sign an undertaking at the time of commencement of his/her observership regarding his/ her conduct and role and responsibilities during the observership (format of undertaking is enclosed). The candidate also has to sign an undertaking before joining that he will not use this observership for advertisement on letter head, visiting card, name plate etc.
12. Due to shortage of hostel accommodation, a candidate coming to the Institute for short term and long term observership has to make his/her own arrangements for stay. **The Institute does not provide any hostel accommodation.**
13. Candidates desirous of observership at this Institute shall be required to submit their bio-data along with photocopies of certificates/testimonials for evaluation. Candidates are also supposed to submit a write up (of not more than 300 words) defining objectives of his/her visit and his/her expectations from this observership along with the application. The application will be processed further by Academic Section if the Head of the Department accepts the candidates for such observership.
14. Candidates have to submit their applications routed through proper channel (i.e. from the appointing authority, the Administration / Through Headquarter/ Dean, Principal, Vice Chancellor of the Concerned University / Institution / Organization. **The Sponsoring Authority's letter in Original is required.** Application(s) forwarded by the Professor & Head of the Department(s) / Self Sponsored Candidate(s) will not be considered.
15. The dates of observership should be mutually agreed upon by the candidate & department.
16. A minimum of 3-4 weeks time may be given to this office to enable processing the papers and to complete the related formalities/official permission from the AIIMS authorities. Candidates are advised to report to AIIMS only when they receive a communication from AIIMS regarding the approval of dates of observership.

Application material may be sent to:

The Registrar, Academic Section, All India Institute of Medical Sciences, Ansari Nagar, New Delhi 110029, India
Email: academicsection@aiims.edu

Candidates are advised to fill up each & every column of the application form & read the instructions/ guidelines carefully before filling up the form. Incomplete applications will be rejected straightaway



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi 110029, India

Application Form for Observership for Indian Nationals

No. F. _____

Date: _____

Observership Application for (select one only)

Short-Term / Long-Term

Affix photograph

1. Name (in Capital Letters):
2. Father's Name:
3. Date of Birth:
4. Permanent Address:

5. Correspondence Address:

6. Telephone/Fax No. & Email Address:
7. Contact (relative / Friend) Name, Address, E mail id and phone number in case of any Emergency:
8. Academic Qualification:
9. Sponsored by (Please select one only):
10. End date of current employment/course
11. Previous training/observership at AIIMS, New Delhi (if any)
12. Name of the Department in which observership is required (Only one department name is to be specified):
13. Specify name of course/ program if applicable:
14. Specific Period & Dates of observership:
15. Name of sponsoring organization:
16. Sponsoring Authority Status/ Nature:
17. Working Experience (If any): Government/Autonomous Bodies (Government Funded)/Defence Services only.
18. If Employed/Working please provide name of Current Post / Designation Held & Date of Joining the Post):
19. Working as Regular / Temporary / Ad-hoc / Contract
20. Brief (300 words) on reasons for coming to AIIMS (additional sheet may be attached)

University/College Hospital/Institution Defence

DECLARATION: I do hereby declare that the information furnished above is true and correct to the best of my knowledge and I shall abide by the rules and regulation of the AIIMS and I will not use this observership for advertisement on letter head, visiting card, name plate etc

Sponsoring Authority (With Seal)

Signature of the Applicant

Please attach Sponsoring Authority letter in Original and Self-attested copies of all Certificates/Testimonials



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi 110029, India

Guidelines for organization of Conferences/ Courses/ Workshops/ CME/Symposiums etc.

1. The aim of organization of such events is to impart knowledge and training to suitably qualified health care professionals. AIIMS resources (manpower and others) are made available at nominal costs and must not be exploited. No financial gain must accrue to any individual AIIMS employee from conduct of such events. Gains, if any, must be utilized for common purposes such as infrastructure of the department or AIIMS, New Delhi.
2. Faculty member of any department can organise such programs. However, the program must relate primarily to the specialty of the organising faculty/ department.
3. The organiser must ensure suitability and basic qualification of the trainees for such events. Events should aim at improving skills of already qualified individuals and should not be used to impart training to unqualified individuals. Primacy of scientific exchange must be maintained for all events.
4. Workshops and courses should not be of more than 3 days duration.
5. A fee of Rs. 2000 is to be deposited with the Academic section for each workshop or course.
6. Approval of the Dean (Academics) must be obtained prior to the organization of each event. Applications must be submitted at least 6 weeks before the event.
7. If any foreign delegate is likely to participate/ be involved in performing live demonstration (including patient) the approval/clearance of the Medical Council of India (MCI) is required for which the organizers of the event are required to submit the detailed information in the prescribed format of Medical Council of India along with all required document with fee, so that the Academic Section may send the same to MCI for their approval. The MCI forms and other details are available on MCI websites www.mciindia.org. Instructions of the Government of India (Annexure 1) issued and modified from time to time in this regard must be followed.
8. Unless the activity is specifically organised on behalf of the Academic Section, no certificate for such courses will be issued by the Academic Section or Dean.
9. The Institute PAN number cannot be used for opening the account and for Income Tax purpose.
10. For all events where money is being collected either as delegate fee or received as sponsorships for the event, audited account of income and expenditure must be submitted to the Sr. FA with copy to the Dean (Academics) within 6 months of every event. Future events may not be permitted if this is not done.
11. No money may be spent to financially benefit any individual AIIMS employee or their families in cash or kind. Only genuine expenditure incurred for the conduct of the event is permitted.
12. Departmental events:
 - a. Certificate of attendance may state 'Organised by the Department of XXXXXX, AIIMS, New Delhi' and carry the AIIMS logo. The promotional material may be similarly designed.
 - b. Any savings from the conduct of the event may be utilized **only** for conducting future events of a similar nature by the department. Annual audited accounts of such departmental accounts must be submitted to the Academic section.
13. Events organised in collaboration with or under the aegis of independent societies/bodies:
 - a. The Dean (Academics) may grant permission for use of the AIIMS logo for such events.
 - b. If organised within AIIMS premises, certificate of attendance may state 'held at AIIMS, New Delhi'. The promotional matter for such events must not create any impression that the course or its content is approved by AIIMS, New Delhi.
 - c. If the event has been conducted on AIIMS premises, 25% of the savings must be deposited in to the designated AIIMS account.
 - d. Any savings from the event should be returned to the parent society/body and any account opened for this event must be closed. The society may, as per its rules, allow some part of the savings to be utilized for improving the infrastructure of the organizing department.

