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CH. BRAHM PRAKASH AYURVED CHARAK SANSTHAN
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F2(1025)/25-26/CBPACS/Princ./Meeting of AAC/8040-43

Dated:- 09/02/2026

OFFICE-ORDER

As per the resolution of Agenda Item No. 3 - Framing of SOP for Postgraduate (PG) Guide Allotment, adopted in the meeting of Academic Affair Committee held on 14.11.2025, the PG guide allotment policy of the Institute is hereby notified as under:-

PG Guide Allotment Policy

1. Preparation of Roster Register

A department-wise roster register shall be prepared, listing faculty members strictly in order of seniority. Allotment of PG scholars shall be carried out in sequence of seniority and within the maximum permissible limit defined in the PG Regulations:

- **Professor** up to 3 PG scholars
- **Associate Professor**-up to 2 PG scholars
- **Lecturer/Assistant Professor**-1 PG scholar
- **Co guide:**

In case of inter-departmental, inter-disciplinary and trans-disciplinary research, a co-guide with minimum Postgraduate Degree shall be co-opted from the concerned or collaborative specialty or unit.

- Co-guide shall not be allowed from the same department.
- Co-guide shall be allowed from other department only in case collaborative research activity.
- Co-guide shall be a Postgraduate in the concerned specialty of collaborative research activity. Preferably maximum three PG scholars shall be allotted to each co-guide.

2. Allotment Method-Cyclical System

Allotment shall be carried out in cycles as follows:

Cycle 1:

All PG scholars (AIAPGET rank/merit-wise) shall be allotted to faculty members one by one in order of seniority, until each faculty gets one scholar.

Cycle 2:

After completion of Cycle 1, the second cycle shall begin following the same seniority order, again allotting one scholar per faculty, subject to the maximum student limit per faculty. This cycle-wise allotment will continue until all PG scholars are allotted guides as per the sanctioned intake and NCISM norms.

Illustrative Format for Allotment Roster

S. No.	Name of Faculty	1 st Cycle Allotment (AIAPGET Rank/Merit-wise)	2 nd Cycle Allotment (AIAPGET Rank/Merit-wise)	3 rd Cycle Allotment (AIAPGET Rank/Merit-wise)
1				
2				
3				

ADDITIONAL DIRECTOR (Academic)
Ch. Brahm Prakash Ayurved Charak Sansthan
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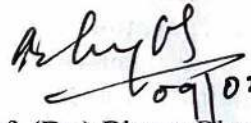
3. General Provisions

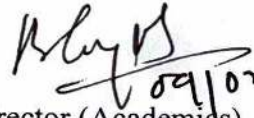
- Allotment shall be conducted in a transparent, merit-based, and recordable manner.
- The roster shall be maintained in the department, verified by HoD, and submitted for approval to the Director-Principal through Additional Director (Academics).
- Any deviation from the roster shall require recorded justification and approval of the competent authority.
- All the HOD's of PG Departments are requested to implement the same in their respective Departments without fail.

This is issued with prior approval of Director-Principal.

Copy to:-

1. O/o to Director – Principal, CBPACS
2. All HOD PG Departments, CBPACS
3. HOD, IH&TR, CBPACS
4. All concerned faculty, PG Departments, CBPACS


09/02/2026
Prof. (Dr.) Bharat Bhoyar
Additional Director (Academics)
ADDITIONAL DIRECTOR (Academic)
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