

# All India Institute of Medical Sciences, Bathinda



## MD-MS-MDS Guidelines Book

## MD/MS/MDS courses:

- Candidates joining MD/MS/MDS degree courses shall be called Junior Residents.
- Duration of MD, MS, MDS courses is 3 years.

The courses are available in the following specialties:

S.No	Doctor of Medicine (MD)
1.	Anaesthesiology
2.	Anatomy
3.	Biochemistry
4.	Community and Family Medicine
5.	Dermatology
6.	Forensic Medicine and Toxicology
7.	Pathology
8.	General Medicine
9.	Microbiology
10.	Obstetrics and Gynaecology
11.	Ophthalmology
12.	Paediatrics
13.	Pharmacology
14.	Physiology
15.	Pulmonary Medicine
16.	Psychiatry
17.	Radiodiagnosis
18.	Radiotherapy
Master of Surgery (MS)	
19.	Orthopaedics

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20. Otorhinolaryngology

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21. General Surgery

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**Master of Dental Surgery (MDS)**

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22. Prosthodontics

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23. Orthodontics & Dentofacial Orthopaedics

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24. Periodontology

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25. Conservative Dentistry & Endodontics

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**METHOD OF SELECTION:**

- Selection will be made strictly on the basis of merit in the entrance test and the choice of discipline allocated on the basis of counseling by AIIMS Delhi.
- Seat allotment will be based on counselling. The online counselling process has been started from the January 2018 session by AIIMS Delhi.

**MEDICAL FITNESS**

The selected candidates shall undergo a medical examination by the Board appointed by the Institute and if found medically fit will join the course.

**CONTRACT:**

- Each Junior Resident will be on contract service for a period of three years.
- Duties and responsibilities of Junior Residents will be fixed by the Institute from time to time. They will be required to perform such work as may be needed in the legitimate interest of patient care in the hospital.
- Original certificates of any candidate who opts for a confirmed seat will be retained in the Academic Section during the counseling process.
  - Birth Certificate
  - Internship Completion Certificate
  - Medical Registration Certificate
  - M.B.B.S Mark sheet & Provisional or Degree
  - Caste Certificate
- These will not be returned to the candidate unless he/she deposits a sum of Rs.3,00,000/- (Rupees Three Lakhs only) once the seat has been confirmed, irrespective of the fact whether he/she joins the course or not.

**Penalty for Resignation/Discontinuation during the course:**

- Original certificates of all candidates will be retained in the Academic Section at the time of joining. The same will not be returned to the candidate before completion of the course and submission of no-dues from all concerned departments.
- If the candidate leaves the course within 6 months of joining, he/she shall be liable to pay a sum of Rs.3,00,000/- (Rupees Three Lakh only); and if the candidate leaves after 6 months of joining, he/she

shall be liable to pay a sum of Rs.5,00,000/- (Rupees Five Lakh only) as compensation for losses incurred by AIIMS due to such midstream departure.

- The salary for the month in which his/her resigns from the PG seat becomes effective, shall also stand forfeited.

### **EMOLUMENTS:**

- Junior Residents (on contract service for a three-year tenure period) will be paid a sum of Rs.15600 + Rs.5400 Grade Pay + NPA and other allowances as admissible under 7<sup>th</sup> CPC.

### **LEAVE:**

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

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

### **Leave encashment:**

No leave encashment for the un-availed leaves will be given.

### **General leave rules:**

- Candidates are not entitled to any other leave except that mentioned herein.
- Leaves of different years cannot be clubbed together.
- Leaves of one year cannot be carried forward to another year.
- Leaves availed by candidates beyond the permissible limit (per year) shall be treated as Extra Ordinary Leaves (EOL) without pay. EOL can be availed up to maximum of 30 days in the tenure period of 3 years and the candidate will have to work for the extended period equivalent to that of EOL.
- Any leave 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 Academics.

