

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

NO.F.403(03)/2022/MC(ACA)/ 14528

Dated: 06/04/2026

CIRCULAR

Subject: Verification and submission of Internal Assessment marks and attendance of MBBS students – regarding.

It is hereby informed that, in respect of 1st Year, 2nd Year, 3rd Year Part-I and 3rd Year Part-II MBBS students, the following procedure shall be strictly followed:

1. The concerned HOD will show the Internal Assessment marks and attendance of all students before submission to Chairman, Curriculum Committee, MAMC,
2. Students having short attendance shall be duly informed and, wherever permissible under the applicable rules, remedial/additional classes may be arranged by the concerned Department.
3. The Chairman, Curriculum Committee, after verification of the Internal Assessment statement, shall forward the same to the Academic Officer for further forwarding to the Registrar (Academic), MAMC

This issues with the prior approval of the Ld. Dean, MAMC.

  
Registrar (Academic)

Copy to:

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

