

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ACADEMIC SECTION

No.F.1-2/Misc/2024-Acad.I

Ansari Nagar, New Delhi -29

Dated: - 06.09.2024

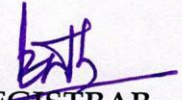
MEMORANDUM

Subject: - Regarding format for submission of proposals.

It has been observed that the most of the new proposals for the creation of posts of Faculty/Fellow/Residents and Creation of the Departments/Divisions/Units are not received in appropriate format and does not have the minutes of departmental faculty meeting which impacts the decision making and implementation.

In this regard, the Competent Authority has decided to streamline this process and avoid further delays. All heads of the departments are requested to send the proposals in the prescribed format (copy of the format is enclosed) and word document along with the approved minutes of the departmental faculty meeting.

- The proposal may kindly be sent on the official mail proposal@aiims.edu


REGISTRAR

Distribution: -

1. All Chiefs of Centers
2. All Heads of the Departments

Copy to: -

1. PPS/PA to Director
2. PPS/PA to Dean (Acad.)/Research/Exam
3. PA to Assoc. Dean (Acad.)/Registrar

**PROFORMA FOR CREATION OF FACULTY/FELLOW/RESIDENT POSITIONS IN
VARIOUS DEPARTMENTS AT AIIMS, NEW DELHI**

Name of the Centre/Department/Specialty initiating Agenda Items/Proposal:

1. Proposal:
2. Background/Introduction:
3. Justification (in bullet points not more than 10):
4. Interdepartmental Consultations:
5. Financial Implications :
6. Infrastructure/facilities in the tabular format:
 No. of Beds:
 OPD/IPDs:
 Lab/Specialized Procedures:
7. Number of Posts to be created:
8. Reference to similar proposals by the Department (approved/not approved):
9. Recruitment rules based on Institute Policy:-
10. Academic Position details:-

S.NO.	POSITION	SANCTIONED SEATS	CURRENTLY FILLED	NUMBER OF VACANCIES
1	FACULTY POSITION			
2	SENIOR RESIDENT (DM/M.Ch)			
3	SENIOR RESIDENT			
4	JUNIOR RESIDENT (MD/MS/MDS)			
5.	JUNIOR RESIDENT			
6	FELLOWS			
7	MSc./B.Sc			
8	PhD.			

11. Whether extra office/other space is required (describe):
12. Decision of the Departmental Faculty meeting on the above subject (copy to be attached with the proposal):

(Signature of Chief of Centre/Head of the Department/Division)
(Name/email/Contact number)

-  • Please Note:- Proposal is to be submitted through email (proposal@aiims.edu) Hardcopy as well as Word Document format.

**PROFORMA FOR CREATION OF NEW DEPARTMENTS/DIVISIONS/UNIT IN
VARIOUS DEPARTMENTS AT AIIMS, NEW DELHI**

Name of the Centre/Department/Specialty initiating Agenda Items/Proposal:-

1. Proposal:
2. Background/Introduction:
3. Justification (in bullet points not more than 10):
4. Interdepartmental Consultations:
5. Financial Implications :
6. Infrastructure/facilities in the tabular format:

No. of Beds:

OPD/IPDs:

Lab/Specialized Procedures:

7. Reference to similar proposals by the Department (approved/not approved):
8. Academic Position details:-

S.NO.	POSITION	SANCTIONED SEATS	CURRENTLY FILLED
1	FACULTY POSITION		
2	SENIOR RESIDENT (DM/M.Ch)		
3	SENIOR RESIDENT		
4	JUNIOR RESIDENT (MD/MS/MDS)		
5.	JUNIOR RESIDENT		
6	FELLOWS		
7	MSc./B.Sc		
8	PhD.		

9. Whether extra office/other space is required (describe):
10. Decision of the Departmental Faculty meeting on the above subject (copy to be attached with the proposal):

(Signature of Chief of Centre/Head of the Department/Division)
(Name/email/Contact number)

 **Please Note:- Proposal are to be submitted through email (proposal@aiims.edu) Hardcopy as well as Word Document format.**

**PROFORMA FOR PROPOSAL TO START NEW COURSES IN VARIOUS
DEPARTMENTS AT AIIMS, NEW DELHI**

Name of the Centre/Department/Division initiating Agenda Items/Proposal:-

1. Proposal:
2. Background/Introduction:
3. Name of the Proposed Course:
4. Justification for the course in terms of
 - (a) Institutional (AIIMS)
 - (b) National
 - (c) International perspectives
 - (d) Future of the course
 - (e) Benefits to the candidates
5. Duration of the course:
6. Eligibility:
7. Number of Posts to be created: Total Enrolment Per Year
8. Selection process:
9. Interdepartmental Consultations:
10. Financial Implications :
11. Other courses offered by the Department (approved/ not approved):
12. Training Methodology:
13. Core Faculty:
14. Rotation Policy:
15. Collaborating department and their consent:
16. Academic Schedule:
 - (a) Academic
 - (b) Research
 - (c) Teaching
15. Assessment Plan:
16. Infrastructure/ facilities in the tabular format:

No. of Beds:
OPD/IPDs:
Lab/Specialized Procedures:
Surgeries

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17. Academic Position details:-

S.NO.	POSITION	SANCTIONED SEATS	CURRENTLY FILLED	NUMBER OF VACANCIES
1	FACULTY POSITION			
2	SENIOR RESIDENT (DM/M.Ch)			
3	SENIOR RESIDENT			
4	JUNIOR RESIDENT (MD/MS/MDS)			
5.	JUNIOR RESIDENT			
6	FELLOWS			
7	MSc./ B.Sc			
8	PhD.			

18. Other manpower details (in tabular format):

19. Whether extra office/ other space is required (describe):

20. Decision of the Departmental Faculty meeting on the above subject (copy to be attached with the proposal):a

21. Copy of the Proposed Syllabus

(Signature of Chief of Centre/Head of the Department/Division)
(Name/email/Contact number)

 Please Note:- Proposal are to be submitted through email (proposal@aiims.edu) Hardcopy as well as Word Document format.