- In case EOL availed are more than 30 days, the Residency will be extended for the total period of EOLs, and the final examination of the candidate shall be held with the next batch after completion of the residency tenure.
- Overstay on leave without proper sanction/willful absence from duty renders a resident liable to disciplinary action.
- In case the candidate is on unauthorized leave, then the 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 an explanation and to join within 7 days. If the candidate still does not join after two notices, then a final notice will be issued as the last opportunity to join in another seven days, failing which the registration will be canceled.
  - Residents cannot pre-plan leaves and make a roster of leaves, and each leave application is to be decided by the concerned authority on its merit in maintaining patient care services.
  - If any Junior Resident (JR) is posted in another department and applies for normal leave OR Conference Leave, then its application should be forwarded and duly recommended by the HOD/Chief of the concerned Department/Centre wherein JR is posted on a rotation basis, the HOD/Chief of concerned Department/Centre is the competent authority to recommend his/her leave/conference leave.
  - For prolonged leave, it is mandatory to apply through proper channels with proper justification well in advance at least ten days before proceeding on leave. However, Dean Academics is the competent authority that sanctioned such leaves.

**Maternity Leave:**

Female Junior Residents (Academic) are entitled for maternity leaves as per Govt. of India rules during their course with full pay. Their period of registration/training will be extended for the equivalent period of leave availed. They will have to work for the extended period and the final examination of the candidate shall be held with next batch.

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

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

- Junior Residents (Academic) will be granted permission to attend 09 (Nine) days of Academic Leaves/ On Duty Leaves for the entire tenure of three years without any annual cap/ limit.
- The applications of those candidates who have already availed these 09 (Nine) days of Academic Leaves/ On Duty Leaves, will not be considered under purview of Academic Leaves/ On Duty Leaves. However, they shall be free to avail leaves for academic purpose out of permissible 102 days leaves (30+36+36) of the tenure, if due.
- Academic Leave/ On Duty Leave will be considered only after recommendations of the concerned Chief of the Centre/ Head of the Department subject to the approval of the Dean (Academic).
- Application for seeking permission for Academic Leave/ On Duty Leaves should be furnished on the approved application form along with requisite documents. An application complete in all respects duly recommended and forwarded by the concerned Chief of the Centre/ Head of the Department must be received in the Academic Section well in advance, at least 15 days prior to the commencement of the event for consideration.

### Elective training:

Junior Residents (Academic) will be granted permission for elective training after approval of the Executive Director, AIIMS Bathinda.

### Protocol and thesis

General rules for becoming guide/co-guide for postgraduate students for protocol/thesis

1. The Junior Residents/Demonstrators shall be required to get their plan of thesis protocol approved by his/her departmental faculty **within 4 months of the date of joining and submit it to the Academic Section.**
2. Relaxation may be granted by the Dean Academics on the merit of each case for two months. If a candidate fails to submit the thesis protocol within the prescribed period, his/her registration will stand canceled.
3. **The last date for thesis submission will be 30<sup>th</sup> June for those appearing in the December examination and 30<sup>th</sup> November for those appearing at the May examination.**
4. It is at the discretion of the Dean to accept the thesis after the above schedule for a maximum period of 15 days; no extension beyond this period is admissible under any circumstances. Thesis submitted beyond this due date would entail extension of the registration period and a delay in the date of final

examination.

