



**Andman Nicobar Institute of Medical Sciences  
Atlanta Point  
Sri Vijay Puram**

**Log book for  
Medical Postgraduate Students  
(M.D; M.S; and DNB)**

Name of the Student:

Specialty:

Session:



**Andman Nicobar Institute of Medical Sciences  
Atlanta Point, Sri Vijay Puram**

**Record of Training  
For  
M.D; M.S; & DNB Students**

Name of the student:

Specialty:

Name of Head of the Department:

Name of the Academic Head of the Institution (Dean/Associate Dean/Sub Dean):

**Note:** Every postgraduate student shall maintain this record book and the data entry shall be verified and signed by the concerned supervisor/co-supervisors.

This record book shall also be counter signed by the Director, Andman Nicobar Institute of Medical Sciences Atlanta Point, Sri Vijay Puram

In case of DNB candidate, this log book will be sent to the Executive Director, National Board of Examinations in Medical Sciences, New Delhi after the examining by the Medical Superintendent/Director.

Photograph to be  
attested by the  
Director

Name:

Father's Name:

Present Address:

Permanent Address:

Specialty:

Date of birth:

Specimen Signature:

Medical Registration No:

Name of Medical Council:

## Education

Name of the College	Date of Joining	Date of Passing	No. of attempts and subject/subjects	Distinctions/Prizes

## Internship

[illegible]

## Seminar

[illegible]

## Seminar

[illegible]

## Seminar

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## Seminar

[illegible]

## Faculty/Guest Faculty Lectures

[illegible]



## Faculty/Guest Faculty Lectures

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## Journal Club

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## Journal Club

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## Journal Club

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## Journal Club

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## Elective case records

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### Clinical Skill/Procedure Performed

[illegible]

### Clinical Skill/Procedure Performed

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### Clinical Skill/Procedure Performed

[illegible]

### Clinical Skill/Procedure Performed

[illegible]

### Clinical Skill/Procedure Performed

[illegible]

## **Miscellaneous Activities:**

## **Miscellaneous Activities:**

## **Miscellaneous Activities:**

## **Miscellaneous Activities:**

## **Thesis Details**

**Title:**

**Name of supervisor:**

**Name of co-supervisor:**

1.

2.

3.

4.

**Scientific research committee approval date:**

**Institute Ethics Committee Approval Date:**

**Enrolment started date:**

**CTRI Registration Date:**

**CTRI Registration No:**

**Date of Progress report submission:**

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

**Date of submission of Thesis:**

**Signature of the candidate**

**Signature of the Supervisor**



## Specific Courses, Conferences and workshops

[illegible]

## Signature of the Dean/Sub Dean/Head of the Institution Leave Rule

### Eligibility:

Every Medical Postgraduate Programmes require a mandatory period of training which must be completed in order to be eligible to take the Exit Examination. Medical Postgraduate trainees must take utmost care to complete their training well within the cut-off date in order to be eligible to take the Exit Examination.

### Entitlement:

During the period of training, candidates are entitled to avail leave only in the following terms:

- a. Medical Postgraduate trainees are entitled to a maximum of 30 days of leave per year of training, which is the '**eligible leave**' for each trainee.
- b. In addition, a candidate is entitled to a weekly/duty off during his/her training.
- c. However, when a candidate is on leave, the weekly/duty off mentioned in sub clause (b) above will be included in the leave taken by the candidate.
- d. **Maternity/Paternity Leave:** Maternity leave shall be granted to female trainees in accordance with Central or State Government policies applicable to the training institute. The Expected Date of Delivery (EDD)/ Date of Delivery (DoD) should fall within the duration of maternity leave applied for. **Paternity leave** for maximum 2 weeks can be availed by male trainees.
- e. There is no provision of extension of maternity leave beyond permissible period or grant of Child Care Leave (CCL) in the NBEMS training programme.
- f. Trainees must note that the grant of Maternity/Paternity leave or leave on any other account does not mean that their training shall not be extended on account of their absence during the period they are on leave. Candidates are entitled to the benefit only of '**eligible leave**' i.e. **30 days per year** for the purposes of their training and any other leave availed by them on any ground whatsoever shall lead to the extension of training. Candidates must also note that if as a consequence of extension, their training extends beyond the cut-off date prescribed in the respective Information Bulletin for the final examination, he/she shall not be eligible to appear in the said final examination.
- g. No study leave whatsoever is permissible to the Medical Postgraduate trainees. The eligible leave of 30 days a year could be used for any purposes as may be required. However, the trainees are not permitted to take up any employment or enrol for any other academic course during the leave period.

### Application Procedure:

- a. Eligible leave of 30 days per year shall be granted by the training institution at their level. Any leave over and above the '**eligible leave**' of **30 days per year**.
- b. **Application Form** needs to be submitted well in advance to obtain approval before proceeding on leave. Leave requests must be supported with relevant documents.

- c. Requests for post-facto approval of leave shall not be entertained and the trainee shall be considered on an unauthorized absence for such period.

#### **Extension of Training:**

- A. As explained above, any leave availed by Medical Postgraduate trainee other than the eligible leave (30 days per year) shall lead to extension of training. This extension shall be equal to the number of days of excess leave availed by the trainees. Any extension, if so required to be undertaken due to excess leave availed in a year, can only be done by working for the number of days equal to the excess leave availed during the training programme. The extension of training period cannot be compensated by way of working extra hours on working days or by working on holidays or in any manner other than prescribed herein above.
- B. Eligible leave of one year shall not be carried forward to the next year or clubbed with the eligible leave of next year to calculate the total period of extension required to be undertaken. The leave remaining unutilized in a year shall lapse on expiry of the year. In *exceptional circumstances*, it may allow balance leave of one year to be credited against the leave availed in next year(s) of training, on a case-to-case basis.

#### **Considerations During Leave Period:**

- a. Days for attending Final Theory & Practical Examinations and Formative Assessment Tests will be considered towards period of training and not as leave.
- b. The trainees are paid stipend for the entire duration of training including their eligible leave. However, they shall not be paid stipend for a period more than the duration of the training programme i.e. 36 months (for a 3-year programme) if in case their training gets extended due to excess leave availed by them.

#### **Compliance and Enforcement:**

- A. Trainees are required to comply strictly with leave rules and institutional policies.
- B. Failure to comply may result in disciplinary action.
- C. Medical Postgraduate trainees must be careful while applying for leave. They must take note that if the total leave availed by them during the training programme is more than a year, it shall lead to the cancellation of the candidature of the trainee and shall disentitle him/her from pursuing the programme. Candidates must therefore ensure that the leave taken by them must under no circumstances exceed a year.
- D. Any absence from the training that is not in accordance with the present Rules shall amount to Unauthorized Absence.
- E. If on account of the leave taken by the Medical Postgraduate trainee, his/her training have been extended beyond the cut-off date prescribed in the respective Information Bulletin for the final examination, he/she shall not be eligible to appear in the said final examination. Medical Postgraduate trainees must therefore keep this in mind while taking leave from the training programme.

**Note:** The log book is principally devised in three sections (teaching, training and research and learning of specific courses) as required for the training of Medical Postgraduates. Any section of this log book may be modified as per need of the respective departments and may be printed and annexed as need may be.