ANNEXURE-1

Instructions regarding participants from (1) Afghanistan, (2) China (3) Iraq (4) Pakistan (5) Sudan (6) Foreigners of Pakistan origin and (7) Stateless persons

1. Participants from the countries listed above should submit a visa application at the Indian Mission / Post concerned. Copy of the invitation letter from the organizer, clearance from M/o Home Affairs for holding the event from security angle and political clearance from M/o External Affairs should also be submitted along with the visa application.
2. For nationals of above countries participating in the conference, information in the format given should be submitted to the Ministry of Home Affairs (Foreigners Division) at least thirty (30) days before the commencement of the said event/conference if the event is being organized in India by a Ministry or Department of the Government of India, State Governments or UT Administrations. Public Sector Undertakings, Central Educational Institutions, Public Funded Universities or an Organization owned and controlled by the Government of India or any State Government/UT, United Nations or its Specialized Agencies.
3. For nationals of above countries participating in the conference, information in the format given below should be submitted to the Ministry of Home Affairs (Foreigners Division) at Least sixty (60) days before the commencement of the said event/Conference if the event is being organized in India by private organizers- be it an NGO or a private institution.

Format for furnishing information

S.N.	Name	Father's/ Husband's Name	Date of Birth	Place of Birth	Nationality & Passport No.	Date of Issue	Place of Issue	Date of Expiry	Address in country of residence

4. The Unique ID (File no.) of the online visa application submitted may also be furnished.
5. If the number of participants is more than 15, the information should be provided in soft copy in CD also.
6. For further information, FAQs on 'Conference Visa' under Frequently Asked Questions (FAQs) in MHA's website www.mha.nic.in/Fareigdiv/ForeigHome.html may be referred.
7. Applications/list of participants from the above mentioned countries not submitted in time are liable to be summarily rejected.



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi 110029, India

**Application form for organization of Conferences/ Courses/ Workshops/
CME/Symposiums etc.**

E-Office Number:	Date:
1. Name of the Department	_____
2. Name of Faculty requesting permission	_____
Designation	_____
Mobile phone number/ Internal phone	_____
Email	_____
3. Title of event	_____
4. Subject area of event	_____
5. Conference/ Workshop/ CME/ Symposium/ Guest Lecture/ Others-please specify	_____
6. Proposed dates	_____
7. Venue	_____
8. Departmental/ Society/ Government body	_____
9. Expected number of attendees	_____
10. Registration fee	_____
11. Source/Sources of Funding	_____
12. Will bank account be opened for this activity?	_____
If yes, provide details	_____
13. Last event conducted	_____
Copy of accounts attached (Y/N)	_____
(reason if 'N')	_____
Account closed after last event (Y/N)	_____
(reason if 'N')	_____
14. Previous event conducted for same society/ body	_____

I/we have read the guidelines regarding conduct of such events and will abide by them.

Signature of applicant faculty

Forwarding (with comments) from HoD/ Chief of centre

PhD Guidelines 2020

Designation of the degree

The Ph.D degree awarded by the Institute shall be designated as Doctorate of Philosophy of the All India Institute of Medical Sciences. The title of the thesis shall be indicated in the certificate. The certificate for award of degree will state "The topic of his/her thesis was **xxxxx**".

Advertisement/notification

The admission in Ph.D. courses shall commence in the month of January and July every year. All vacant seats shall be advertised in national dailies in the month of September/October for January Session and February/March for July session. The last date of joining shall be 28th February and 31st August for the respective sessions.

Student eligibility for seats

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 qualification:** MBBS/BDS with minimum 60% aggregate marks or MD/MS/MDS/ DM/M.Ch in the subject concerned or equivalent Diplomate of National Board of Examination degree. Candidates who have obtained any of these degrees from medical colleges which are not recognized or considered equivalent by the National Medical Commission shall not be eligible to apply.

(b) **Nursing Qualification:** Candidates holding M.Sc. degree with minimum 60% aggregate marks in Nursing Specialty will also be eligible for Ph. D admission in College of Nursing.
2. **Non-Medical:** For nonmedical candidates, eligibility shall be Master's Degree (two years course) awarded by Indian Universities or equivalent in the subject as per mentioned against each advertised PhD seat. Candidate should have at least 60% marks in the last eligibility examination qualified. Candidate possessing Masters Degree through distant learning course shall not be eligible.

Desired qualifications for non-medical candidates

The non-medical candidates should have preferably qualified in any one of the following national entrance tests in the last 2 years. Candidates who have qualified in above said examinations leading to award of fellowships will be given special weightage in the entrance examination as detailed in method of selection.

- Joint CSIR-UGC NET for JRF
- ICMR – JRF
- ICMR- SRF
- DBT – JRF
- NBHM screening test
- Graduate aptitude test (GATE) ranking higher than 250
- INSPIRE fellowship

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 Ph.D Course.

Requirements for admission of foreign nationals

1. Foreign Nationals shall be required to fill in the prescribed application form indicating the choice of subject (only one subject) for admission to course leading to award of Ph.D degree.
2. The foreign nationals are required to send their applications **through Diplomatic Channel**. They shall also be required to appear in the Competitive Entrance Examination along with other candidates.
3. Seats shall not be reserved in any discipline for foreign nationals (except the bilateral agreement between the Government of India and any other nation)
4. Institute fellowship shall not be provided to Sponsored/Foreign candidates

Duration of the course

1. The duration of the course shall be the time period from registration to submission of thesis. The minimum period of registration in respect of all the candidates who are registered for Ph.D shall be three years. The maximum period of registration shall not exceed five years. Extension beyond the period of 5 years can be given for a maximum period of 6 months on the recommendation of Doctoral Committee and final approval by Dean/Director. Further extension beyond 5 years & 6 months can also be given by the Dean/Director for a maximum period of 6 months in highly exceptional circumstances (like medical exigencies, natural calamities etc) only for writing the thesis, subject to subsequent approval of the Academic Committee and such extension may not be given retrospectively. If thesis is not submitted within these timelines, the registration of the candidate may be summarily cancelled.
2. The Chief guide of Ph.D student shall give clear reason for the delay to the Academic Committee and must present the case before Academic Committee. In case of extension beyond 6 years without justifiable reasons and circumstances as mentioned above, the PhD registration of the candidate shall be cancelled.
3. Failure to submit thesis within stipulated time period of maximum 5yrs. with extension after approval upto 5½ years (6 years in exceptional circumstances by prior approval of Dean/Director and subsequent approval of the Academic Committee) shall lead to cancellation of PhD registration of the candidate.

