

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(ACADEMIC SECTION)**

No. F.1-2/Misc./2025-Acad.I

Ansari Nagar, New Delhi -29

Dated the: 24.12.2025

OFFICE MEMORANDUM

Subject:- Protocol with respect to the utilization of Dr. Ramalingaswami Board Room.

It has been observed that the various institutional activities/ meetings are often delayed or deferred due to the prior booking of Dr. Ramalingaswami Board Room for conferences, workshops, and symposiums.

To streamline the process, the following guidelines must be adhered to for booking of the Board Room.

1. Institutional activities/ meetings will be prioritised.
2. No booking will be allowed for symposia, workshops and conference supported with the external sponsorship.
3. Permission for such activities may be granted depending on the availability within 7 days of the scheduled meeting with the concurrence of Director's Office.

NB: Institutional activities /meetings include Dean's Committee, Staff Council, Standing Academic Committee, Standing Finance Committee Governing Body, Convocation, Institute Day, Research Day, Director's Meeting with Associations, Parliamentary Delegation, MoUs with National/International universities, Foreign Delegations, etc.

This has been issued with the approval of the Director, AIIMS, New Delhi.


(Prof. Grijja Prasad Rath)
REGISTRAR

Copy to:-

1. PPS/PS to Director
2. PS/PA to dean (Acad./Res/Exam)
3. PS/PA to Additional Director (Admin)/Deputy Secretary
4. All Faculty members of the Institute
5. AO, Estate Section - For necessary action.

For information