

आमन नवा कत

संजय गॉधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ  
SANJAY GANDHI POST GRADUATE INSTITUTE OF MEDICAL SCIENCES,  
Raebareli Road, Lucknow - 226014 (India)

PG/ER/ACAD/13368/2003.

DATE: 17 NOV 2003

Office Order

On the recommendations of the Academic Board meeting dated 30<sup>th</sup> October, 2002 regarding acceptance of foreign students for short-term training/observership in the Institute and determination of eligibility & fees to be charged from them, and its ratification by the 54<sup>th</sup> Governing Body meeting dated 26<sup>th</sup> November, 2002, the following categories of overseas candidates having good knowledge of English be considered for short term observership/training at this Institute:-

- Undergraduate medical students undergoing medical studies at any overseas medical center/institute/university/hospital
- Postgraduate medical students, faculty members, scientists, technologists and para-medical workers from any overseas medical center/institute/university/hospital
- WHO/UNICEF/Foreign Embassy sponsored candidates

The observership/training shall be for a maximum period of 03 months. The fee charged shall be as per standard criteria of sponsoring agency like WHO, UNICEF etc. However, where the standard criteria are not prescribed by the sponsoring agency, the Institute may charge as follows:

- Observership/training for a period of less than 01 month - US\$ 500 or equivalent foreign currency.
- Observership/training for a period of 1 to 3 months - US\$ 1000 or equivalent foreign currency

The fee shall be paid in advance before joining the course. Accommodation if available be provided as per Institute procedure. Necessary clearance from diplomatic channels may be produced at the time of joining. The fees for SAARC countries will be same which is prescribed for Indian nationals.

*M. M. Godbole*  
(Prof. M.M. Godbole)  
Executive Registrar

Copy to: -

1. Director
2. Dean
3. All HODs/IHA/JDA
4. Finance officer, SGPGIMS

*Varun Bajpai*  
Col Varun Bajpai VSM  
Executive Registrar  
SGPGIMS, Lucknow



**INTERNATIONAL STUDENTS CELL**

**Sanjay Gandhi Postgraduate Institute of Medical Sciences,  
Lucknow-226014**

**INDIA**

**Contact email id- [isc@sgpgi.sc.in](mailto:isc@sgpgi.sc.in)**

**(Guidelines for overseas students)**

**Lt Col Varun Bajpai VSM  
Executive Registrar  
SGPGIMS, Lucknow**

## GUIDELINES FOR OVERSEAS FELLOWSHIP TRAINING/ OBSERVERSHIP RECRUITMENT

### Aims of the program:

1. To train and empower students especially those previously not exposed the specialty setting, and transform them to a level where they are able to practice more competently and independently.
2. To expose the fellowship trainees to full scope of a specialty, its principles and practice through acquisition of academic knowledge, techniques and administrative guidance on the establishment and efficient running of systems.

### Procedure / Activity Pre-admission:

1. The applicant has to write an introductory application letter to the Head of the department, along with the CV, academic and professional documents. This is also copied to the International Student Cell ([isc@sgpgi.sc.in](mailto:isc@sgpgi.sc.in)).
2. The recommendations of the Head are then to be forwarded to the Dean and ISC chairperson.
3. Following the acceptance of the request and approval, the applicant has to pay the observer ship fee (as per the Officer Order no:PGI/ER/Acad/13368/2003; dated- 17/11/2003).
  - a. Observer ship/ training period of less than 1 month – USD 500 or equivalent in foreign currency
  - b. Observer ship/ training period of 1 -3 months – USD 1000 or equivalent in foreign currency
4. The application is then forwarded (with tentative training dates specified) to the Medical Council of India (MCI) by the ISC chairperson.
5. At MCI/NMC, final approval is granted and the Institute is informed.
6. Training dates are confirmed with the candidate.

### On arrival:

1. On arrival at the overseas trainee has to report to Registration at the Foreigner Regional Registration Office (FRRO) within 2 weeks of arrival. He/ She is expected to produce several documents for verification which include - Institute admission letter, MCI certificate, Guarantor's letter, passport and Visa.
2. Within the department – Following formal introductions within the department, the overseas trainee receives the training (academic) schedule. This includes the schedule of the Journal clubs, case presentations, seminars, operating theatres (in case of surgical trainees), out-patient clinics, ward rounds, Inter-departmental morning sessions, Institutional Clinical

*Shalini*

*Varun Bajpai*

Grand Rounds (CGR) and clinical teaching rounds. The trainee will also be encouraged to attend multidisciplinary boards/ clinics (especially in case of cancer care), tele-sessions on case discussions and patient follow-ups.

In case of language barrier, the overseas trainee would be asked to shadow a reliable peer resident(s).

3. Overseas trainee would also be encouraged to attend/ participate the related conferences during their stay.
4. Simultaneously, issues pertaining to finance, trainee security, accommodation, medical care and social support will be handled on case by case basis by the ISC and the department staff.

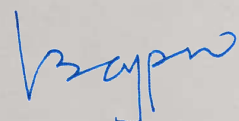
### **Post Training:**

In order to develop and evolve an equation further, the Institute and overseas fellows will develop and maintain a tele-support program for continuing of mentorship for the future, become a part of the alumni network. The trainees will continue to interact with present colleagues. Similarly, The department will encourage liaising at all fronts - educational, professional, social, future collaborative research purposes.

### **For further information contact:**

Dean and Chairperson of Internation Student Cell e-mail id: [isc@sgp](mailto:isc@sgp)

  
Dr. Shaleen Kumar  
Dean  
S.G.P.G.I.M.S., Lko.



Lt Col Varun Bajpai VSM  
Executive Registrar  
SGPGIMS, Lucknow



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**(Guidelines for SGPGI students for overseas visit)**


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## **GUIDELINES FOR SGPGIMS STUDENTS FOR OVERSEAS EXPOSURE**

All students of SGPGI (DM/MCh/MD/ MS/PhD) are encouraged to

- a. attend/ participate in international conferences to present their research output
- b. Visit a centre of repute abroad as an observer
- c. Find a mentor abroad for fellowship (post doctoral)

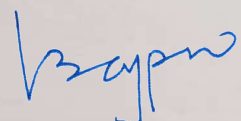
Students can approach ISC (e-mail id [isc@sgpgi.ac.in](mailto:isc@sgpgi.ac.in)) seeking guidance for the same. ISC along with Alumni cell will try to help them out during their visit abroad. On professional and logistic front, if required, ISC will help them with the formalities within the Institute. ISC, especially for the first time travellers, will also guide them with their travel itinerary, provide them with Do's and Dont's in a foreign country so as to ensure safe stay outside.



(Dean and Chairperson, International Student Cell, SGPGI, Lucknow)

[isc@sgpgi.ac.in](mailto:isc@sgpgi.ac.in)

**Dr. Shaleen Kumar**  
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