5. **The candidate must be allocated a guide by the department within a month of his/ her joining the department.**
6. If any candidate wants to change the thesis protocol, it may be permitted within the next six months i.e. within a year from the date of registration of the candidate. However, if the period exceeds one year, the Dean Academics may permit the same at his/her own discretion on the recommendation of the departmental faculty and chief guide up to a total period of 1 ½ years. The total period of Junior Residency will, however, remain the same, i.e. 3 years.
7. All postgraduate students are required to forward their thesis through the Head/ Acting Head of the department with a copy of the forwarding letter to the Dean of Academics. The Head of the Department/ Acting Head will forward the thesis immediately to the Academic section for further processing.
8. If the thesis has not been signed by either the Guide or Co-Guide due to the fact that either of them happens to be abroad/ foreign assignment/leave, the same may be accepted by the Academic Section if it has been signed by either the Guide or Co- Guide whichever the case may be.
9. If the Guide happens to be abroad on a foreign assignment for a period of less than one year, the Co-Guide from the same department should immediately take over the responsibility during the period of his/her absence under intimation to the Academic Section.
10. Faculty members who have less than 2 years of service for superannuation should not be the Guide.
11. If a Guide is away on a foreign assignment for a period of more than 12 months, the senior most of the Co-Guide of the same department will take over the responsibility of the Guide under intimation to the Academic Section.
12. While submitting the thesis protocol the Head of the Department must ensure that there is at least one Co-Guide from the same department.
13. A Senior Research officer may be designated only as a Co-Guide. Where the Senior Research officer is designated as a Co-Guide, one other member of the faculty from the concerned department should also be designated as a Co-Guide so that in the event of a long absence of a Guide, the other faculty member who has been designated as Co-Guide can take over the responsibilities of Guide.
14. To be the chief guide for the thesis of MD/MS/MDS candidates, a minimum experience of 8 years after his/her postgraduate studies and a minimum of 5 years as an assistant professor. If an Ad-hoc Assistant Professor is nominated as the Chief Guide of any candidate, the Co-Guide should invariably



be a regular faculty member of the concerned department.

15. In the event of superannuation of Guide or resigning/leaving/proceeding on long leave, the co-guide in the same department will be nominated as Guide and another co-guide will be nominated from the same department.
16. Those residents who appeared in the MD/MS/MDS examination after the completion of their three years of residency may be permitted to reappear in the examination within 5 years of their submission of thesis. Those residents who do not complete their junior residency within this period will not be permitted to appear in the examination.
17. No thesis will be accepted where ethical clearance for the work has not been received by the student before starting the thesis. In case of failure to submit the thesis by the due date following the procedure above, the resident will not be allowed to appear in the examination and the same will stand postponed by 6 months.
18. All theses must be checked through plagiarism-checking software prior to submission.

### **Research Methodology and other Courses**

Candidates shall be required to attend the Research Methodology Course within one year of their joining.

### **Internal Assessment**

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

- The weightage of internal assessment will be equal to 20% of total marks in both theory and practical component of final examination.
- Department will decide modalities of internal assessment of both components i.e Theory and Practical.
- MD/MS/MDS Residents will be assessed every six months and marks will be awarded for both Theory and Practical component.
- Marks awarded to the candidates shall be submitted to the Academics Section at least once in a year with intimation to the Dean.

- Total score in various internal assessments for both theory and practical components will be used to give weightage equal to 20% of total marks of final examination in both theory as well as practical.
- Final result will be prepared after adding score of internal assessment final examination in both components by Examination Section.

**Final Examination:**

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

- Submit their Thesis as mentioned above
- Complete the prescribed posting trainings, work schedules, courses and assessments during the tenure.
- Not have availed EOL more than 30 days during the entire tenure. Maternity leave period will be assessed in a manner similar to EOL for the purpose of calculation of extension of tenure and postponement of exams.
- Total score in various internal assessments for both theory and practical components will be used to give weightage equal to 20% of total marks of final examination in both theory as well as practical.

**Theory:**

Internal Assessment	Final exam				TOTAL
	Paper 1	Paper 2	Paper 3	Paper 4	Total
80	80	80	80	80	320
					400

**Practical:**

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

**PMC REGISTRATION:**

It is mandatory for all the residents/fellows to register themselves for Punjab Medical Council (PMC) registration to continue their residency in the Institute.

**HOSTEL ACCOMMODATION:**

Unmarried Junior Residents will be provided partially furnished accommodation subject to availability. Those married and living with family will be provided, subject to availability, partially furnished married hostel accommodation on recovery of rent as per the rules of AIIMS. However, the sponsored Junior Residents will be charged a sum of Rs.450/- per month for single room hostel accommodation and a sum of Rs.650/- per month for married hostel accommodation.

**EHS FACILITY:**

Junior Resident are entitled to avail Employees Health Scheme facility as per provision contained in EHS scheme for self and dependent spouse and children.