

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(ACADEMIC SECTION)

No.F.1-2/Info./2026- AS - (P & T Cell)

Ansari Nagar, New Delhi - 29

Dated: 12.06.2026

CIRCULAR

Subject: Official Email IDs for content-wise communication to the Academic Section - reg.

In supersession of all previous informal communications on the subject and with a view to streamline correspondence and ensure timely disposal of references received in the Academic Section, the designated official email IDs for various subjects dealt with by the Academic Section are reiterated below for information and strict compliance by all concerned.

All faculty members, officers, staff, students and external stakeholders are requested to address their communications directly to the concerned section through the designated email ID mentioned against the respective subject matter.

Sr. No.	Subject/Correspondence	Concerned Dealing Official(s)	Email ID
1	Observership / Training / Permission to conduct Workshops / Conferences / CME / Symposium / Guest Lectures / Educational Visits / Visiting Faculty / Visiting Professorship	- Ms. Nisha, - Ms. Anjali, - Mr. Hemchand	training@aiims.edu
2	Verification of Degrees / Documents issued by the Academic Section	Ms. Ganga Rawat	verification@aiims.edu
3	Ph.D. Matters	Mr. Vipen Chander Bhatt	phd@aiims.edu
4	Senior Resident (DM/M.Ch.) / Fellowship	- Mr. Vinod Kumar - Mr. Vikram Kr. Meena	aiims.reg.sracad2@gmail.com
5	Junior Resident (MD/MS/MDS)	Ms. Babli Rani	jracad@aiims.edu
6	Thesis Guide Allocation/RTI related matters	Ms. Deepa Kumari	thesisguide@aiims.edu rti.acad@gmail.com
7	Senior Resident (SR)	- Mr. Rajiv Kumar - Mr. Amresh Kumar - Mr. Pankaj Kumar - Mr. Rahul Singh	aiims.regsr@gmail.com
8	Junior Resident (JR)	Mr. Akshay Kumar	aiims.reg.jrna@gmail.com
9	M.Sc. Courses	Ms. Geeta Rohera	aiims.reg.msc@gmail.com
10	MBBS	- Mr. Durgesh - Mr. Pawan	mbbs@aiims.edu
11	B.Sc. (H) Nursing / Post-Basic Nursing	Ms. Kiran Nagpal	bscnursing@aiims.edu

12	B.Sc. Allied & Healthcare Courses	• Mr. Prakash Chandra Joshi	bscparamedical@aiims.edu
13	SARAL Support	• Ms. Sushma Dhama • Mr. Jaidev Chaudhary	saralsupport@aiims.edu
15	Annual Report	• Ms. Kavita Arey	academicsection@aiims.edu
16	Proposals for creation of Department / Posts of Resident / Initiating New Courses / Awards / Gold Medal / Orations; Policy Matters / Meeting Notices / Grievances / Miscellaneous	• Mr. Hem Chand Pandey • Mr. Ajay Kaushish	proposal@aiims.edu / registrar@aiims.edu
17	Space Allotment	• Ms. Rohini Kaushal	spaceallot@aiims.gov.in
18	Collegium-related Matters	• Ms. Rohini Kaushal	collegium@aiims.edu
19	Entrance Examination / Recruitment related	• Examination Section	exams.ac@gmail.com / ace@aiims.edu
20	Policy Matters / Meeting Notices	• Registrar Office	registrar@aiims.edu

All concerned are requested to take note of the above and ensure that emails and references are routed to the appropriate email address for prompt and effective disposal.

This is for information.


 (Prof. Girija Prasad Rath)
 REGISTRAR

Distribution:

- PPS/PS to Director/ Addl. Director (Admin)/Deputy Secretary
- PPS/PS/PA to Dean (Acad./Research/Examination)
- PPS/PS/PA to Assoc. Dean (Acad./Research/Examination)
- All CoCs/HoDs/Faculties
- Representatives of FAIMS/RDA/SYS/ASA