



SOPs for



*The Art and Photography Section
ATMS, Nagpur*

All India Institute of Medical Sciences, Nagpur

Art & Photography Section

Standard Operating Procedure

1. Introduction: -

Medical photography is a specialized area of photography which deals with documentation of the clinical presentation of patients, medical and surgical procedures and specimens from autopsy. This practice requires a high level of technical skill to present the photograph free from misleading information that may cause misinterpretation. The photographs are used in clinical documentation, research, publication in scientific journals and teaching. The importance of photography in view of teaching presentations, preparation of study material and as a clinical evidence is quite obvious. Taking these needs in consideration, our institute has developed a well-equipped Art and Photography Section, which is situated on the Ground floor of Medical College Building. This section is also equipped with the facility of Modeler. The modeller presents a wide variety of models, Sculptures, Murals and paintings, which enables the teaching staff to convert their numerous ideas into effective teaching aids. In Art & Photography section various paintings, pieces of art, and artefacts are prepared by expert artist.

2. Location: Room No. G-7, Conference Hall No 1, Ground Floor Medical college building, AIIMS, Nagpur.

3. Objective and Motives of the art and photography section

- Art & Photography Section of college is a central facility which is well equipped with all necessary equipment for photography, development and editing.
- It will help for photography in all CMEs, Conferences, Workshops, Seminars, Health Camps, Student's and Cultural activities of the Institute.
- Section will help for multimedia and presentation editing, printing, publishing banners, and necessary documents for various activities mentioned above.
- The modeller presents a wide variety of models which will enable the teaching staff to convert their numerous ideas into effective teaching aids.

4. Equipments:

The section will be adequately equipped with state of art tools for photography

Like:: camera - Digital SLR Nikon Photo camera (Z-9)

- Canon 18-200 Lens,
- Sony Handy cam,
- Computer with UPS,
- Shade light Lamp,
- Camera Stand,
- Background Curtains

5. Service Provided

- a) To provide modern digital photography services which will include still photography, videography and microphotography.
- b) Ready to serve in O.T. complex for photography of operative procedures.
- c) For photography services the photographer will serve in wards, OPD complex, OT complex & Medical College Laboratory Block.
- d) Provide the photography services to be utilised for publications in various journal.
- e) Prepare and design poster, banners and digital boards to be displayed during health exhibitions and conferences and seminars at the Institute.
- f) Modeller providing wide variety of models, sculptures, murals, statues.

6. Instructions for the requisition of services-

- a) The permission for availing the services should be taken prior to the event from Dean Academics.
- b) For availing the services of photography the duly filled requisition form should be submitted to Academics section by the HOD of the concerned Department at least 3 days prior to the event for photography services in a prescribed format as given in Annexure - A.
- c) For Modeling services the requisition should be sent 30 days prior to the Requirement date in a prescribed format as given in Annexure- B.
- d) For designing poster, banner or any IEC material, the work will be done in presence of the designated person of the concerned department in Art & Photography section only.

- e) For modeler, the process of procurement of material like clay, plaster of Paris, Acrylic stone plaster or rubber should be done by concerned department and handed over to art and photography section at least 30 days prior to the requirement.
- f) Services concerning the display materials in CMES, workshops and seminars, health camps the section will be prepared and handed over to the concerned department.

7. Annexures:-

- A. Requisition form to avail the services of photography.
- B. Requisition form to avail the services of modeler.



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 Address: Plot No.2, Sector-20, MIHAN, Nagpur-441108



ART & PHOTOGRAPHY SECTION

REQUISITION FORM

Requisition for :- Photography/Videography
 (To be submitted 3 days prior to the event)

Client Department Information

Name of Department :- _____

Designated Faculty:- _____

E-mail ID :- _____

Phone no. of concerned faculty :- _____

Photography Session Information

Date of Session :- _____

Location of Session :- _____

Approx no. of People :- _____

Type of Photography required :- _____

Type of Session:-

- Inauguration
- Workshop
- Seminar
- Conference
- Clinical Photography
- Others

Timing of Session :-

- Day/Night
- Time : From to

Requirement :- Soft copy/Hard Copy

Name and Sign

HOD Name and Sign :- -----

Department: - -----

Date: - / /2021

Submitted to Academic Section on Date _____

Sign_____



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ART & PHOTOGRAPHY SECTION

REQUISITION FORM

Requisition for :- Models/ Sculpture / Mural / Statue / Other
 (To be submitted 30 days prior)

Department Information

Name of Department :- _____

Designated Faculty :- _____

E-mail ID :- _____

Phone OR Mobile Number :- _____

Details of Requirement

Requirement (Attach clear Photograph):-

- Models
- Sculpture
- Mural
- Statue
- Other

Material :- i) Polymarbal ii) Fiber iii) POP iv) Clay v) Tharmacol

Colour of Model :- i) Full Natural Colour ii) Black and White iii) Any other

Purpose of Model: - _____

Place of Model to be installed: - _____

Name and Sign

HOD Name and Sign: - -----

Department: - -----

Date: - / /2021

Submitted to Academic Section on Date _____

Sign _____