



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
NAGPUR

**(A Tertiary Care Institution under PMSSY, Ministry of Health &
Family Welfare, Government of India)**

Plot No.2, Sector-20, MIHAN, Nagpur-441124



MBBS

STUDENTS HANDBOOK

INSTITUTE ANTHEM

जन जन को तंदुरुस्त बनाना लक्ष्य हमारा है।
कुशल चिकित्सक गढ़र हा यह एम्स हमारा है ॥

शिक्षा ,सेवा, शोधकार्य में सदा ही तत्पर हम
मौत के मुँह से खींच लाएंगे हर मरीज़ को हम
सभी स्वास्थ्य सुविधाओं से सुसज्जित यह संस्थान हमारा है
कुशल चिकित्सक गढ़र हा यह एम्स हमारा है ॥

मानव सेवा से पवित्र कोई धर्म नहीं है
आरोग्यदान से बड़ा जहाँ में कर्म नहीं है
रुग्ण जनों की सेवाही संकल्प हमारा है
कुशल चिकित्सक गढ़र हा यह एम्स हमारा है ॥

सभी पद्धतियों के सहयोग से अनुसंधान करेंगे
सारी दुनिया में रौशन नागपुर का नाम करेंगे
नये क्षितिज को छू रहे अब जोश हमारा है
कुशल चिकित्सक गढ़र हा यह एम्स हमारा है ॥

जन जन को तंदुरुस्त बनाना लक्ष्य हमारा है।
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Executive Director's Message



Dear Students,

I extend you a hearty welcome to All India Institute of Medical Sciences, Nagpur!

AIIMS, Nagpur is six years old institution. But during these six years, the institute has grown by leaps and bound. This world class infrastructure has been created in record time. OPD services started in September 2019. Patient flow has picked up tremendously. The institute has responded well to COVID-19 pandemic and contributed meaningfully.

We at AIIMS, Nagpur are committed to create enabling environment for students to learn and acquire skills which are required to excel in future competitive world. We will train you enough to face the challenges of holistic health care delivery. Faculty here is chosen through national level competition and is one of topmost in their specialties. The support staff works untiringly to make your campus life pleasant. We will provide you best possible academic and research environment. Each day, AIIMS, Nagpur is adding a functionality to better your learning environment. We also strive to make you a better human being.

I promise you that your stay at AIIMS, Nagpur will be enjoyable and enriching!

With best wishes,

Dr. (Prof.) Prashant P. Joshi

MD (Medicine), M.Sc (Clinical Epidemiology, UNC Australia)

Executive Director, AIIMS Nagpur.

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1. Attributes of the Indian Medical Graduates

A student graduating from All India Institute of Medical Sciences (AIIMS), Nagpur, should attain the following attributes:

1 • **Responsible, Responsive and Respectful**

2 • Engaged and participatory leadership

3 • Effective communicator and collaborator

4 • Reflective as learner and critical thinker

5 • Creative team-building

6 • Sensitive to social interface

7 • Confident, adaptable, global citizen

2. EXAMINATIONS

A. INTERNAL ASSESSMENT EXAMINATIONS

- I. Students will have to strictly appear for the internal assessment examinations as per the schedule.
- II. For a genuine medical reason, as confirmed by the medical board of AIIMS, Nagpur re-examination for the missed internal assessment exams will be conducted within fifteen days of joining back.
- III. Minimum 40 percent marks in all internal assessment examinations (Theory & Practical separately) are required to qualify for the Professional examinations.

B. PROFESSIONAL EXAMINATIONS

- I. Eligibility to appear in Professional Examination.
 - a) Minimum 40% marks in Internal Assessment Examination separately in Theory & Practical
 - b) Minimum 75% attendance separately in theory & practicals.
- II. Students will appear for the respective professional examinations at the end of the professional year. If they fail in the professional examination, they have a chance to reappear in the supplementary professional examination after the declaration of the results of the professional examination. (1 month for 1st year & within 6 months for 2nd & 3rd years)
- III. In case any student fails in the supplementary professional examination, then he/she will appear in the professional examination with the students of the next academic year.

