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# 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 – 441108





# **Post-graduate Student's Handbook 2020-21**



## Institute Anthem

जन जन को तंदुरुस्त बनाना लक्ष्य हमारा है ।  
कुशल चिकित्सक गढ़ रहा यह एम्स हमारा है ॥

शिक्षा ,सेवा , शोध कार्य 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 गढ़ रहा यह एम्स हमारा है ॥

मानव सेवा से पवित्र कोई धर्म नहीं है  
आरोग्य दान से बड़ा जहाँ में कर्म नहीं है  
रुग्ण जनों की सेवा ही संकल्प हमारा है  
कुशल चिकित्सक गढ़ रहा यह एम्स हमारा है ॥

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

जन जन को तंदुरुस्त बनाना लक्ष्य हमारा है ।  
कुशल चिकित्सक गढ़ रहा यह एम्स हमारा है ॥



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



## MISSION STATEMENT

The All India Institute of Medical Sciences, Nagpur is committed to provide a unique study experience through evidence based medicine with cutting edge innovation.

- To be a national leader in teaching and clinical care services.
- To provide unparalleled, exemplary patient and family centered comprehensive health care services.
- To provide transformative education and training encouraging self evaluation & independent thinking.
- Committed to deliver the promise of high-impact, multidisciplinary and collaborative research for the benefit of mankind.

*'Passion for excellence'- Our Motto*







## Director's Message



Dear Students,

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

AIIMS, Nagpur is just two-year-old institution. But during these two years, the institute has grown by leaps and bound. The building construction is in its last phase and OPD block, Academic block, Hostels, Mess, Library, Sports complex, Administrative Block, Faculty quarters and Guest house is already functioning. This world class infrastructure has been created in record time. Patient care is gradually picking up. 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 are chosen through national level competition and are 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 Vibha Dutta, SM