Advertisement of seats

1. Every department should send a request about the number of seats to be advertised for a session.

2. The academic section should circulate a proforma for obtaining the requisite information from each department about the number of seats to be advertised for the session. This proforma should elicit all essential information required to decide eligibility of both the faculty member and the candidates. The proforma for seat request must be filled completely and correctly. If any information on the form is found to be incomplete, the seat will not be processed. If any information is found to be materially incorrect so as to impact eligibility for the seat requested, the faculty may be barred from applying for PhD seats for one year.
3. If a department imparts MSc training, MSc in that subject must be an eligibility criterion for all seats in that department.

Types of seats

1. **Own Fellowship (OW):** For applicants with their own fellowships from recognized Government agencies
2. **Fellowship Available in Funded project (FA):** For funded projects that can support the fellowship of a student for at least 1 year. For these seats, AIIMS will provide Institute Fellowship (IF) for a maximum of 2 years, anytime during the entire PhD course (within 5 years maximum registration only), to bridge any gap between fellowships within the projects. Candidates selected for FA seats will be automatically appointed to the fellowship posts within those projects for which they have been selected and no interviews will be held for selection of staff on these posts within the project. (If the fellowship has some restrictions on eligibility of candidates, this must be stated at the time of applying for the seat so that only eligible candidates are counseled/allotted for those seats.)
 - a. The application for the Institute Fellowship (IF) will be sent by the candidate to the Dean Academic, with recommendation from the chief guide.
 - b. The candidate will not avail of two fellowships at the same time. In case of such an occurrence, the IF shall be refunded by the candidate.
 - c. The total amount and number of such IFs will be according to the prevalent amount and numbers as per decision of the AIIMS.
 - d. The maximum period of one IF shall be 6 months. Not more than four such IFs will be awarded during the entire period of registration (5 years). No IF will be allowed to candidates beyond 5 years of registration even if extension has been granted.
 - e. Candidate will not be eligible for the award or continuation of such fellowship during any extension period for submission of thesis.
 - f. No request for grant of IF shall be considered after getting thesis writing permission by the DC
3. **AIIMS Fellowship (AF):** AIIMS merit fellowships for PhDs: 40 fellowships will be provided by AIIMS each year (20 in each session) by merit, based on the results of stage 1+2+3 of the entrance exam using a common merit list of all seats.
 - a. To be eligible for AF, students must have scored at least 50% marks in each stage (1, 2 and 3) of the exam separately.
 - b. If AF awardees accept any other fellowship (including positions within projects), AF will cease and no research funds will be released from the AF.
 - c. AF students must have a research topic that is different from any project currently being run by the guide.

Annexure: 3

- d. AF students will have to be certified as VERY GOOD every 6 months for the fellowship to continue.
- e. The fellowship will initially be for 3 years, extendable by 2 years if approved by a committee constituted by Dean/Director. The committee will evaluate the DC comments, progress of research work, comments of the guide and general conduct of the student to arrive at the decision to extend the AF. The candidate will be expected to apply for grants/fellowships during the first 3 years so as to end dependence on AIIMS fellowship.
- f. Additionally, a maximum of Rs. 5 Lakhs per annum for 3 years will be allowed as research grant (for consumables only) to such fellows on approval of their project by the ethics committee and submission of thesis protocol after approval by the DC.
- g. Any default in the prescribed timelines for the PhD program will lead to cessation of the AF and deregistration from the PhD program.

Faculty eligibility to be Chief Guide for PhD

1. A faculty member must have completed the probation period (2 years) as faculty. For those with less than 2 years as faculty, exception on case-to-case basis, based on previous research experience and availability of funded projects may be granted by the Director.
2. Each faculty member may guide a maximum of 8 MD/MS/DM/MCh/PhD students at any time. This will include a maximum of 5 PhD students. However, if a faculty member is guiding more than 6 MD/MS/DM/MCh students, they will still be eligible to guide upto 2 PhD students, provided that they have fulfilled their UG and MD/MS/DM/MCh responsibilities regularly. (A current student will be one who has not submitted the thesis by the last date of application for seats.)
3. Seat applications:
 - a. OW seats: Faculty must have either an extramurally funded or collaborative inter-institutional AIIMS project with sufficient funds to support the research requirements of the candidate. The project must be approved by the AIIMS Research Section (with a Research Section ID number) for at least one year beyond the last date of application for PhD seats.
 - b. FA seats: Faculty must have a funded project approved by the AIIMS Research Section (with a Research Section ID number) with a position to support the stipend/fellowship of the PhD student for at least one year beyond the last date of application for PhD seats.
 - c. AF seats: Faculty must have completed 2 years as regular faculty at AIIMS, New Delhi and have been awarded at least one extra-murally funded research project while being faculty at AIIMS, New Delhi. Subject area of interest of the faculty must be declared in the request for AF seat, however no specific project can be declared. Candidates accepting AF seats will be expected to develop their own research area in consultation with the guide. A faculty may have at most 1 AF student at any time.
4. If a faculty is unable to secure fellowship support for an FA student who has also exhausted the Institute fellowship, no more FA seats will be permitted till fellowship is secured for the existing student.
5. Multiple seats on one project: Multiple seats for one project may be permitted only

for extramurally funded projects. If a faculty requests for more than one PhD seat for any project, the HoD must certify the availability of fellowship (for FA seats) and research funds for all such seats. If the project fails to sustain the fellowship and/or research requirements of any of the students on such seats, no more PhD seats will be permitted to the faculty and the HoD till the existing students have been provided fellowships and/or research funds.

6. The HoD must certify that funds for conduct of PhD are available as declared by the applicant faculty and department funds will not be used for conduct of PhD research.

Scientist/SRO as Chief Guide for PhD students:

Scientists/senior research officer shall be eligible to be the chief guide for PhD students subject to the condition that they fulfil the following requirements/guidelines:

1. They should hold a PhD Degree.
2. They should be the regular employee of AIIMS.
3. They should have at least 5 years experience after PhD as scientist/senior research Officer at AIIMS.
4. Any faculty (Medical or Non Medical) of the AIIMS who has expertise in the area of research, should be Co-Guide/Co-Guides.

