



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश
All India Institute of Medical Sciences, Rishikesh – 249203
शैक्षणिक अनुभाग / Academic Section

AIIMS/RKSH/Dean(A)/25/1460(A) /14.07.2025

SOP/Guidelines for Elective Training for the Academic Residents:

SOP/Guidelines regarding Elective Training for Resident of AIIMS Rishikesh at Institutions outside AIIMS, Rishikesh within country or abroad as approved by the Competent Authority are as under:

A. Purpose of Elective Training:

To provide an opportunity to candidates to enhance knowledge and skills related to their academic subject/subspecialty by giving them exposure to the another eminent institutes within the country or abroad.

B. Rules for Institutes entitled for training and duration:

1. This Training will be allowed in any Academic Institution abroad or any academic government Institution within India. However, such training will not be allowed in the private/non-academic institutions.
2. Total duration of this training during residency can be for maximum of 3 months.
3. It will not be mandatory to do this training for course completion.
4. Duration of the elective training will be considered part of residency and will be paid salary as per their entitlement for the duration of such elective training. For this, the resident will submit an undertaking that he/she is not getting any stipend/fellowship scholarship or any other financial benefit from the visiting institution during this elective training.

C. Entitlement for Elective Training:

Applications will be deliberated by the Dean Academics according to the following selection criteria: -

1. It will be granted after completion of one year for Three-year residency and 3 years for Six-year residency course.
2. Academic credentials of the candidate based on his/her internal assessment as submitted by the department will be used for short listing.
3. The summary of the advantages of the proposed elective training given by the student and recommended by the HoD.
4. At any given time, number of residents who can be permitted to go for such training will be 10%(minimum one) of total residents in the departments. The Dean(Academics) can relax this rule at the recommendation of the HoD in exceptional circumstances in the institutional interest. HoD is to ensure sufficient manpower in the department for smooth functioning of the Department.
5. All proposals will be routed through HoD after being certified (NOC) by the concerned division in-charge /unit in-charge /Guide that the training of candidate outside AIIMS Rishikesh for specific duration will not affect his/her academic training.
6. For regularity of internal assessment/formative assessment, HoD has to reschedule their assessments on individual basis.



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7. After completion of training certificate of completion and report have to be submitted to Dean Office.
8. At any point of time duration of posting should not be more than 6 weeks.
9. External rotation should not be allowed after final examination.
10. Training should be allowed only for selected department where adequate facility for training is not available.

D. Identifying the institute for training and Prior Permission:

1. It will be the responsibility of the candidate to identify an institution that can be a centre of excellence for the specified training area and should justify same with the reasons in his/her application.
2. It will be the responsibility of the candidate to obtain prior letter of acceptance/ permission from the competent authority of the Institution for training within India or abroad. Candidate must attach 'letter of acceptance' from the visiting institution with their application for training.

E. Procedure for Applying:

1. Candidate will have to apply to Dean office at least 2 months prior to the start of the training on the pre-designed application form (Attached Annexure I). The application in this regard shall be submitted through Head of the department to Dean (Academics). In case the candidate is from the sub-specialty division of any department. The application has to be forwarded by division In-Charge before being submitted to HoD.
2. Each candidate has to arrange for all related procedures/ documents for travel within India or abroad, accommodation, health and other statutory clearance from various agencies. The expenses of all the mentioned above have to be borne by candidate himself.
3. The candidate must declare in his/her application if he/she is being offered any fellowship or allowance of any kind from the host institution/any other agency.
4. Final decision for approving such training will be with Director, AIIMS Rishikesh.

Jaygo Chandra
14/7/25

(Dean Academics)
AIIMS Rishikesh

Dean Academics
AIIMS Rishikesh
संकायाध्यक्ष (शैक्षणिक) एम्स ऋषिकेश



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Application form for applying for Elective posting

Name of the Candidate:

Name of the Department:

Name of the course:

Academic year of Admission:

Name of recommending faculty:

Name of Institute where training is to be pursued:

Date of start of Training:

Date of Training completion:

Any funding in form of stipend/fellowship/grant from the host institute of training:

Summary of the proposed training and how is it going to benefit in your carrier progression:

- Above mentioned training is desired for course completion and presently we don't have this facility in our department.

Candidate

Recommending Faculty

Head of the Department