

SOP for imparting training to students from NCT Delhi

The training can be imparted to students of MLT, pharmacy, occupational therapy, physiotherapy, nutrition, dietician, nursing, hospital training etc., medical and paramedical courses subject to following conditions:

1. The Government institution to which the students of degree or diploma level belongs must be situated in NCT of Delhi and recognised by the government and affiliated to Delhi-based board or university.
2. The students have been admitted on merit basis through common entrance test board or university has full academy or administrative control over the institution for conducting programmes besides regular examination as per schedule.
3. During this period the students will have access to routine work only. They will not have any access to laboratory data or research data. The lab in charges and resident doctors posted in the department will ensure that no such data is shared with students
4. No thesis/dissertation activity will be conducted by the students either in a retrospective or prospective manner. However, in exceptional circumstances the research work may be permitted after due approval from the institutional ethics committee and head of the institution.
5. The fees as decided by competent authority will have to be deposited by the students. As per Circular number F.400 (67)/2000/H&FW (Plg)/360-393 dated 31 May 2004 this fees is fixed at Rs. 500 per student.
6. The duration of training shall not exceed six months.
7. The students will submit a letter from their administrative or institutional head (Principles, Dean & Head of institutions) to Dean, Maulana Azad medical College at least three weeks in advance. The letter must specify the need for such training along with curriculum alignment and learning objectives. It must also specify the duration and the department where the train has to be conducted.
8. The Academic registrar will take consent regarding training duration and learning objectives from the concerned department depending on feasibility and capacity.
9. The letter of training will only be issued to student upon final approval from Dean clearly specify the dates. The training will be given on first come first serve basis.
10. No financial expenditure/staff will be sanctioned for imparting this training in any department of MAMC. The regular hospital/teaching services should not be affected on this account.
11. No trainee will be trained in sensitive areas, directly impacting patient care or in projects laboratories like VRDL, MRU etc. The department will hold a sensitization session to impart training on biosafety, biomedical waste disposal and standard precautions to safeguard the health interest of students.
12. No student will be given any training/observership/internship without due approval from head of the institution.