Appointment of guide and co-guide

1. The Chief Guide and Co-Guide(s) shall not be closely related to the candidate.
2. Those with less than 3 years of service remaining should not be made Chief Guide.
3. At least one Co-Guide should be from the Department where the candidate is registered for Ph.D.
4. The Chief Guide and at least one of the Co-Guide(s) 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.

Method of selection for PhD registration

Selection for Ph.D. registration will be through a three-stage performance evaluation as under:

Stage-1 (30 Marks): Aptitude test covering English (written and verbal skills), Biostatistics, Research Methodology, Cell Biology, Lab. Technology, etc.

Stage-2 (40 marks): Subject related test comprising of MCQ questions of MD/MS/MDS/M.Sc entrance level MCQ paper to be set up by Exam Section from the question bank generated with help of Departmental Faculty.

Stage-3 (20 marks): Departmental assessment (Examination section will issue guidelines for conduct of Departmental Assessment).

Examination and counselling

1. Computer-based online test of 90 minutes comprising of two stages (Stage 1 and 2)
2. Candidates scoring 50% marks in stage 1 and 2 combined (minimum 35 marks out of total 70 marks) will be eligible for the next stage.
3. Candidates 3 times in number of advertised seats, per subject, in order of merit based on their marks in Stage 1 and 2 combined will be called for stage 3.

Annexure: 3

4. Stage 3: Candidates will undergo a departmental viva/assessment for a maximum of 20 marks. 10 extra marks will be added to the score of those candidates who hold a Medical Degree (MBBS/ BDS/ MDS/ DNB/ MD/ MS/ DM/ M.Ch.) or M.Sc. (Nursing) or equivalent or those who have qualified in any one of the following entrance tests in the last 2 years: Joint CSIR-UGC NET for JRF, ICMR-JRF, ICMR-SRF, DBT-JRF, NBHM screening test, Graduate aptitude test (GATE) ranking higher than 250, INSPIRE fellowship.
5. The sum total of marks awarded in stages 1, 2 and 3 will be used to determine the final merit list of candidates. A minimum of 50% marks in Stages 1, 2 and 3 combined shall be eligible for admission.
6. Candidates may select any seat they wish to join based on their eligibility and merit order within each department through a process of counseling.
 - a. OW candidates may select seats under the OW, FA, or AF categories (if awarded AF) in the subject where they have taken the exam.
 - b. All other candidates may select seats under the FA or AF categories (if awarded AF) in the subject where they have taken the exam.
7. The exam section will determine the method of creation of the question paper, conduct of the exam, counseling, display of result and all other matters related to the selection process.
8. Candidates who fail to attend any of the stages of examinations as mentioned above will not be eligible for admission.
9. Admission to Ph.D. Course will be subject to the availability of research funds/fellowship/grant from recognized funding agencies.
10. After entrance examination result is declared, the selection letters will be issued by the Academic Section.

Fees (subject to change)

Registration Fee	Rs. 25/-
Tuition fee	Rs. 720/- (3 years)
Laboratory fee	Rs. 120/- (3 years)
Pot fund	Rs. 720/- (3 years)
Hostel rent	Rs. 1080/- (3 years)
Gymkhana	Rs. 120/- (3 years)
Caution money	Rs. 100/- for the recovery of breakage's or loss of institute

- This is the current fee structure and is subject to periodic revision
- All Fees and dues payable at the time of admission
- The Hostel Security deposit (refundable) i.e. Rs. 1000/-
- 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

Rules for admission for in-service candidates (medical)

1. Members of the medical faculty can apply for registration to Ph.D. course as in-service candidate. He/She will be exempted from appearing in the entrance examination.
2. 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.
3. The individual should have minimum of 5 years of active service left in the institute at the time of application.
4. The medical faculty member should have at least 3 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.
5. 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.
6. 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.
7. Each case will be considered by a specially constituted ad hoc committee comprising of:
 - a. Dean (Academic) – Chairman
 - b. Dean (Research)
 - c. Head of the department of the parent department where the candidate wishes to register for the Ph.D.
 - d. The faculty member who has consented to be the chief-guide of the candidate.
 - e. Two nominees of Dean from other related departments
 - f. Associate Dean (A) & Registrar – (Member Secretary)
8. One faculty member, out of every 5 working faculty members, in a particular department can be registered as Ph.D. candidates and not more than three candidates at a given time should be registered as Ph.D. candidates in a particular department.
9. The candidate seeking admission under this category will only be registered for Ph.D in the same department in which he/she is working.
10. These guidelines will not be applicable to other staff member employed under various research schemes which are of tenure basis.
11. The medical faculty members who have registered himself/herself candidates will not be eligible to be guide / co-guide of any other Ph.D candidate in the Institute till he/she completes the Ph.D. However, he/she can continue to be guide/co-guide for MD/MS/MDS/DM/MCh./MSc candidates.
12. Senior Demonstrators in pre & para clinical departments will be eligible for Ph.D registration. However, they have to appear as an open candidate in the entrance examination. They cannot draw salary/fellowship from two sources.
13. Candidates pursuing PhD at AIIMS will be eligible for selection as Senior Demonstrators in pre & para clinical departments. However, they cannot draw salary/fellowship from two sources.

14. 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.

Rules for admission for in-service candidates (non-medical)

1. 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.
2. He/She should fulfill all the eligibility criteria for the Ph.D. course, and will appear in the entrance examination.
3. The individual should have 5 years of active service remaining in the institute.
4. 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 to be certified by HOD/Chief of Center.
5. The candidate should have at least 3 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.
6. 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.
7. 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.

Leaves and other rules for Ph.D courses

1. Ph.D students are entitled for 30 days leave every year and leaves of multiple years cannot be clubbed together. If leave availed exceeds 30 within a year, then the period beyond 30 days is treated as Extra Ordinary Leave and the minimum registration will be extended for the same duration as EOL. However, extraordinary leave (EOL) cannot be more than 3 months in the entire registration period of 5 years. Any such availment beyond 3 months may lead to the registration being cancelled.
2. Maternity and paternity leaves and other such statutory leaves shall be permitted as per existing rules but shall result in extension of minimum registration period by the number of days that they exceed 30 days in the year availed.
3. 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 6 months (1 year in case of collaborative projects under MoUs with AIIMS) in the entire registration period. The proof of acceptance of the candidate for such training/work outside should be submitted and on return, the report of such training/work done shall be required to be submitted to the Dean, by the candidate through the chief guide.

