

SOP FOR SET-AIIMS FACILITY

SET-AIIMS would be governed by the AIIMS-SET Committee, chaired by the Director, AIIMS. It would be administered by the Academic Section and the Facility Co-coordinator In-charge (FCIC) would have administrative responsibilities for day to day running of the facility. All staff appointed for the facility would report to the FCIC. The priority for use of all facilities would be given to AIIMS curriculum teaching activities. Allotment to any activity may be cancelled on authorization by the Director if the facility is required for official use.

Telemedicine Facility

The Telemedicine facility would be under the management of the Telemedicine Management Committee.

Priority for use of facility would be given to approved inter-institution teaching programs, institute initiated projects, collaborative projects of Institute with other institutions/government agencies. For such use, the facility may be reserved by faculty members by applying to the Academic section. The FCIC in consultation with the Chairman, Telemedicine Management Committee and Academic section would grant approval based on availability.

For use outside the above, priority would be given to faculty driven teaching activities, academic activities and patient tele-consultations.

- Security charges for each use (refundable): **Rs 10,000 would be forfeited in case of any damage to property/equipment**
- Facility usage charges :

	Activities of Academic Section, Approved inter-institution teaching programs	Meetings sponsored by Govt. agencies	Meetings sponsored by Non-Govt. agencies
Studio-I	None	10000	20000
Studio-II	None	5000	10000
Studio- III	None	5000	10000

Skill (Dry and Wet Lab) Facility

The skill lab facility would be under the management of the Skill Lab Management Committee.

Modules included in the core curriculum would get first priority of slots. Modules that are offered as optional to AIIMS students/staff would get second priority of slots. The budget for both these activities should be sent to the academic section, after approval of the Skill Lab Management Committee.

Modules that are offered to non-AIIMS students/physicians would get third priority of slots and would get approval on a case to case basis. The budget for such activities should be prepared by the proposers so that they are self-sustaining and include administrative costs of the facility, as decided by the Skill Lab Management Committee.

The FCIC will coordinate with the Skill Lab Management Committee and Academic section to approve the modules and allocate the slots.

- Security charges for each use (refundable): **Rs 10,000 would be forfeited in case of any damage to property/equipment**
- Facility usage charges/day (this is only for use of space; equipment use charges for Wet Lab and Skill Lab will be notified from time to time based on equipment required for each activity)

	Activities of Academic Section, Approved inter-institution teaching programs	Meetings sponsored by Govt. agencies	Meetings sponsored by Non-Govt. agencies
Wet lab	None	5000	10000
Skill lab	None	5000	10000

Auditorium

The use of the auditorium would be prioritised for use of SET activities as part of UG and PG curriculum activities. Use of the auditorium for other activities would depend on availability and for such use, the facility may be reserved by faculty

Members by applying to the FCIC who in consultation with the Chairman, SET Facility and Academic section would grant approval based on availability.

- Educational activities organized by AIIMS faculty/department where the audience consists of AIIMS faculty/students/employees may be permitted on weekdays subject to availability and if no suitable space is available elsewhere. Such activities would not require payment of any fees.
- Educational activities organized by AIIMS faculty as main organizer may be permitted on weekends (Saturday/Sunday) subject to availability and AIIMS rules on financial management.
- Maximum allowed participants including organizers will be 100.
- Consumption of food is strictly prohibited inside studios
- No serving of food other than in cafeteria and as per cafeteria rules is permitted.
- No pasting/sticking of material on walls/chairs permitted.
- Only standees permitted at designated areas: main entrances on both sides/outside each Auditorium/backdrop inside the auditorium
- Security charges for each use (refundable): **Rs 10,000 would be forfeited in case of any damage to property/equipment**
- Facility usage charges/day:

	Activities of Academic Section, Approved inter-institution teaching programs	Meetings sponsored by Govt. agencies	Meetings sponsored by Non-Govt. agencies
Studio I	None	10000	20000
Studio II	None	5000	10000
Studio III	None	5000	10000

Cafeteria

The cafeteria would be exclusively for use of activities at SET AIIMS. The cafeteria would be serving beverages/snacks. The organizers should keep in view the constraints of space and amenities available locally and plan their meetings accordingly after due permission from FCIC.

Budgets, Registration Fees, and Finance rules

The Academic section will provide the budgetary requirements of the SET facility for all curriculum related activities and general maintenance. The FCIC will prepare the annual budget requirement, in consultation with other members of the SET Facility committees.

For all faculty-initiated activities, the following rules must be followed.

1. Permission for the event must be taken from the Academic section as per current practice. Booking of space in the SET facility will be done only for activities approved by the academic section.
2. The booking amount must be deposited at the time of allotment. Cancellations with less than 1 month notice will lead to forfeiture of booking amount.
3. It is mandatory to submit audited statement of income and expenditure of the event within 3 months but not later than 6 months of conduct of event to senior FA with intimation to the Dean (Academic).
4. All savings from the events held in S.E.T. Facility will be deposited in AIIMS S.E.T. Facility account within six month of the events.
 - 4.1 The amount of savings will be routed through Academic section and the amount will be deposited by Finance Division.
 - 4.2 The money will be released by the Finance division to the organization for future activities after a communication is received from the Academic section after due approved of competent authority.
 - 4.3 The AIIMS S.E.T Facility Bank account will be maintained by Finance Division.