

**MAULANA AZAD MEDICAL COLLEGE
GOVT. OF NCT OF DELHI
BAHADUR SHAH ZAFAR MARG
NEW DELHI -110 002
(Academic Section)**

F.403(156)/2026/Assessment/3rd Year (P-II)/MC(ACA)/ 8785

Dated: 11/06/2026

CIRCULAR

Subject: Standard Operating Procedure (SOP) regarding submission of Internal Assessment Marks of 1st, 2nd, 3rd Year Part-I & 3rd Year Part-II MBBS Examinations – reg.

(A) Timeline:

Internal Assessment marks pertaining to 1st, 2nd, 3rd Year Part-I and 3rd Year Part-II MBBS examinations shall be submitted at least two weeks prior to commencement of the respective University Theory Examination.

(B) Channel of Submission:

1. The Internal Assessment marks shall be forwarded by the concerned HOD to the Chairman, Curriculum Committee only.
2. No Department shall submit Internal Assessment marks directly to the Academic Section/Registrar Branch.
3. The Chairman, Curriculum Committee shall compile the Internal Assessment marks received from all Departments into a consolidated statement in the prescribed format and shall ensure reconciliation before onward submission.
4. The consolidated statement shall thereafter be forwarded through the following channel only:

Chairman, Curriculum Committee → Academic Officer → Registrar (Academic)

5. In case of any clarification/discrepancy, the matter shall be taken up with the Registrar (Academic) only through the Academic Officer. In the absence of the Academic Officer, the Chairman, Curriculum Committee may approach the Registrar (Academic).

(C) Finality of Internal Assessment Marks:

All Departments shall ensure that Internal Assessment marks are verified thoroughly prior to submission. Once submitted through the prescribed channel, requests for correction/change shall ordinarily not be entertained. Corrigenda, if any, shall be issued only in exceptional cases with prior approval of the undersigned.

(D) Student Grievance Redressal:

1. Students shall approach the concerned HOD for any grievance/query related to Internal Assessment marks.

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2. The concerned HOD shall examine and resolve such grievances at Department level.
3. Unresolved cases, if any, may be referred to the Academic Officer for further necessary action.

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Dean
Dated: 11/6/2021 10/6/21.
Dean
MAULANA AZAD MEDICAL COLLEGE
NEW DELHI-110002

Copy to:

1. All HODs, MAMC & Associated Hospitals – for strict compliance
2. Chairman, Curriculum Committee, MAMC – for necessary action
3. Academic Officer, MAMC – for information and necessary action
4. Data Center Incharge, MAMC – for uploading on official website
5. Registrar (Academic), MAMC – for information
6. Notice Boards concerned
7. Guard File