



# ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi 110029, India

## Guidelines for organization of Conferences/ Courses/ Workshops/ CME/Symposiums etc.

1. The aim of organization of such events is to impart knowledge and training to suitably qualified health care professionals. AIIMS resources (manpower and others) are made available at nominal costs and must not be exploited. No financial gain must accrue to any individual AIIMS employee from conduct of such events. Gains, if any, must be utilized for common purposes such as infrastructure of the department or AIIMS, New Delhi.
2. Faculty member of any department can organise such programs. However, the program must relate primarily to the specialty of the organising faculty/ department.
3. The organiser must ensure suitability and basic qualification of the trainees for such events. Events should aim at improving skills of already qualified individuals and should not be used to impart training to unqualified individuals. Primacy of scientific exchange must be maintained for all events.
4. Workshops and courses should not be of more than 3 days duration.
5. A fee of Rs. 2000 is to be deposited with the Academic section for each workshop or course.
6. Approval of the Dean (Academics) must be obtained prior to the organization of each event. Applications must be submitted at least 6 weeks before the event.
7. If any foreign delegate is likely to participate/ be involved in performing live demonstration (including patient) the approval/clearance of the Medical Council of India (MCI) is required for which the organizers of the event are required to submit the detailed information in the prescribed format of Medical Council of India along with all required document with fee, so that the Academic Section may send the same to MCI for their approval. The MCI forms and other details are available on MCI websites [www.mciindia.org](http://www.mciindia.org). Instructions of the Government of India (Annexure 1) issued and modified from time to time in this regard must be followed.
8. Unless the activity is specifically organised on behalf of the Academic Section, no certificate for such courses will be issued by the Academic Section or Dean.
9. The Institute PAN number cannot be used for opening the account and for Income Tax purpose.
10. For all events where money is being collected either as delegate fee or received as sponsorships for the event, audited account of income and expenditure must be submitted to the Sr. FA with copy to the Dean (Academics) within 6 months of every event. Future events may not be permitted if this is not done.
11. No money may be spent to financially benefit any individual AIIMS employee or their families in cash or kind. Only genuine expenditure incurred for the conduct of the event is permitted.
12. Departmental events:
  - a. Certificate of attendance may state 'Organised by the Department of XXXXXX, AIIMS, New Delhi' and carry the AIIMS logo. The promotional material may be similarly designed.
  - b. Any savings from the conduct of the event may be utilized **only** for conducting future events of a similar nature by the department. Annual audited accounts of such departmental accounts must be submitted to the Academic section.
13. Events organised in collaboration with or under the aegis of independent societies/bodies:
  - a. The Dean (Academics) may grant permission for use of the AIIMS logo for such events.
  - b. If organised within AIIMS premises, certificate of attendance may state 'held at AIIMS, New Delhi'. The promotional matter for such events must not create any impression that the course or its content is approved by AIIMS, New Delhi.
  - c. If the event has been conducted on AIIMS premises, 25% of the savings must be deposited in to the designated AIIMS account.
  - d. Any savings from the event should be returned to the parent society/body and any account opened for this event must be closed. The society may, as per its rules, allow some part of the savings to be utilized for improving the infrastructure of the organizing department.



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**ANNEXURE-1**

**Instructions regarding participants from (1) Afghanistan, (2) China (3) Iraq (4) Pakistan (5) Sudan (6) Foreigners of Pakistan origin and (7) Stateless persons**

1. Participants from the countries listed above should submit a visa application at the Indian Mission / Post concerned. Copy of the invitation letter from the organizer, clearance from M/o Home Affairs for holding the event from security angle and political clearance from M/o External Affairs should also be submitted along with the visa application.
2. For nationals of above countries participating in the conference, information in the format given should be submitted to the Ministry of Home Affairs (Foreigners Division) at least thirty (30) days before the commencement of the said event/conference if the event is being organized in India by a Ministry or Department of the Government of India, State Governments or UT Administrations. Public Sector Undertakings, Central Educational Institutions, Public Funded Universities or an Organization owned and controlled by the Government of India or any State Government/UT, United Nations or its Specialized Agencies.
3. For nationals of above countries participating in the conference, information in the format given below should be submitted to the Ministry of Home Affairs (Foreigners Division) at Least sixty (60) days before the commencement of the said event/Conference if the event is being organized in India by private organizers- be it an NGO or a private institution.

**Format for furnishing information**

S.N.	Name	Father's/ Husband's Name	Date of Birth	Place of Birth	Nationality & Passport No.	Date of Issue	Place of Issue	Date of Expiry	Address in country of residence

4. The Unique ID (File no.) of the online visa application submitted may also be furnished.
5. If the number of participants is more than 15, the information should be provided in soft copy in CD also.
6. For further information, FAQs on 'Conference Visa' under Frequently Asked Questions (FAQs) in MHA's website [www.mha.nic.in/Fareigdiv/ForeigHome.html](http://www.mha.nic.in/Fareigdiv/ForeigHome.html) may be referred.
7. Applications/list of participants from the above mentioned countries not submitted in time are liable to be summarily rejected.



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## Application form for organization of Conferences/ Courses/ Workshops/ CME/Symposiums etc.

<b>E-Office Number:</b>	<b>Date:</b>
1. Name of the Department	
2. Name of Faculty requesting permission	
Designation	
Mobile phone number/ Internal phone	
Email	
3. Title of event	
4. Subject area of event	
5. Conference/ Workshop/ CME/ Symposium/ Guest Lecture/ Others-please specify	
6. Proposed dates	
7. Venue	
8. Departmental/ Society/ Government body	
9. Expected number of attendees	
10. Registration fee	
11. Source/Sources of Funding	
12. Will bank account be opened for this activity?	
If yes, provide details	
13. Last event conducted	
Copy of accounts attached (Y/N) (reason if 'N')	
Account closed after last event (Y/N) (reason if 'N')	
14. Previous event conducted for same society/ body	
I/we have read the guidelines regarding conduct of such events and will abide by them.	

**Signature of applicant faculty**

**Forwarding (with comments) from HoD/ Chief of centre**