MD (Path), Ph.D (AIIMS, Delhi), MIAC

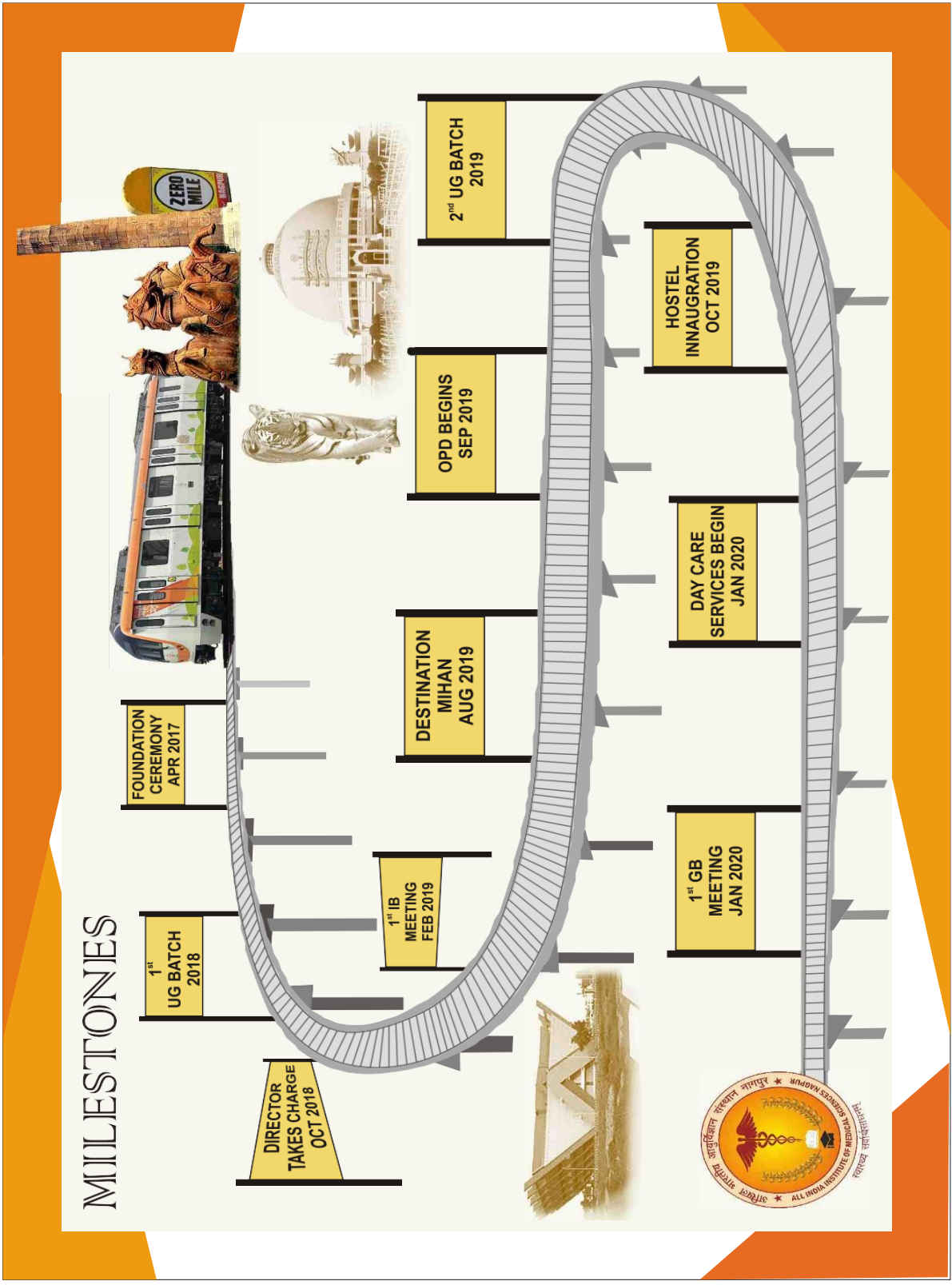


## INDEX

S/N	TOPICS	PAGE NO.
1.	AIIMS, Nagpur milestones	7
2.	Facilities at AIIMS, Nagpur	8
3.	General code of conduct for students	10
4.	Important contacts	24



# 1. AIIMS, Nagpur milestones





## 2. Facilities at AIIMS, Nagpur at a Glance

### 1. Hostel Accommodation:

Hostel accommodation is allotted to all post graduate students. The students are expected to maintain discipline, and high standards of ethical and cultural behavior. Our Campus is a Ragging Free zone. Appropriate disciplinary action will be taken against any incidence of ragging or abetment of ragging such as expulsion from the hostel / university and/or FIR with the police.

### 2. Laundry Services:

Washing machines are available in each hostel at ground floor for easy access.

### 3. Learning Resource Centre:

Central Library of AIIMS Nagpur at MIHAN with a total covered area of 2546 sq. m. is under development which will be serving the varied needs of its readers efficiently. It will be fully automated with all modern facilities with world class library management systems like KOHA, RFID (Radio Frequency of Identification) etc.

#### **Library Timings:**

Monday - Friday: 7:00 AM – 10:30 PM

Saturday- Sunday: 7:00 AM- 10:30 PM

Library will be closed on the Account of **Republic Day, Holi, Buddha Purnima, Independence Day, Ganesh Chaturthi, Dussehra, Diwali and Christmas Day**



#### 4. Mess:

4.1 Dining facility is also available for students with a nominal fee which include 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.

#### 4.2 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. The following would be ideal for dining in the mess:  
Boys: Full sleeves shirt and trousers, shoes/sandals.  
Girls: Salwar Kurta/Skirt with decent top, shoes/sandals. Hair should be tied neatly.
3. Students should eat food in the mess itself. Carrying food outside the mess is not permitted
4. Students must observe table manners while dining in the mess.
5. The students should be seated on the tables while having food and they should observe personal hygiene like washing of hands before meals.
6. Bags and Lab coats should be kept outside in the lockers
7. Outside food and tiffin service is not allowed.
8. Mess timings should be strictly adhered to.
9. Mess property should not be damaged under any circumstances.
10. Playing music in the mess is not allowed.
11. Cooks and attendants at the mess should be treated with courtesy and respect.
12. The students should not quarrel with the mess staff about quality or quantity of food.
13. Students can register their suggestions about the food in the suggestion registers kept in the mess.
14. Use of indecent or foul language is forbidden in the campus of AIIMS, Nagpur
15. Students should not bring any guests to the mess without prior permission from the mess committee.
16. 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.



### 1. **ATM:**

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

### 2. **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.

### 3. **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.

## **3. General Code of Conduct for Students**

1. Procedure for availing leaves
2. Vehicles
3. Hostel rules
4. Anti-ragging guidelines
5. Prevention of Sexual Harassment

### **1.0 Procedure for availing Leaves:**

MD/MS students are entitled to avail 30 days of leaves in first year and 36 days of leaves in second and third year of the program. Student should apply to Dean (Academics) for sanction of leave through proper channel (Unit In-charge/HOD). It should be ensured that the leaves are sanctioned before proceeding on leaves.



Any leave taken over & above the allotted number of leaves will be E.O.L without pay. The student's term will be extended by the number of days of E.O.L in order to complete the program requirement for the award of PG degree.

