



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी  
All India Institute of Medical Sciences, Guwahati  
स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक निकाय  
(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

1. Name of the Programme: -
2. Name of the organizing Department: -
3. Date: - / / Time: - Venue: -  
(Availability may be checked with FIC LT/ Auditorium)
4. Type of the Programme: - Webinar/Special Day Observation/ Meeting/ Workshop/ Training/ Any Other
5. Support Sought: -
  - A. Accommodation
  - B. Transport
  - C. Logistic
  - D. Refreshment
  - E. Honorarium
  - F. Any Other
6. Estimated budget (Detailed breakup of budget may be attached)
7. Expected outcome of the programme within min 500 words (Separate sheet may be enclosed): -

**Declaration:** I hereby declare that I will comply by the advisory printed overleaf

Seal & Signature of HoD

For Office Use  
The Proposal has been examined. Authority May Consider the proposal

Sl.No	Authority	Recommended/ Not Recommended	Signature
1	AAO, AIIMS, Guwahati	Yes/No	
2	A.O. AIIMS, Guwahati	Yes/No	
3	DY. Director, AIIMS, Guwahati	Yes/No	
4	Dean Research, AIIMS Guwahati (In case of Research Related Events)	Yes/No	
5	Dean Academics, AIIMS Guwahati	Yes/No	
6	FA, AIIMS Guwahati	Financial Concurrence accorded/ Not accorded	
7	Executive Director, AIIMS Guwahati	Approved/ Not Approved	

### **ADVISORY**

In connection to the various workshops, CME and similar programmes being organised by various departments from time to time, all organising departments are requested to comply the following advisories, (applicable for those utilizing funds from AIIMS Guwahati)-

1. That the felicitation of inhouse faculty members either host or from other departments may be avoided.
2. That the felicitation items like Gamocha, memento (if required) for the programmes may be provided from Admin upon submission of indent from the hosting department.
3. That the Organising Faculty/ departments are requested to refrain from pasting any decorating items (flower etc.)/ flex on the walls of the meeting halls/ auditoriums etc.
4. That the departments are requested to carefully examine the requirement of the hall (Auditorium/LT etc) based on the size of the participants, application of audio-visual aids etc. Hiring of additional PA system/audiovisual aids may be avoided as far as possible.
5. That while submitting the Proposal for permission in prescribed format (already developed) for various programmes (Workshop/ CME/ training), the department /faculty concerned should specify the date, number of participants for the said programme along with brief write up for the same, failing which the request shall not be entertained. Subsequent claim for reimbursement/release of payments for the already held programme should be accompanied by the list of participants along with their signature on prescribed format.
6. In order to avoid repetition/ overlapping of programmes, departments are encouraged to consult their allied departments. Similarly, for interdisciplinary topics concerned departments are encouraged to collaborate while organizing the programs.
7. All proposals for research related programmes organized in-house or with external agencies must be routed through Dean Research.
8. Organisers may choose the packages of refreshment at the rate as fixed by Canteen Committee.

The above advisories have been initiated to ensure optimum utilisation of the resources of AIIMS Guwahati. This is issued as per approval of competent authority of AIIMS Guwahati.

#### **Auditorium etiquettes:**

1. Do not bring eateries inside the auditorium.
2. Do not stick any floral bouquets in the walls of the Auditorium.
3. Do not change the alignment of the stage side wing.
4. Do not paste or tamper with the white screen placed in the background of the stage.
5. Do not put nails for any purpose in the wooden boundary in the front part of the stage and also along the walls of the Auditorium Hall.
6. The screens and the banner stands have to be removed once the function is over.
7. Cleanliness has to be ensured inside the hall and auditorium premises after the program
8. The audiovisual system along with the microphones and the remotes of the projector should be handled properly and returned as received.