EXAMINATION PATTERN

Examination Pattern for 1st Year MBBS is as follows:

Exam	Theory Marks	Practical Marks (Including Viva)
1 st IA	50	50
2 nd IA	50	50
Pre-Prof IA	Paper I – 50 Paper II – 50	100
Professional Examination	Paper I – 50 Paper II – 50	100

Exam	Theory Marks	Practical Marks (Including Viva)
3 rd IA	50	50
4 th IA	50	50
Pre-Prof IA	Paper I – 50 Paper II – 50	100
Professional Examination	Paper I – 50 Paper II – 50	100

AWARDS & SCHOLARSHIPS

The following Academic Awards have been instituted for students at AIIMS Nagpur:

1. Book Prize of Rs.20,000/- each for subject topper in Professional Examination.
2. Cash prize for toppers of each Professional Examination:

- | | | |
|------------------|---|--------------|
| a) First Topper | - | Rs. 10,000/- |
| b) Second Topper | - | Rs. 7,500/- |
| c) Third Topper | - | Rs. 5,000/- |
3. Late Uma Mishra Gold Medal for overall topper in the First Professional Examination.
 4. Shri Vidya Dutt Gold Medal for topper in Anatomy in the First Professional Examination.
 5. Smt. Ram Pyari Dutt Medal for topper in Physiology in the First Professional Examination.
 6. Shri. Bindra Prasad Mishra Medal for topper in the Second Professional Examination.
 7. Shri. Pradeep Kumar Mishra Medal for topper in Pathology in the second Professional Examination.
 8. Shri Dinesh Mohan Dutt Medal for topper in Microbiology in the second Professional Examination.

3. STUDENT SUPPORT & PROGRESSION

1. Mentor Mentee Programme

“Mentorship” refers to a personal development relationship that enables synergetic purposeful conversation to reflect on experiences, make informed decisions & act upon ideas generated through interactions. Basis of mentoring is to build mutual trust, help students grow, regular contact & conversation and genuine belief in the process of education at AIIMS, Nagpur.

AIIMS, Nagpur also has mentor-mentee program where in each student gets a dedicated mentor and through a regular and structured interaction, the student is helped to overcome his/her anxieties and obtain academic guidance. This process encourages to build problem solving attitude.

2. Appointment of Class Representative

Appointment of Class Representatives (CR) will be as follows:

1. Each batch will have 1 CR & 1 Assistant CR.
2. One of the above posts will be for lady representative.
3. Appointments to these posts will be made on the basis of aggregate marks secured by the candidate in the preceding professional exam conducted by AIIMS Nagpur.
4. In case of 1st year MBBS; rank obtained by candidate in the entrance examination will be considered for appointment to these posts.
5. In case of 2 candidates obtaining same marks; candidate securing distinction (>75%) in number of subjects will be considered.
6. Other tie breakers:
 - a. Aggregate Marks obtained in the earlier Professional examinations conducted by AIIMS, Nagpur.
 - b. The candidate who is older in age.
7. In case of tiebreaker in selection for 2nd MBBS then candidate older in age will be given preference.

3. Institute Magazine:

Institute magazine is published annually with full participation of the students. Students are encouraged to come up with all their literary creativity.

4. Hostel Accommodation:

Hostel accommodation is allotted to all students. Separate girls and boys hostel facility is available within the campus. On confirmation of hostel admission, they have to deposit hostel fees and obtain a receipt. The students are expected to maintain discipline, and high standards of ethical behavior.

5. Laundry Service:

Washing machines are available in each hostel for easy access.

6. Learning Resource Centre:

Central Library of AIIMS Nagpur at MIHAN is with a total covered area of 2546 sq. m. It is fully automated with all modern facilities with world class library management systems like KOHA, and RFID system.

Presently the total collection of books is 5033 from all the department. Apart from the books LRC has the subscription of Newspapers (07 Nos.) and Magazines (04)

Online Database: ONOS, UPTODATE, Access Medicine & MEDONE Education.

Anti-plagiarism Software: iThenticate (Turnitin)

Computer Center facility at ground floor of the LRC.

24*7 Reading hall facility at ground floor of library.

Library Timings:

All Days: 08.00 AM – 12.00 PM

LRC will be closed on all Gazetted Holidays as per AIIMS Nagpur holiday list.

7. Mess

Dining facility is available for students with a nominal fee which includes breakfast, lunch, evening snacks and dinner. Mess hall can accommodate 100 students at a given time. The mess facility is compulsory for all the hostel inmates. Vending machines with various snacks and cookies are also installed for anytime munching.

