



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात - ३६० ११०  
अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात - ३६० ११०  
All India Institute of Medical Sciences, Rajkot, Gujarat – 360 110  
A Central Autonomous Body under PMSSY, MoH&FW



Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)

AIIMS/Rajkot/Admin/2024-25/7283

Date:23/12/2024

**OM 179 of 2024**

**Subject: Coordination of Administrative Matters Pertaining to Senior Residents and Junior Residents – Academics & Non Academics.**

In pursuance of the administrative restructuring and to streamline processes, the following responsibilities are assigned to the Dean (Academics) office.

- 1. Training Branch:** Dean (Academics) office will constitute a training branch headed by one senior faculty not less than Additional Professor who will work under the Dean (Academics) office and shall be responsible for recruitment, day to day administrative issues of MBBS students, Junior Residents (JR) and Senior Residents (SR) and other relevant matters assigned by the Dean (Academics) office time to time.
- 2. Coordination of Administrative Matters for SR & JR (Academics & Non Academics):**
  - o Dean (Academics) office will oversee all administrative matters pertaining to Senior Residents (SR) and Junior Residents (JR) (Academics & Non Academics), except for the Examinations.
  - o Training Branch under the supervision of Dean (Academics) office will be responsible for handling the Recruitment Process of SR & JR (Academics & Non Academics), ensuring adherence to policies and procedures in consultation with administration of AIIMS, Rajkot.
- 3. Management of Leave, Resignation, Experience Certificate, Rotation, Extension & NOC:**
  - o The Dean (Academics) office shall be accountable for leave applications, resignation, issuance of Experience Certificates and the Rotation schedules for SR & JR (Academics & Non Academics). Any redistribution of resident across various departments/specialities will be made in consultation and permission of Executive Director, AIIMS Rajkot.
- 4. Training Program for SR & JR (Academics & Non Academics):**
  - o Training Branch shall coordinate for the training program for SR & JR (Academics & Non Academics).
  - o The program will focus on skill development, rotation planning, and other academic and clinical requirements to enhance the residents professional & also Institutional growth.

**Note:** Office of the Deputy Medical Superintendent (DMS) will hand over all pertaining files to the Dean (Academics) office.

This issues with the approval of the Competent Authority.

To: Dean (Academics), AIIMS Rajkot

**Copy to:**

1. PA to ED, AIIMS Rajkot
2. All Deans/MS Office, AIIMS Rajkot
3. All HoD/In-charges, AIIMS Rajkot
4. FA/DDO/AC/Accounts Officer, AIIMS Rajkot
5. IT Cell – for uploading the same on official website of AIIMS Rajkot.
6. Office Copy

AIIMS Campus: Village Khandheri, Tehsil- Paddhari, District Rajkot 360110

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(Dr. Kuldeep GB)  
Officiating Deputy Director (Admin),  
AIIMS Rajkot

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