



अखिल भारतीय आयुर्विज्ञान संस्थान, पटना ALL INDIA INSTITUTE OF MEDICAL SCIENCES, PATNA

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institute of National Importance Under Ministry of Health & Family Welfare)

भारत सरकार / Government of India

अधिष्ठाता (शैक्षणिक) कार्यालय / Office of the Dean (Academics)



No.: 4806 /AIIMS/Pat/Dean (Acad.)/2023

Date: 06 /12/2023

NOTICE

Subject: Display of Attendance & Internal Assessment Marks of MBBS Students-reg.

The Office of the Dean (Academics) is currently in the process of developing a **STUDENT MANAGEMENT SYSTEM PORTAL** aimed at digitalizing academic activities. During this transitional period, until the SMS portal is fully operational, the following protocol for the display / circulation of marks and attendance shall be followed for MBBS students.

ON A MONTHLY BASIS

All the HoDs shall display **monthly attendance** of MBBS students on the departmental notice board in the following proforma. The same information will also be circulated by each department to **students' group email IDs** and **guardians' group email IDs**, with a copy to the **Academics Section**.

| Sl. No. | Roll No. | Name | Theory/ Tutorial | | | Practical | | | Clinical Posting | | |
|---------|----------|------|------------------|----------|---|-----------|----------|---|------------------|----------|---|
| | | | Held | Attended | % | Held | Attended | % | Held | Attended | % |
| | | | | | | | | | | | |

AFTER EACH TERMINAL & PRE-PROF. EXAM

Attendance and Internal Assessment marks of the Subject (s) whose Terminal, Pre-Prof. and Prof. examination are to be held in the current professional, shall be sent by the department(s) to the **Academics Section** (with a copy to the Examination Section) **within one week of completing each terminal / pre-professional examination** in the following format, **preferably in Excel sheet**.

| Sl. No. | Roll No. | Name | Attendance | | | | | | | | | IA Marks (Terminal/Pre-Prof) | |
|---------|----------|------|------------------|---|---|-----------|---|---|------------------|---|---|---------------------------------|-----------|
| | | | Theory/ Tutorial | | | Practical | | | Clinical Posting | | | Theory | Practical |
| | | | H | A | % | H | A | % | H | A | % | | |
| | | | | | | | | | | | | | |

Surya

Umesh Kumar Bha...
अधिष्ठाता (शैक्षणिक) / Dean (Academics)

फुलवारीशरीफ, पटना - 801507 / Phulwarisharif, Patna - 801507

Email: dean@aiimspatna.org, दूरभाष: 0612-2451006

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ON A QUARTERLY BASIS

Attendance of the Subject(s) whose Terminal, Pre-Prof. and Prof. examination are to be held in the next/subsequent Professional, shall be sent by the department(s) to the **Academics Section** (with a copy to the Examination Section) **on a quarterly basis within 7 days of completion of that quarter in the following format, preferably in Excel sheet.**

| Sl. No. | Roll No. | Name | Theory/ Tutorial | | | Practical | | | Clinical Posting | | |
|---------|----------|------|------------------|----------|---|-----------|----------|---|------------------|----------|---|
| | | | Held | Attended | % | Held | Attended | % | Held | Attended | % |
| | | | | | | | | | | | |

The Academic Section will circulate the Attendance & IA Marks received from the departments after each terminal/pre-prof. or on a quarterly basis, to students' email IDs and guardians' email IDs, after obtaining due approval from the Competent Authority.

| Important Email IDs | | |
|----------------------------|--|--|
| Academic Section | ugsection@aiimspatna.org | |
| Examination Section | examinationsection@aiimspatna.org | |
| Batch | Students' group email ID | Guardians' group email ID |
| MBBS 2019 | mbbs2019@aiimspatna.org | guardian.mbbs2019@aiimspatna.org |
| MBBS 2020 | mbbs2020@aiimspatna.org | guardian.mbbs2020@aiimspatna.org |
| MBBS 2021 | mbbs2021@aiimspatna.org | guardian.mbbs2021@aiimspatna.org |
| MBBS 2022 | mbbs2022@aiimspatna.org | guardian.mbbs2022@aiimspatna.org |
| MBBS 2023 | mbbs2023@aiimspatna.org | guardian.mbbs2023@aiimspatna.org |

This issues with the approval of the competent authority.

Umesh Kumar Bhadani
Dean (Academics)
AIIMS Patna

Copy to the following for information and necessary action please:

1. Dean (R) / (SA) / (E) / MS / DDA / Registrar (A), AIIMS Patna
2. All HoDs / Faculty, AIIMS Patna
3. All MBBS Co-ordinators, AIIMS Patna
4. All Department(s), AIIMS Patna
5. IT Cell w.r.t upload it on the Institute's website
6. PS to Executive Director & CEO, AIIMS Patna
7. All MBBS Students via email
8. Notice Board
9. File *Surya*

डा. उमेश कुमार भदानी/Dr. Umesh Kumar Bhadani
अधिष्ठाता (शैक्षणिक)/Dean (Academics)
अखिल भारतीय आयुर्विज्ञान संस्थान, पटना
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