Institute funds for Ph. D work

Institute fund will be available for Ph.D students for buying essential consumables in case of delay of release of funds from the sponsoring agencies to carry the essential research work. This fund will be managed by Research section as done for the Intramural Research Grants for faculty members. The Chief Guide/faculty in-charge will apply for this fund.

1. Faculty members should apply to Research Section for funds for Ph.D Students under the existing scheme of intramural research grants and additional provision of funds will be made to Research Section for funding of Ph.D research.
2. Research protocol, detailed budgetary requirements etc. should be submitted to the Research Section.
3. The same procedure as followed for intramural research grant would be followed for such requests & funds would be disbursed through Research Section with intimation to Academic Section.
4. Faculty members of all the rank shall be eligible to apply for grant

Formation of doctoral committee (DC)

1. The Chief guide should submit to the Dean, a panel of experts for the constitution of Doctoral Committee for the candidate within three months (with extension of one month on prior approval of the Dean) of the candidate's registration.
2. 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 by Research Section as part of basic induction into research.
3. He/she shall be invited to submit to the DC his/her proposal(s) for the project(s).
4. The Doctoral Committee shall include the Chief Guide, who will be the chairman of the committee, one or more Co-Guide(s) for the said thesis work, two faculty members from the department out of which one shall be Professor, and any other member(s) of the Faculty or postdoctoral research staff of any department of the Institute/and or of other teaching/research Institutions located in the Delhi area.
5. The Chief Guide and Co-Guide(s) shall not be closely related to the candidate.
6. At least one Co-Guide should be from the Department where the candidate is registered for Ph.D. The Chief Guide and at least one of the Co-Guide(s) 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.
7. It is preferable to include a Biostatistician in the DC.
8. After registration, candidate must complete course in research methodology conducted by Research Section within 6 months of registration & should pass the exit exam.
9. The change of research project/Supervisor(s) 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.

Foreign co-guides and rotation

1. Co-guides will be permitted from Institutions outside India with whom AIIMS has specific MoUs for such common guided PhDs.
2. Rotation/external training for a maximum period of 1 year during the 5 year registration period will be permitted at institutions of foreign co-guides as per clause 1 above. All expenses for such rotation will be borne by the candidate unless specifically approved by AIIMS.

Submission of thesis protocol

1. After the Doctoral Committee has been appointed by the Dean, the candidate shall prepare a detailed protocol underlining his proposed research plan clearly stating his objectives and methodology to be employed. The protocol should also contain a brief formulation of the experimental designs & the advice of a competent biostatistician should invariably be obtained.
2. Protocol shall be submitted to the Doctoral Committee, together with the faculty of the department, within 3 months of the formation of Doctoral Committee (but no later than 6 months from the date 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.
3. The protocol of research with proof of submission for ethics approval must be submitted within 6 months of registration with extension of one month on prior approval of the Dean.
4. Ethics Committee approval of the project must be submitted within 2 months of submission of the protocol.

Assessment of the work of the candidates

1. 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 6 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. The minimum rating must be Very Good in previous 2 DCs to remain eligible for Institute fellowship or AIIMS fellowship.
2. 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 short-comings.
3. In case during the registration period, in any two consecutive reports submitted by

the Doctoral to the Dean 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 shall be cancelled by the Dean.

Thesis and examination

1. No candidate will be allowed to submit thesis without the express approval of the Doctoral Committee. The final Doctoral committee meeting should be held at least 6 months before the end of the maximum registration period (of 5 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.
2. Candidate must submit thesis within 6 months of grant of permission to write thesis. However extension for maximum upto 3 months can be given by the Dean on the recommendation of chief guide mentioning justifiable reasons.
3. For the award of degree of Doctorate of Philosophy the candidate shall submit four copies of his thesis along-with soft copy in CD/DVD not earlier than prescribed minimum period of 3 years and no later than the maximum period of registration (5 years or above as the case may be). The thesis shall be certified by both the Guide and by the Co-Guide(s) before its submission. No extension for this period will be granted under any circumstances.
4. 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 six months 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 candidate. A reminder for the submission of such a panel will be sent by the academic section at least 9 months prior to the date of end of registration, so that this may be discussed during the final Doctoral committee meeting.
5. A board of four examiners shall be appointed by the Dean Examination with 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-coordinator and internal examiner. The other three will be external examiners from the panel of examiners as above. In cases where the panel included members from abroad, one of the four examiners selected can be from abroad. However appointment of examiner's from abroad may not be necessary.
6. The examiners (including the foreign examiner) shall submit the evaluation report within the period of three months of receipt of thesis.
7. The foreign examiner may be requested to send some questions to be put to the candidate at the time 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.
8. 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 field of work.
9. Candidate shall be allowed to appear in public defence/viva voce only after having 2 publications in peer-reviewed Journal of Impact Factor (Journal Citation Reports) > 1.5 or one publication in Impact Factor more than 3.
 10. There shall be a public defence of the thesis by the candidate. The topic, date and the 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.
 11. The Public Defence Viva shall be conducted within three months of receipt of examiners's evaluation report. This viva voce examination and the public defence should be within the 6 months from the completion of registration period.
 12. The candidate shall be entitled to appear at the defense of thesis viva voce examination only if the thesis is unanimously approved by the Board of Examiners for the thesis.
 13. If the thesis is rejected by more than one examiner, it will stand rejected and shall not be referred to any other examiner.
 14. 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.
 15. If one or more examiner recommends re-submission of the thesis after modifications it shall be done within a maximum period of 3 months (6 months in case some new experiment is recommended) from the date on which the candidate is so informed by the Dean.
 16. If the reports from all the external examiners are not received within 3 months, a copy of the thesis be sent to another examiner from amongst the approved panel.
 17. The board of examiners for the viva voce examination shall consist of two external and two internal examiners. Ordinarily, the Chief guide and one 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.
 18. In the event of non-availability of one of the external examiners who examined the thesis, another examiners from amongst the panel be called for the viva voce examination at the discretion of the Dean.

Result

1. 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.
2. 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 recommendations is made by the board of examiners.

