

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

No.F.11-1/2023/Exam.Sec.


Dated the 31 January 2023

NOTICE

Subject: Guidelines for appointment of Chairperson for conducting Theory / Practical Professional Examinations at AIIMS, New Delhi on rotation basis.

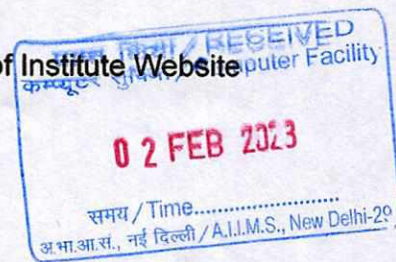
It has been decided by the Competent authority to implement appointment of Chairperson for conducting Theory / Practical Professional Examinations at AIIMS, New Delhi on rotation basis. The guidelines for the same are enclosed as Annexure - I to this notice, to be effective from the examination cycle starting May 2023.

This is issued with the approval of the Competent Authority.


(Dr. Naval K. Vikram)
Associate Dean (Exams)

DISTRIBUTION:

- 1 All Head of the Departments for circulation to all Professors
- 2 The Professor Incharge, Faculty Cell
- 3 The Dean (Academic/Exams/Research)
- 4 The Associate Dean (Academic/Exams/Research)
- 5 The Registrar (Academic)
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अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली
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Guidelines for appointment of 'Chairperson' for conducting Theory / Practical Professional Examinations at AIIMS New Delhi on a rotation basis.

1. Introduction

AIIMS was created in 1956 to serve as a nucleus for nurturing excellence in all aspects of health care. It was established as an institute of national importance by an act of Parliament with the object of developing patterns of teaching in Undergraduate and Post-graduate Medical Education in all its branches to demonstrate a high standard of Medical Education in India; to bring together in one place educational facilities of the highest order for the training of personnel in all important branches of health activity; and to attain self-sufficiency in Post-Graduate Medical Education.

The Institute has comprehensive facilities for teaching, research and patient care. As provided in the Act, AIIMS conducts teaching programs in medical and para-medical courses at undergraduate and postgraduate levels and awards its degrees. Teaching and research are conducted in 58 disciplines. AIIMS is the leader in medical research, having more than 600 research publications by its faculty and researchers in a year. AIIMS also runs a College of Nursing and trains students for B.Sc. (Hons.) Nursing, B.Sc.(Post-Basic) degrees.

Objectives of AIIMS

- To develop a pattern of teaching undergraduate and postgraduate medical education in all its branches to demonstrate a high standard of medical education to all medical colleges and other allied institutions in India.
- To bring together in one place educational facilities of the highest order for the training of the personnel in all important branches of the health activity.
- To attain self-sufficiency in postgraduate medical education.

Currently, the Head of Department (HOD) is appointed as Chairperson for conducting Theory / Practical Professional Examinations in each department. In case of the non-availability of HOD in a department, the next senior professor is appointed as Chairperson.



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2. Background

The matter was discussed with the competent authority about the approval of Director AIIMS vide note dated 07/04/2022 of Academic Section to consider the rotation of chairperson of examiner among professors, and it was decided to prepare guidelines for appointing the Chairperson for professional examinations that shall be rotated from the next examination cycle.

This is required in order to achieve excellence in transparency and good governance.

3. Purpose of this document

In order to achieve excellence in transparency and good governance, this document specifies the guidelines and procedures to be followed for appointing Chairperson for conducting theory/Practical Professional Examinations in departments on a rotation basis.

4. Courses

The procedure described here will apply to the following courses only:

- a. MBBS
- b. MSc. Courses
- c. M. Biotechnology
- d. MD/MS/MDS
- e. DM/MCh.
- f. Fellowship Programme

Note:

Appointing a chairperson on a rotation basis will not apply to in following cases:-

- I. All Nursing Courses: Courses related to Nursing, such as B.Sc. (Hon) Nursing, B.Sc. Post Basic Nursing and MSc Nursing are run under the supervision of the Principal, College of Nursing.
- II. All Paramedical Courses: The Exam-coordinator appointed in the respective department conducts Paramedical courses.



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- 4.1. Chairperson for Professional Examinations shall be rotated for each term of professional examination by the Examination Section.
- 4.2. Only Professors eligible to be examiners for the concerned course/subject will be eligible for appointment as Chairperson.
- 4.3. The appointment shall be in the order of seniority among the five senior-most professors eligible for examinership based on the roster maintained by the Examination Section unless otherwise mentioned explicitly.
- 4.4. The Chairperson shall be appointed for each term of professional examination and shall continue to be the chairperson for conducting supplementary or compartmental examinations related to those exams.
- 4.5. For courses run by more than one department together, the chairperson shall be selected from the core faculty of the course.
- 4.6. If the appointee declines to be the chairperson for any reason(s), they will lose their turn for that course/subject till their next turn based on the cycle of rotation as per the roster of Chairpersons for that course/subject.
- 4.7. One person may be eligible for an appointment as chairperson for more than one course/subject based solely decided as per the respective roster of that course/subject.
- 4.8. In a course/subject where no professor is available for rotation, the respective HoD of the department or their nominee (who must be eligible to be an internal examiner) shall be appointed as Chairperson.
- 4.9. If the roster exhausts due to regret by eligible top five professors for a course/subject, then the next senior professor in the course/subject will be appointed.
- 4.10. The decision of the Dean (Examination) will be final in case of any dispute/grievance etc.



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5. Procedure

- 5.1. Examination Section will maintain the roster for appointment of chairperson on the pattern of current practice for appointment of internal examiners for course/subject.
- 5.2. Offer of appointment will be made in advance before the start of professional examination to the person eligible to be appointed as chairperson per the maintained roster.
- 5.3. If anyone declines for any reason(s), the next person in the roster of appointees will be given the offer once accepted.
- 5.4. Once the chairperson is appointed, all other communication related to the conduct of the respective examination term will be through the chairperson as per the existing practice.
- 5.5. Appointment of Internal / External Examiners will be followed as per the existing practice.

6. Miscellaneous

- 6.1. Examination Section reserves the right to modify the procedure as per the requirement to conduct the examination in a smooth & fair manner with the approval of the Director, AIIMS, New Delhi.