8. ATM:

Two ATM's are available inside the campus facilitating the student's requirements for 24 hours banking.

9. Sports & Fitness

A gymnasium, court for Basketball, Volleyball, Badminton, etc. are available in the campus. Students are requested to contact Sports In-Charge for help and guidance.

10. Recreation

Colour Television set has been provided in the dining area of the mess. Major festivals are celebrated in the campus/hostels. Events like cultural programmes, sports and quizzes are also organized. Annual Social Function and Foundation Day programs are celebrated.

4. GENERAL CODE OF CONDUCT FOR STUDENTS

1. Attendance
2. Procedure for availing leaves
3. Punctuality
4. Vehicles
5. Hostel rules
6. Anti-ragging guidelines

7. Prevention of Sexual Harassment

8. Mess etiquettes

1. Attendance

1.1 Attendance for all the classes, academic activities, official gathering and national festival celebrations is MUST. However, students must take prior permission from the Dean (Academics) if they are not able to attend any session.

1.2 A minimum of 75% attendance in theory & 75% in practical is essential separately in each separate to fulfill the criteria & appear for the professional examination. No excuse will be entertained in this regard.

1.3 Students with low attendance who are unable to fulfill the above-mentioned criteria will not be allowed to write the professional exam in the particular academic session. Low attendance due to medical illness may be considered subject to submission of application in prescribed format and medical certificate from a registered medical practitioner from Govt. institution **within 7 days** after joining from the leave period.

1.4 Students are required to sign the monthly attendance in each subject.

2. Procedure for availing Leaves

2.1 All the students must take at least TWO days prior permission in standard format (refer hostel rules & regulations) to go on leave, also must intimate the warden about the reason for leave, outstation address, contact details & the date of return.

2.2 The leave application must reach The Dean (Academics) through wardens at least two day prior to leaving the campus.

2.3 Under no circumstances the student will go on leave without proper intimation, Otherwise Disciplinary actions will be taken against them.

2.4 However, in grave emergency, the student must call the warden or the faculty in charge before leaving & contact them after reaching the destination. In this situation the parents must contact the wardens to explain the proper reason. This should be followed by e-mail intimation to the Dean (Academics) and Warden.

2.5 **For medical leaves:** the student should submit the application in prescribed format along with medical certificate from registered medical practitioner from Government Institution within 7 days after joining from medical leave.

3. Punctuality

3.1 All the students are expected to be strictly punctual at AIIMS Nagpur.

3.2 The students must report to any academic session/gathering at least 5 minutes before the start.

3.3 The students are expected to strictly follow the college / mess / library timings.

4. Vehicles

4.1 The students are allowed to keep vehicles for their use in the campus.

4.2 The parking of the vehicles should be at designated areas as follows. *(Map Attached)*

5. Hostel Rules

5.1 AIIMS-Nagpur campus is ragging free with Zero tolerance towards Ragging. Ragging in any form is punishable as per the guidelines of Hon'ble Supreme Court of India.

5.2 All hostel occupants should conduct themselves in a disciplined manner befitting the honour, and respectability of the institution and the profession.