Conduct of PhD course

1. Hostel accommodation will be provided for a maximum of 5 years irrespective of the status of thesis, from the date of registration, as per availability.
2. A number of mandatory courses will be defined and developed for all PhD students where attendance and evaluation will be compulsory. A certificate will be issued for courses attended by the candidates.
3. Failure to fulfill any of the above clauses may lead to cessation of Institute fellowship/AIIMS fellowship (if provided) plus issue of caution memorandum on first default, warning on second default and the registration of the candidate may be summarily cancelled on third default.
4. The Dean may initiate an enquiry into the conduct of the guide/co-guide for failure to adhere to timelines, complaints, and for cancellation of student registration. Based on the recommendations of such enquiries, faculty may be barred from recruiting PhD students for variable periods of time and their existing students may be reassigned to other faculty. The committee may also recommend additional penalties if required.

College Of Nursing-AIIMS

Scheme & Rules of examination of B. Sc. (Hons.) Nursing course

Scheme of examination

First year					
Paper	Subject	Duration	Internal	Final	Total
1.	Anatomy & Physiology	3 Hrs.	50	50	100
2.	Nutrition & Biochemistry	3 Hrs.	50	50	100
3.	Nursing Foundation	3 Hrs.	50	50	100
4.	Psychology	3 Hrs.	50	50	100
5.	Microbiology	3 Hrs.	50	50	100
6.	English*\$	3 Hrs.	25	75	100
7.	Introduction to Computer**\$		25	75	100
	Practical and Viva Voce				
1.	Nursing Foundation		100	100	200
	TOTAL				900
8.	Hindi ***\$		25	75	100
Second year					
Paper	Subject	Duration	Internal	Final	Total
1.	Medical Surgical Nursing-I	3 Hrs.	50	50	100
2.	Pharmacology, Pathology, Genetics	3 Hrs.	50	50	100
3.	Community Health Nsg.-I	3 Hrs.	50	50	100
4.	Communication and Educational Technology	3 Hrs.	50	50	100
	Practical & Viva Voce				
2.	Medical-Surgical Nursing-I		100	100	200
	TOTAL				600
Third year					
Paper	Subject	Duration	Internal	Final	Total
1.	Sociology	3 Hrs.	50	50	100
2.	Medical-Surgical Nursing-II	3 Hrs.	50	50	100
3.	Child Health Nursing	3 Hrs.	50	50	100
4.	Mental Health Nursing	3 Hrs.	50	50	100
	Practical & Viva Voce				
3.	Medical-Surgical Nursing-II		50	50	100
4.	Child Health Nursing		50	50	100
5.	Mental Health Nursing		50	50	100
	TOTAL				700
Fourth year					
Paper	Subject	Duration	Internal	Final	Total
1.	Midwifery & Obstetrical Nsg.	3 Hrs.	50	50	100
2.	Community Health Nsg.-II	3 Hrs.	50	50	100
3.	Nursing Research & Statistics	3 Hrs.	50	50	100
4.	Management of Nursing Services & education	3 Hrs.	50	50	100
	Practical & Viva Voce				
6.	Midwifery & Obstetrical Nsg.		50	50	100
7.	Community Health Nsg		50	50	100
	TOTAL				600

Annexure: 4

Notes:

1. Anatomy and Physiology: Section A: Anatomy 25 marks; Section B: Physiology 25 marks
2. Nutrition and Biochemistry: Section A: Nutrition 30 marks; Section B: Biochemistry 20 marks
3. Pharmacology, genetics, pathology: Section A Pharmacology 25 marks; Section B Pathology 15 and Genetics 10 marks
4. Nursing Research & Statistics: Research 35 marks; Statistics 15 marks
5. * English Pass marks 33%
6. ** College exams, marks to be included in the marks sheet.
7. *** College exam, marks not to be included in the marks sheet.
8. \$ These papers will not be counted towards number of papers for promotion to next year.

Rules of Examination

1. 1st to 4th year final examination is held in May every year and supplementary examination is held in August i.e. after 6 weeks of final examination.
2. (a) The candidate must have minimum 40% marks in internal assessment in each paper to be eligible for appearing in final examination in that paper.

(b) A student must have minimum of 75% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination. The candidate who is not allowed to appear in examination due to shortage of attendance will have to repeat the whole year with fresh requirement of attendance in theory as well as clinicals, practicals & internal assessment.
3. For 1st to 4th year examination, the candidate who fails in one or more papers will be given two additional chances (one supplementary and one subsequent regular exam) to pass in all the subjects. She will not be required to repeat the papers in which she has passed. The student who doesn't qualify in three attempts (including regular and supplementary and subsequent regular examination) will have to discontinue the course and her name will be stuck off from the rolls of the institute.
4. For 1st to 4th year examination, a candidate failing in either theory or practical examination in a subject will be required to repeat both theory and practical papers in the subsequent supplementary/regular examinations.
5. For 1st to 4th year examination, a candidate who fails in one or more papers in the main examination will be allowed to take the supplementary examination in August month. Weightage of 50 % will be carried forward for the internal assessment and 50% will be allotted to the supplementary examination. The same process will be applicable when they appear for the examination in subsequent year.
 - A candidate who fails in more than two papers in supplementary examination will have to repeat the year and appear following year with regular examination. She will have to fulfill fresh assessment and attendance requirement.
 - A candidate who fails in two or less number of papers in supplementary exam will be promoted to the second year. She will be allowed to appear for previous year papers in which she has failed, in the next regular examination.

Annexure: 4

6. For the 2nd year examination the candidate will be allowed to appear for final exam only after she has passed in all the subjects of 1st year.
7. For 3rd year examination the candidate will be allowed to appear for final exam only after she has passed in all the subjects of the 2nd year.
8. For 4th year examination the candidate will be allowed to appear for final examination only after she has passed in all the subjects of the third year.
9. Maximum duration of the B.Sc. (Hons.) Nursing course will be 8 years, beyond which no further chances will be given and her name will be struck off from the rolls of the institute.
10. A student will be deemed to have passed in the subject if she obtains a minimum of 50% marks in each subject in theory and practical, and minimum of 33% marks in English.
11. A student, who absents herself from the examination without prior permission of Dean, will be deemed to have attempted the paper and failed in that examination.
12. For final calculation for each year for each theory paper and practical, 50% weightage is given to internal assessment and 50% for professional examination.
13. A student must have 100% attendance in each of the practical/clinical areas before award of the degree.

