

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