5.3 No meetings are permitted in the hostel premises without permission.

- 5.4 For holding any meeting in the hostel room or anywhere in the hostel premises, prior written permission should be obtained from Hostel Warden/College authorities.
- 5.5 Cooking by hostel occupant is not allowed in Rooms or in Hostel mess
- 5.6 Consumption or storage or supply of liquor or any kind of intoxicant or drugs of abuse, is strictly prohibited.
- 5.7 Any kind of gambling is prohibited.
- 5.8 AIIMS Nagpur is a smoking free campus and any kind of smoking is strictly prohibited.
- 5.9 Any kind of pornography is strictly prohibited. If any student is found indulging in such activity, strict disciplinary action will be taken which may include rustication from the institute.
- 5.10 Firing crackers inside the hostel premises or inside the building is strictly prohibited. However, the hostel occupants can use fire crackers as a mark of celebration in open land in the campus with prior permission of Dean (Student Welfare).
- 5.11 The hostel occupants should not make noise and/or create disturbance, including use of audio devices, TV or other media devices in such a manner to disturb the other occupants.
- 5.12 The hostel occupants shall not keep fire- arms, other lethal weapons, poison or dangerous chemicals in their rooms.
- 5.13 The hostel occupants shall not interfere with the duties of student welfare members, wardens and security personnel.
- 5.14 The hostel occupants shall not misbehave with student welfare members, security personnel, and the staff employed at the hostel for maintenance. If found guilty on this part, the strict disciplinary action will be taken.
- 5.15 All instructions/notices displayed on notice boards will be deemed to have been read by all residents and excuses for non- compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with latest information/orders.
- 5.16 Student movement and rules for leaving hostel**
- 5.16.1 The students are advised to carry their identity cards with them while moving out of the hostel premises and should show the card on demand.
- 5.16.2 While moving in and out of the hostel premises, the student should make an entry in the "Student Movement Register".
- 5.16.3 The hostel occupants shall not leave headquarters without prior permission of the Hostel Warden. Hostel occupant who leave hostel without application and prior permission from the concerned authorities shall be deemed to be missing and their parents/guardian or even the police authorities may be intimated (if required).
- 5.16.4 While leaving the hostel (during leave or vacation), the student should apply for permission in writing in advance stating the reason for leaving. The student shall mention the address of destination, phone number and expected date of return to the hostel.
- 5.16.5 It will be the responsibility of the student to inform mess in-charge while leaving headquarters.

- 5.16.6 The hostel occupants shall not leave the hostel premises for the purpose of excursion/picnic without prior permission of Dean (Student Welfare) and without prior intimation to Hostel Warden. For any accident, fatality or untoward event that may occur during picnic/excursion, the responsibility does not lie with the institute.

5.17 Visitors

- 5.17.1 No male visitor is permitted in Girls Hostel and no female visitor is permitted in Boys Hostel.
- 5.17.2 Female visitors (only close relatives) will be permitted to visit the female student's room on verification from the concerned students. However, in any circumstances, they will not be allowed to stay in the hostel.
- 5.17.3 Outsiders including parents or guardians of a student are not permitted to stay in the hostel.

5.18 Electricity, water, furniture, and the hostel property

- 5.18.1 Electricity must be used judiciously as needed and should be not wasted. While moving out of the hostel room, electrical and other appliances in the rooms should be switched off.
- 5.18.2 Water should be consumed as needed and should not be wasted.
- 5.18.3 Water coolers and water filters installed in the hostels should be maintained in good conditions.
- 5.18.4 The hostel occupants should take good care of furniture/equipment of the rooms as well as other hostel areas. Any damage to them will be compensated by the students.
- 5.18.5 Any kind of damage to hostel property by hostel occupants will be treated as a serious offense.
- 5.18.6 Stealing or pilfering of hostel/institute property or other students' property will be considered as serious and strict disciplinary action will be taken.
- 5.18.7 The hostel occupants can keep and install air cooler in their rooms during summer season with prior permission from the Hostel Warden. The student himself/herself will be responsible for its installation and maintenance. However, the students are warned to take extreme precautions while using this.
- 5.18.8 Use of air coolers during water scarcity is prohibited.
- 5.18.9 The hostel students are not permitted to install air conditioner or refrigerator in their rooms.
- 5.18.10 The hostel students shall not install personal television sets in their rooms.

5.19 Cleanliness

- 5.19.1 The hostel occupants should keep their rooms neat and tidy.
- 5.19.2 It is the responsibility of room inmates to discard the wastages of their rooms in the common dustbins.
- 5.19.3 The hostel occupants should maintain the hostel premises neat and clean.

- 5.19.4 The hostel occupants are prohibited from writing any slogans or any writings, obscene drawings, on the hostel walls and rooms.
- 5.19.5 The room of any student can be inspected at any time by the warden or any authorized member from the institute staff. The inmates should keep their rooms presentable.