Schemes & Rules of examination of B. Sc. Nursing (Post Basic) Nursing course

Scheme of examinations

First year					
Paper	Subject	Duration	Internal	Final	Total
1.	Nursing Foundation	2 Hrs.	25	25	50
2.	Nutrition & Dietetics	2 Hrs.	25	25	50
3.	Biochemistry & Biophysics	3 Hrs.	50	50	100
4.	Psychology	3 Hrs.	50	50	100
5.	Microbiology	3 Hrs.	50	50	100
6.	Maternal nursing	3 Hrs.	50	50	100
7.	Child Health nursing	3 Hrs.	50	50	100
8.	Medical Surgical Nursing	3 Hrs.	50	50	100
9.	English (Qualifying)*	3 Hrs.	25	75	100
	Practical and Viva Voce				
1.	Medical-Surgical Nursing		50	50	100
2.	Maternal Nursing		50	50	100
3.	Child Health Nursing		50	50	100
	TOTAL				1100
Second year					
Paper	Subject	Duration	Internal	Final	Total
1.	Sociology	3 Hrs.	50	50	100
2.	Community Health Nursing	3 Hrs.	50	50	100
3.	Mental Health Nursing	3 Hrs.	50	50	100

Annexure: 4

4.	Introduction to nursing education	3 Hrs.	50	50	100
5.	Introduction to nursing administration	3 Hrs.	50	50	100
6.	Introduction to nursing research and statistics**	2 Hrs.	50	-	50
	Practical & Viva Voce				
1.	Community Health Nursing		50	50	100
2.	Mental Health Nursing		50	50	100
3.	Research Project**		50	-	50
	TOTAL				800
Notes:					
1. * Qualifying exam					
2. ** College exams (No university exam)					

Rules of Examination

1. 1st and 2nd year final examination is held in May every year and supplementary examination is held in August i.e. after 6 weeks of final examination.
2. Anatomy and Physiology, Pharmacology and Pathology will be integrated with relevant Clinical subject papers.
3. (a) The candidate must have minimum 40% marks in internal assessment in each paper to be eligible for appearing in final examination in that paper.

(b) A student must have minimum of 75% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination. The candidate who is not allowed to appear in examination due to shortage of attendance will have to repeat the whole year with fresh requirement of attendance in theory as well as clinicals, practicals & internal assessment.
4. A candidate who fails or who does not present himself/herself for the examination in any subject, will be given two additional chances (one supplementary and one subsequent regular (exam) to pass in all the subjects. She will not be required to repeat the papers in which she has passed. The student who doesn't qualify in three attempts (including regular and supplementary and subsequent regular examination) will have to discontinue the course and her name will be stuck off from the rolls of the institute.
 - For 1st and 2nd year examination, a candidate failing in either theory or practical examination in a subject will be required to repeat both theory and practical papers in the subsequent supplementary/regular examinations.
 - A candidate failing in the May examination can reappear in supplementary examination in the month of August i.e. 6 weeks after the final examination. Weightage of 50 % will be carried forward for the internal assessment and 50% will be allotted to the supplementary examination. The same process will be applicable when they appear for the examination in subsequent years.

Annexure: 4

- A candidate failing in any paper in 1st year shall be permitted to continue studies into the 2nd year, and he/she may appear in next supplementary exam/regular examination till he/she passes in all the subjects.
 - However, for 2nd year examination the candidate will be allowed to appear for final examination only after he/she has passed in all the subjects of the 1st year.
5. Maximum duration of the B.Sc. (Post Basic) Nursing course will be 4 years, beyond which no further chances will be given. He/She will have to discontinue the course and his/her name will be stuck off from the rolls of the institute.
 6. A candidate shall be deemed to have passed the first year B. Sc. Nursing (Post-basic) examination, if he/she obtains (i) not less than 50 (fifty) percent of the total marks separately in papers 1-8 & practical papers 1-3 of the main subjects and (ii) not less than 33 (thirty three) per cent of the total marks in paper 9 English - the qualifying subject.
 7. A student, who absents herself from the examination without prior permission of Dean, will be deemed to have appeared in the paper and failed in that examination.
 8. For final calculation for each year for each theory paper and practical, 50% weightage is given to internal assessment and 50% for professional examination.
 9. 100%attendance in Practical /clinicals in each clinical area are essential before award of Degree.

Schemes & Rules of examination of M.Sc. Nursing course

Scheme of examinations

First Year				
Paper	Subject	Internal	Final	Total
1.	Advance Nursing & Allied subjects	50	50	100
2.	Nursing Education	50	50	100
3.	Research & Statistics	50	50	100
4.	Clinical Nursing I	50	50	100
TOTAL				400
Second Year				
Paper	Subject	Internal	Final	Total
1.	Nursing Management	50	50	100
2.	Clinical Nursing II	50	50	100
Practical & Viva Voce				
1.	Clinical Nursing, Thesis viva, Nursing Education & Management	150	150	300
TOTAL				500
GRAND TOTAL				900

Rules of Examination

1. The internal assessment shall be determined by evaluation of the student's day to day work, as well as on the basis of the results of the various class examinations and the performance in the tutorials, seminars etc. that are held during the whole course.
2. 1st and 2nd year final examination is held in May every year and supplementary examination is held in August i.e. after 6 weeks of final examination.

Annexure: 4

3. For 1st and M.Sc. examination, a candidate who fails in any subject, or who does not present himself/herself for the examination in any subject, may be admitted to one or more subsequent examinations. He/she shall be required to appear only in the subject or subjects in which he/she has failed
 - o A candidate failing in the May examination can reappear in supplementary examination in the month of August i.e. 6 weeks after the final examination. He/She will not be required to repeat the papers in which she has passed. Weightage of 50 % will be carried forward for the internal assessment and 50% will be allotted to the supplementary examination. The same process will be applicable when they appear for the examination in subsequent years.
 - o He/she shall be permitted to continue studies into the 2nd year, and appear in next year regular exam/supplementary examination till he/she passes in all the subjects.
 - o However, for 2nd year examination the candidate will be allowed to appear for final examination only after he/she has passed in all the subjects of the 1st year.
4. For 2nd year examination a candidate who fails in one or more papers of the 2nd year will be given further chances during supplementary and subsequent regular examinations till she passes in all subjects. He/She will not be required to repeat the papers in which she has passed. Weightage of 50 % will be carried forward for the internal assessment and 50% will be allotted to the supplementary examination. The same process will be applicable when they appear for the examination in subsequent years. He/She will be awarded the degree only on passing in all the 2nd year subjects.
5. For 2nd year examination, a candidate failing in either theory or practical examination in a subject will be required to repeat both theory and practical papers in the subsequent supplementary/regular examinations.
6. Maximum duration of the M.Sc. Nursing course will be 4 years, beyond which no further chances will be given and his/her name will be struck off from the rolls of the institute.
7. A candidate shall be deemed to have passed the first year M. Sc. Nursing examination if he/she obtains not less than 50 percent of the total marks separately in each paper.
8. A student, who absents herself/himself from the examination without prior permission of Dean, will be deemed to have attempted the paper and failed in that examination.
9. The candidate must have minimum 40% marks in internal assessment in each paper to be eligible for appearing in final examination in that paper.
10. For final calculation for each year for each theory paper and practical, 50% weightage is given to internal assessment and 50% for professional examination.
11. Leave - Candidates admitted to M.Sc. Nursing course will be entitled to 30 days leave in the first year and 30 days of leave in the second year of the course. If the leave is extended in a year, then the registration period is also extended and the examination is postponed to next regular/supplementary examination. The number of days of leave cannot be carried forward to next year.
12. Submission of Thesis – The last date for submission of thesis of M.Sc. nursing students is 31st January. Any student who does not submit his/her thesis on the aforementioned date may be given extension up to 15 days i.e. up to 15th February with the permission of the Dean. In case, he/she fails to submit the thesis within the extended period, i.e. by 15th February, then he/she will not be eligible to appear in the final examination.
13. A candidate shall be deemed to have passed the second year M. Sc. nursing examination if he/she obtains not less than 50 % of the total marks separately in all the papers.



