

DEPARTMENT OF PHYSIOLOGY,
MAULANA AZAD MEDICAL COLLEGE

No. F.II (Gen)/MAMC/Phy/ITP/

527-46

Dated : 18.05.2017

To

The HOD:

[Community Medicine (PSM), Forensic Medicine, Medicine, Surgery, ENT, Anaesthesia, Orthopedics, Blood Bank, Casualty, Obst. & Gynae, Paediatrics, Radio-Diagnosis, Dermatology/Skin, NDTBC/Pulmonary Medicine, Psychiatry, Ophthalmology]
Maulana Azad Medical College &
Associated Hospitals
New Delhi

Sub : Regarding Assessment Report/ posting of Interns

Sir,

With reference to the above mentioned subject, the following points are submitted please:

1. The assessment report may kindly be sent in the following format:

Name of the intern (official name)*	University enrolment number*	Interns' Batch No.*	Period of posting as per schedule* (from ... to ...)	Period of posting attended (from... to....)	No. of leaves taken	Satisfactory/ Unsatisfactory	No. of days of repeat posting* *

* (All the above information is available on the MAMC website in the interns' schedule; all the departments are requested to peruse the same before filling up the assessment report).

Further, the assessment report should be sent through the HOD, duly signed and along with the official stamp.

2. * * How to treat 'absence'?

If an intern is marked 'absent', the HOD has to recommend repeat posting for the period of absence. (This shall be over and above the repeat posting due to any other reason.

3. It is requested that the **university enrolment number** of the intern may compulsorily be mentioned in assessment report and all other correspondences (the same is available on the college website).


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4. With respect to the *elective posting*, the interns have to submit their choice of elective posting to the department of Physiology *well in advance*, much before the commencement of their elective posting. It is requested that the concerned departments may *allow* the joining of elective posting in their department *only* on the basis of *forwarding letter* to the effect from the department of Physiology.
5. Many times, it has been observed that in the assessment reports sent by the various departments, the period of posting of the intern does not match with the interns' schedule put up at the beginning of their rotating internship. It will be highly appreciated if the departments exercise utmost care in ensuring that the *period of posting* of the interns as mentioned in the assessment report is *exactly as per the schedule*. It is advisable to keep a hard copy of the schedule (which is available on the MAMC website) and tally the same with the assessment reports.
6. It is requested that only a *consolidated assessment report* in respect of the interns be sent; it is neither necessary nor desirable to attach the assessment reports of the 'units' under which the interns are posted. Also, the criteria based on which the assessment reports must be getting compiled (number of procedures carried out by the intern etc.) need not be sent to the department of Physiology. It is once again requested that the assessment report be sent *strictly as per the format* mentioned above.
7. The assessment reports may kindly be sent *only on completion* of the scheduled period of posting of the intern(s) (original or repeat as the case may be), as early as possible.

Strict compliance in respect of the above matters will be highly appreciated.

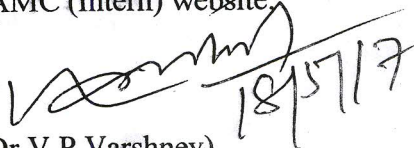
Thanking you,

Sincerely Yours


(Dr. V.P. Varshney)
Dir. Prof. and Head
Department of Physiology,
MAM College, New Delhi

Copy to

1. PA to Dean for the information of the latter please.
2. Registrar (academic)
3. Notice Board, Department of Physiology
- ✓ 4. Incharge, (LAN & Server) with the request to upload the same on MAMC (Intern) website.


(Dr. V.P. Varshney)
Dir. Prof. and Head