5.20 Hostel allotment, vacating the hostel, withdrawal/removal from the hostel

- 5.20.1 Hostel allotment will be done by faculty in- charge of hostels.
- 5.20.2 Students shall submit Hostel Accommodation form to wardens.
- 5.20.3 Only those students who have submitted duly filled Hostel Accommodation Form will be considered for hostel allotment.
- 5.20.4 Staying in hostel is compulsory including the residents of Nagpur, Maharashtra. No student will be permitted to stay outside the campus.
- 5.20.5 Once the hostel room is allotted, no change of room will be permitted.
- 5.20.6 Change of room will be permitted only in special circumstances, provided it is deemed necessary/justified by the Hostel In-charge and depending upon availability of rooms.
- 5.20.7 For change of room, the students shall apply separately in prescribed format.
- 5.20.8 No student should change or exchange rooms by themselves.
- 5.20.9 Unauthorized occupation of any room or exchange of room shall be treated as serious violation of rules of the hostels.
- 5.20.10 The hostel occupant should not break open or try to break open the occupied/vacant rooms of the hostel. Any damage due to such act will be borne by the concerned resident of the hostel.
- 5.20.11 An Occupant of hostel, who desires to withdraw from the hostel, shall submit an application in the prescribed format with proper justification to the Hostel In-charge after having cleared hostel and mess dues.
- 5.20.12 While vacating the hostel room, the students should submit the key to Hostel Warden.
- 5.20.13 No Dues are required to be submitted from Hostel and Mess for collecting original certificates at the end of the MBBS course.

5.21 Safety of personal belongings

- 5.21.1 It will be the responsibility of the hostel occupants to take care of their personal belongings.
- 5.21.2 The institute or student welfare section will not be responsible for any loss /damage.
- 5.21.3 The hostel occupant should lock their respective room while moving out of the room and hostel.

5.22 Emergencies

- 5.22.1 In case of health issues, theft, fire, quarrel among students, bullying, etc., the students should report immediately to Warden.
- 5.22.2 Any incidence of ragging should be reported to wardens and the anti-ragging committee.
- 5.22.3 In case of any problem or complaint regarding the hostel, the hostel occupants should submit a written complaint to the Warden. Complaint books are kept with Hostel Warden.
- 5.22.4 Student can approach the student grievance committee for any grievances.

5.23 Punishment

5.23.1 In case of infringement of hostel rules, the student may face any of the following punishment:

5.23.1.1 Warning to student

5.23.1.2 Written memo to student

5.23.1.3 Verbal and/or Written communication to parents/guardians

5.23.1.4 Monetary fine – Rs. 100/- to Rs. 50,000/- (Individually or collectively)

5.23.1.5 Recovery of cost of damaged hostel property

5.23.1.6 Expulsion from the hostel

5.23.1.7 Rustication for a particular term

5.23.1.8 Permanent rustication from the institute

5.23.2 The type of punishment will depend upon severity of misconduct and indiscipline and will be decided by a Disciplinary Committee in consultation with Competent Authority.

5.24 Students Prefects

5.24.1 Student prefects will be appointed every year by the Hostel Warden in consultation with other members of the Hostel Committee from amongst the senior students of good standing. Preferably, one student prefect per floor/wing will be appointed.

5.24.2 The student prefects will assist Hostel Warden in maintaining the discipline and administration.

5.24.3 Duties of Student Prefects:

5.24.3.1 To assist Warden in taking attendance

5.24.3.2 To ensure hostel rules are observed by the inmates and bring to the notice of Hostel Warden, in case of violation of any rule

5.24.3.3 To report to Warden in case of emergencies

5.24.3.4 To ensure cleanliness of hostel wing/floor/premises and bring to the notice of Hostel Warden

5.24.3.5 To monitor activities of Common room, reading rooms etc.

5.25 Appellate Authority

- Hostel Warden
- Faculty-in-charge
- Dean (Student Welfare)
- Dean (Academics)
- Administration (Executive Director)

5.26 Hostel Wardens

- **Boy's Hostel** : Mr. Pankaj Jibhakate, Mobile No: - 9923139024
Email : wardenboyshostel@aiimsnagpur.edu.in
- **Girl's Hostel** : Mrs. Suneeta Patel, Mobile No : - 8518887379
Email : wardengirlshostel@aiimsnagpur.edu.in

6. Guidelines to Curb the menace of Ragging

6.1 What is Ragging?

“Ragging” includes the following: Any conduct whether by words spoken or written or by an act which has the effect of harassing, teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. The conduct includes but is not restricted to any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher; exploiting the services of a fresher, or

any other students for completing the academic tasks assigned to an individual or a group of students; any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students; any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, "vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other students; any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

6.2 Punishment for ragging in Indian Penal Code:

6.2.1 Hostel are thirteen provisions of the IPC (Indian Penal Code) which can be used by a fresher who is being ragged to register a FIR (first information report) in the police station under whose jurisdiction -area the crime has taken place.