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029.

No.F.5-19/2018-Acad.II

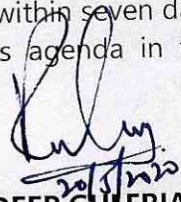
Dated the: 19.05.2020

MEMORANDUM

SUBJECT: Minutes of the 119th Academic Committee Meeting held on Tuesday, the 19th May, 2020 at 12.00 noon in the Dr. Ramalingaswami Board Room, AIIMS, New Delhi.

A copy of the draft minutes of the 119th Academic Committee Meeting held on Tuesday, the 19th May, 2020 at 12.00 noon in the Dr. Ramalingaswami Board Room, AIIMS, New Delhi is enclosed herewith for your kind approval/comments if any. After approval of the minutes the same may be placed before the Governing Body meeting.

In this regard, it is therefore, requested to submit the comments if any, within seven days of the receipt of the mail so that, the minutes can be included as agenda in the forthcoming Governing Body Meeting for ratification.


(DR. RANDEEP GULERIA)
DIRECTOR &
MEMBER-SECRETARY
(Academic Committee)

Distribution:

- The Chairman
- All members of the Academic Committee



All India Institute of Medical Sciences, New Delhi

Minutes of the 119th Academic Committee Meeting

Held on 19/02/2020 at 12 P. M. in Dr. Ramalingaswami Board Room, AIIMS, New Delhi

Through Video Conferencing

The following members attended the meeting:-

1. Dr. Mahesh B Patel: In Chair
2. Dr. D G Mhaisekar, Member
3. Dr. D S Rana, Member
4. Dr. Vijay Laxmi Saxena, Member, through phone
5. Dr. Rajiv Garg, DGHS, Member, through email
6. Dr. Randeep Guleria, Member-Secretary

Shri Amit Khare was unable to attend the meeting.

Following special invitees were also present:

1. Prof VK Bahl, Dean (Academic)
2. Prof. Chitra Sarkar, Dean (Research)
3. Prof. Subrata Sinha, Dean (Examination)
4. Prof. D. K. Sharma, Medical Superintendent, AIIMS Hospital
5. Prof. Rajeev Kumar, Associate Dean (Academic)
6. Prof. Vineet Ahuja, Associate Dean (Research)
7. Prof. Ashok Jaryal, Associate Dean (Exams)
8. Mr Neeeraj K Sharma, Sr Financial Advisor
9. Prof. Sanjeev Lalwani, Registrar

The Chairman welcomed the members to the meeting. The following agenda items were taken up for discussion:

ITEM NO. AC/119/ 1: Minutes of the meeting of the 118th Academic Committee held on 06/02/2020

Minutes of the previous meeting were circulated to all members through e-mail. No comments received were received.

The minutes of 118th Academic Committee meeting were unanimously approved.



ITEM NO. AC/119/ 2: Action Taken on the Minutes of the meeting of the 118th Academic Committee meeting held on 06/02/2020

Presentation of the Action Taken report was deferred till the next meeting as no Governing Body meeting had been held after the previous Academic Committee Meeting.

ITEM NO. AC/119/ 3: To discuss the proposals for conduct of exams and academic classes during the COVID-19 pandemic.

The proposal regarding conduct of classes and exams online using simulated, virtual cases and video conferencing was discussed. The following were approved as a special, one-time measure, in view of the ongoing COVID-19 pandemic.

1. Theory papers will be held as per usual practice with social distancing norms. Answer sheets may be scanned and sent to the external examiners electronically for marking.
2. Practical exams may be conducted using simulated, virtual cases.
3. External examiners may be permitted to participate in the exam using video-conferencing. If a department feels that the exam can only be conducted physically and the existing examiners are unable to come for a physical exam, they may recommend replacement examiners who are eligible, and can physically come for the exam.
4. The result may be compiled through video-conferencing with electronic approval by the external examiners.
5. A virtual exam facilitation amount of Rs. 1000 (One Thousand) per examiner may be paid to external examiners conducting the exam virtually.
6. In order to ensure availability of sufficient manpower for tackling the COVID-19 pandemic, the tenure of all academic residents may be extended beyond 3 years and the rules of residency will apply to the extended period.
7. Departmental assessment for DM/MCh/Fellowship/MHA course entrance exam may be conducted through video-conferencing.
8. There will be no pre-professional exams for the supplementary exams and the marks allotted to the pre-professional exam will be transferred to the professional exam.
9. All other exams will be held as per feasibility and schedule announced by the Examination Section. Marks allotted to any internal exam that cannot be held will be transferred to the final exam.
10. Dates of start and end of semesters maybe modified as per feasibility.
11. Online classes will count towards the academic and attendance requirements of the students. Physical classes will begin when permitted by Government rules.
12. All vacations for undergraduate students may be cancelled.

In addition, the Academic Committee authorized Director, AIIMS to take decision in these matters on behalf of the Academic Committee in view of the ongoing Pandemic.



ITEM NO. AC/119/ 4: Any other matters

No other matters were discussed.

The meeting ended with thanks to the chair.