


SOP for Creation of MBBS Class Batches

	HITEC-Institute of Medical Sciences		
	SOP for Creation of MBBS Class Batches		
	DOCUMENT #: SA-SOP-25	ISSUE # 01	ISSUE DATE: 23-10-2025

1.0 SCOPE:

This SOP applies to **all students** enrolled in the MBBS program.

2.0 OBJECTIVE:

The objectives of grouping MBBS students are:-

- 1.1 **Maintain Merit.** Ensure students are grouped while maintaining annual prof results merit.
- 1.2 **Foster Teamwork and Understanding.** Encourage teamwork and understanding through intermixing based on performance / gender.
- 1.3 **Balance Gender Distribution.** Achieve an almost proportionate gender distribution of students in the batches.

3.0 ABBREVIATIONS:

HoD	Head of Department
Assoc	Associate
SA Dept	Student Affairs Department
IMS	Institute of Medical Sciences
Prof	Professional
Exam	Examination
EOB	End of Block

4.0 RESPONSIBILITIES AND AUTHORITIES:

- 4.1 HoD SA
- 4.2 Assoc Dean Basic Sciences
- 4.3 Assoc Dean Paraclinical Sciences
- 4.4 Assoc Dean Clinical Sciences
- 4.5 Manager Student Affairs
- 4.6 Exam Cell

5.0 PROCEDURE

- 5.1 **Batch Creation.** Determine batches based on total students, including **detained** students.





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5.2 **MBBS Class Batches.** The academic session for all classes **starts before** the declaration of annual prof results. The need for forming batches is identified from the onset of the session.

5.2.1 **Criteria.** While forming batches, boys and girls will be divided **into separate groups** based on the merit of **send up** results from the **previous year**.

5.2.1.1 **First Year MBBS** batches according to NUMS merit seniority.

5.2.1.2 **2nd, 3rd, 4th & 5th Year MBBS** on the basis of **send up** results from the **previous year**.

5.3 **Batches Pattern**

5.3.1 **Boys Last Send Up Result Merit List**

- 5.3.1.1 Top 1st merit student in Batch A
- 5.3.1.2 2nd top merit student in Batch B
- 5.3.1.3 3rd top merit student in Batch C
- 5.3.1.4 4th top merit student in Batch A
- 5.3.1.5 5th top merit student in Batch B
- 5.3.1.6 6th top merit student in Batch C and so on


5.3.2 **Girls Last Send Up Result Merit List**

- 5.3.2.1 Top 1st merit student in Batch A
- 5.3.2.2 2nd top merit student in Batch B
- 5.3.2.3 3rd top merit student in Batch C
- 5.3.2.4 4th top merit student in Batch A
- 5.3.2.5 5th top merit student in Batch B
- 5.3.2.6 6th top merit student in Batch C and so on

5.2.3 **This pattern will continue** for all students. If **additional** batches are required, the **same formula** will be applied.

5.4 **Migrated in** students shall be adjusted on a vacant slot of the same batch.



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5.5 Notifications and Responsibilities

5.5.1 Notifications. SA Dept will **notify** batches after receiving from Assoc Deans.

5.5.2 Exam Cell. Will forward the **send up** results of all the classes **according to merit to Assoc Deans**. The results will be prepared separately **for boys and girls of each class**.

5.5.3 Responsibilities. Responsibility of creation of class batches will be as under :-

- 5.5.3.1 1st Year MBBS - SA Dept
- 5.5.3.2 2nd Year MBBS - Assoc Dean Basic Sciences
- 5.5.3.3 3rd Year MBBS - Assoc Dean Paraclinical Sciences
- 5.5.3.4 4th & 5th Year MBBS- Assoc Dean Clinical Sciences

5.6 Applicability

5.6.1 Frequency. This SOP will be **followed every year**.

5.6.2 Effective Date. Applicable from the **academic session 2025/2026**.

6.0. RELATED DOCUMENTATION

NIL