These sections are:

- a) Wrongful restraint
- b) Wrongful confinement
- c) Punishment for wrongful restraint
- d) Punishment for wrongful confinement
- e) Obscene acts and songs
- f) Punishment for criminal intimidation in cases of extreme ragging
- g) Punishment for voluntarily causing grievous hurt
- h) Voluntarily causing hurt by dangerous weapons or means
- i) Punishment for culpable homicide not amounting to murder
- j) Abatement of suicide
- k) Attempt to murder

6.2.2 **Punishment:** Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- a) Cancellation of admission
- b) Suspension from attending classes.
- c) Withholding/withdrawing scholarship/fellowship and other benefits
- d) Debarring from appearing in any test/examination or other evaluation process.

- e) Withholding results
- f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- g) suspension/expulsion from the hostel
- h) Rustication from the institution for period ragging from 1 to 4 semesters
- i) Expulsion from the institution and consequent debarring from admission to any other institution.
- j) Fine of Rs. 25000/- and Rs 1 Lakh
- k) **Collective punishment:** When the persons committing or abetting the crime of ragging are not identified, the Institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers. If an institute doesn't take measure to stop ragging, the institute can also be punished.

7. Anti-Ragging Committee at AIIMS, Nagpur

Name	Position	Contact Number	Email
Dr. P. P Joshi Executive Director, AIIMS, Nagpur	Patron	0712- 2980351	pa.director@aiimsnagpur.edu.in
Dr. Rasika Gadkar Dean (Academics)	Chairperson	07103- 295707	academics@aiimsnagpur.edu.in
Dr. Siddharth Dubhashi Dean (Student Welfare)	Member	9881624422	spdubhashi@aiimsnagpur.edu.in
Dr. Ganesh Dakhale Dean (Examination)	Member	9850539353	exam1@aiimsnagpur.edu.in exam2@aiimsnagpur.edu.in
Dr. Pradeep Deshmukh Dean (Research)	Members	9860350797	prdeshmukh@aiimsnagpur.edu.in
Dr. Rajini Peter, Principal, College of Nursing	Member	9440388121	collegeofnursing@aiimsnagpur.edu.in
Dr. Ramaraj P N, Hostel Incharge	Member	9845167630	ramarajpn@aiimsnagpur.edu.in
Dr. Prashant Sawarkar Faculty In-charge (Boys Hostel)	Member	8652777514	drprashantsawarkar@aiimsnagpur.edu.in
Dr. Ranjan Solanki Faculty In-charge (Girls Hostel)	Member	7264821671	drranjansolanki@gmail.com
Mrs. Sushma Oommen, In-Charge, Lecturer, College of Nursing	Member	9930911737	sushma.oommen@aiimsnagpur.edu.in
Mr. Pankaj Jibhakate Warden (Boys Hostel)	Member	9923139024	wardenboyshostel@aiimsnagpur.edu.in
Mrs. Suneeta Patel Warden (Girls Hostel)	Members	8518887379	wardengirlshostel@aiimsnagpur.edu.in
Postgraduate Representative: D/o Rushikesh Thorat, (Male) D/o Physiology Dr. Sanskriti Jaiswal D/o ENT (Female)	Member	-	-
Student Representatives: Mr. Shlok Alegaonkar, (Male) MBBS 2023 batch. Ms. Ira Thakur, (Female) MBBS 2023 batch.	Member	-	-
Mr. Shabhir Sheikh, Administrative Officer	Member	-	admin@aiimsnagpur.edu.in
Mr. Sushil Pakhide (Registrar)	Member	-	registrar@aiimsnagpur.edu.in
The Collector, Nagpur District	Outside Members	0712-2564973	collector.nagpur@maharashtra.gov.in
Police Inspector Sonegaon Police Station	Outside Members	0712-2284110 0712-2566765	-
Dr. Smita Pakhmode, Parent Representative	Outside Member	9423682499	smitapakhmode23@gmail.com
Dr. Sachin Chaudhari, Assistant Registrar	Members Secretary	9833296081	registrar@aiimsnagpur.edu.in

Toll Free Number - 1800-180-5522

8. Internal Complaint Cell:

a) What is Sexual Harassment at the workplace?

“Sexual Harassment” includes anyone or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

1. Physical contact or advances;
2. A demand or request for sexual favours;
3. Making sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

b) Key Elements or workplace sexual harassment

Key points to remember being:

1. The workplace sexual harassment is sexual, unwelcome
2. The experience is subjective.
3. It is the impact and not the intent that matters
4. It almost always occurs in a matrix of power.
 - a. It is possible that a woman may experience a single instance of sexual harassment or a series of incidents over a period of time.
 - b. Each case is unique and will be examined in its own context and according to the surrounding circumstances.

c) Procedure to be followed by complainant

Who can complain?

- The complainant
- In case of physical incapacity by Complainant's friend
- Complainant's relative
- Co-worker
- Guardian or authority under whom the complaint may be taking treatment
- Any other person who has the knowledge of the incident with the consent of the complainant

What should the complaint contain?

- The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties.
- The complaint should not be ANONYMOUS
- The complaint should be in a sealed cover
-

d) When can the complainant complain?

The submission of complaint to the Internal complaints Committee (ICC) needs to be **within 3 months** of the last incident of alleged act of sexual harassment.

e) **Where can the complainant complain?**

- To head of the department /Dean/Director/ internal complains committee (ICC)
- Sources receiving complaint other than ICC needs to forward the complaint in sealed cover to ICC for further inquiry and process of redressal immediately.

Designation	Name	Contact Details
Chairperson	Dr. Meenakshi Girish	meenakshigirish@aiimsnagpur.edu.in
Member Secretary	Dr. Chaitali Waghmare	chaitaliwaghmare@aiimsnagpur.edu.in
Member	Dr. Rajashree Khot	drrajashreekhot@aiimsnagpur.edu.in
	Dr. Mandar Sane	drmsane@aiimsnagpur.edu.in
	Dr. Nitin Kumar Marathe	drnitinmarathe@aiimsnagpur.edu.in
	Dr. Rajini Peter	rajini.peter@aiimsnagpur.edu.in
	Ms.R.Rajalakshmi	rajivino31@gmail.com
External Member	Adv. Suhasini Deshpande	suhashinideshpande8@gmail.com

6. IMPORTANT CONTACTS

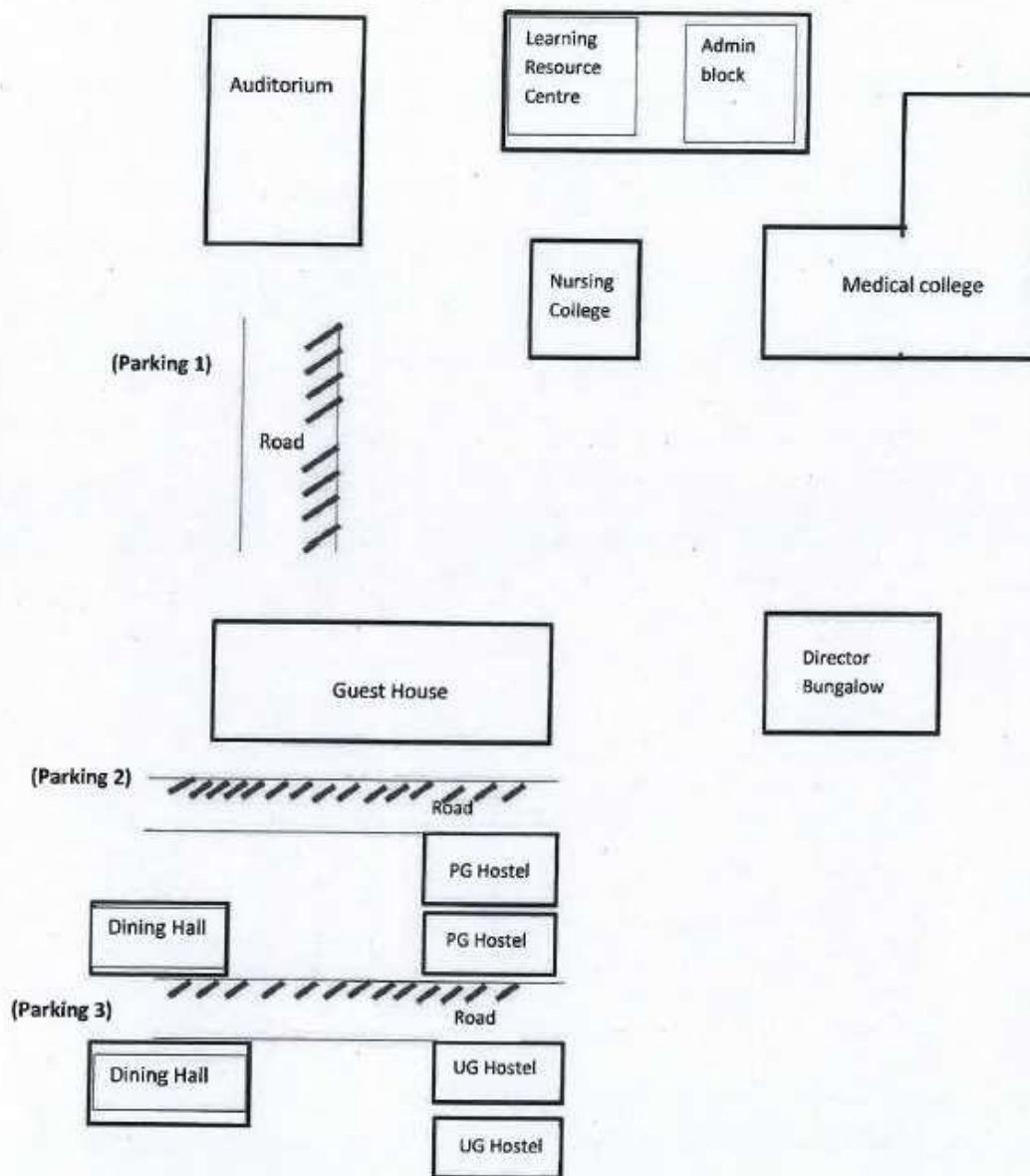
Sr No	Designation	Person	Contact details
1	Dean (Academics)	Dr. Rasika Gadkari	7103-295707
2	Dean (Student Welfare)	Dr. Siddharth Dubhashi	9881624422
3	Faculty In-charge Hostel Committee	Dr. Ramaraj P N	9845167630
4	Faculty Incharge Mess Committee	Dr. Siddharth Dubhashi	9881624422
5	Sports Committee	Dr. Yogesh Pawade	7506036750
6	Student Grievance Committee Incharge	Dr. Rasika Gadkari	9890803457
7	Internal Complaints Committee	Dr. Meenakshi Girish	9823084604
8	Warden – Boys Hostel	Mr. Pankaj Jibhakate	9923139024
9	Warden – Girls Hostel	Mrs. Suneeta Patel	8518887379
10	Emergency services	-	0712- 2352008

9. Mess Etiquettes

1. All students who are dining at the mess should come in appropriate dress. They should not come in shorts, jeans, T shirts, night dress or slippers (chappals).
2. Student should eat food in the mess itself. Carrying food outside the mess is not permitted.
3. Students must observe table manners while dining in the mess.

4. The students should be seated on the tables while having food and they should observe personal hygiene like washing of hands before meals.
5. Bags and Lab coats should be kept outside in the lockers.
6. Outside food and tiffin service is not allowed.
7. Mess timings should be strictly adhered to.
8. Mess property should not be damaged under any circumstances.
9. Playing music in the mess is not allowed.
10. Cooks and attendants at the mess should be treated with courtesy and respect.
11. The students should not quarrel with the mess staff about quality or quantity of food.
12. Students can register their suggestions about the food in the suggestion registers kept in the mess.
13. Use of indecent or foul language is forbidden in the campus of AIIMS, Nagpur.
14. Students should not bring any guests to the mess without prior permission from the mess committee.
15. Wastage of food should be avoided. Students who will not be able to eat at the mess, should mention this at least one day in advance in the dining out register kept in the mess.

Annexure: Parking Reservations for students of AIIMS Nagpur- Places marked in red lines



Parking 1 – During teaching activities
 Parking 2 – for PG Hostel
 Parking 3 – for UG Hostel