## **2.0 Hostel Rules:**

- 2.1 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.
- 2.2 All hostel occupants should conduct themselves in a disciplined manner befitting the honour, and respectability of the institution and the profession.
- 2.3 No meetings are permitted in the hostel premises without permission.
- 2.4 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.
- 2.5 Cooking by hostel occupant is not allowed in Rooms or in Hostel mess.
- 2.6 Consumption or storage or supply of liquor or any kind of intoxicant or drugs of abuse, is strictly prohibited.
- 2.7 Any kind of gambling is prohibited.
- 2.8 AIIMS Nagpur is a smoking free campus and any kind of smoking is strictly prohibited.
- 2.9 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.
- 2.10 Firing crackers inside the hostel premises or inside the building is strictly prohibited. However, the hostel occupants can fire crackers as a mark of celebration in open land in the campus with prior permission of Hostel Warden and as per the law.
- 2.11 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.
- 2.12 The hostel occupants shall not keep fire- arms, other lethal weapons, poison or dangerous chemicals in their rooms.
- 2.13 The hostel occupants shall not interfere with the duties of student welfare members, wardens and security personnel.



- 2.14 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.
- 2.15 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 everyday acquaint themselves with latest information/orders.
- 2.16 No visitor (including family members) is permitted to enter the hostel in any case.
- 2.17 **Electricity, water, furniture, and the hostel property**
- 2.17.1 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.
- 2.17.2 Water should be consumed as needed and should not be wasted.
- 2.17.3 Water coolers and water filters installed in the hostels are required to be maintained in good conditions.
- 2.17.4 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 collected from the students.
- 2.17.5 Any kind of damage to hostel property by hostel occupants will be treated as a serious offense.
- 2.17.6 Stealing or pilfering of hostel/institute property or other students' property will be considered as serious and strict disciplinary action will be taken.
- 2.17.7 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.
- 2.17.8 Use of water coolers during water scarcity is prohibited.
- 2.17.9 The hostel students are not permitted to install air conditioner or refrigerator in their rooms.
- 2.17.10 The hostel students shall not install personal television sets in their rooms.



## 2.18 **Cleanliness**

- 2.18.1 The hostel occupants should keep their rooms neat and tidy.
- 2.18.2 It is the responsibility of room inmates to discard the wastages of their rooms in the common dustbins.
- 2.18.3 The hostel occupants should maintain the hostel premises neat and clean.
- 2.18.4 The hostel occupants are prohibited from writing any slogans or any writings, obscene drawings, on the hostel walls and rooms.
- 2.18.5 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.

## 2.19 **Hostel allotment, vacating the hostel, withdrawal/removal from the hostel**

- 2.19.1 Hostel allotment will be done by faculty in-charge of hostels only after approval and under the direction of the Director.
- 2.19.2 Students shall submit Hostel Accommodation form to wardens
- 2.19.3 Only those students who have submitted duly filled Hostel Accommodation Form will be considered for hostel allotment.
- 2.19.4 Once the hostel room is allotted, no change of room will be permitted.
- 2.19.5 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.
- 2.19.6 For change of room, the students shall apply separately in prescribed format.
- 2.19.7 No student should change or exchange rooms themselves.
- 2.19.8 Unauthorized occupation of any room or exchange of room shall be treated as serious violation of disciplinary rules of the hostels.
- 2.19.9 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.
- 2.19.10 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.



2.19.11 While vacating the hostel room, the students should submit the key to Hostel Warden.

2.19.12 No Dues are required to be submitted from Hostel and Mess for collecting original certificates.

## 2.20 **Safety of personal belongings**

2.20.1 It will be the responsibility of the hostel occupants to take care of their personal belongings.

2.20.2 The institute or student welfare section will not be responsible for any loss /damage.

2.20.3 The hostel occupant should lock their respective room while moving out of the room and hostel.

## 2.21 **Emergencies**

2.21.1 In case of health issues, theft, fire, quarrel among students, bullying, etc., the students should report immediately to Warden.

2.21.2 Any incidence of ragging should be reported to wardens and the anti-ragging committee

2.21.3 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.

2.21.4 Student can approach the student grievance committee for any complaints related to wardens/faculty/ or any staff

## 2.22 **Punishment**

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

2.22.1.1 Warning to student

2.22.1.2 Written memo to student

2.22.1.3 Verbal and/or Written communication to parents/guardians

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

2.22.1.5 Recovery of cost of damaged hostel property

2.22.1.6 Expulsion from the hostel

2.22.1.7 Rustication for a particular term

2.22.1.8 Permanent rustication from the institute



2.22.2 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.

2.23 **Appellate Authority**

2.23.1 Hostel Warden

2.23.2 Faculty-in-charge

2.23.3 Administration (Director)

2.24 **Hostel Wardens- post graduate Hostel -**

2.24.1 **Boy's Hostel:** Mr.Pankaj Jibhakate Mobile No: - 9923139024 Email: wardenboyshostel@aiimsnagpur.edu.in

2.24.2 **Girl's Hostel:** Mrs.Sunita Patel Mobile No: - 8518887379 Email: wardengirlshostel@aiimsnagpur.edu.in

### 3.0 **GUIDELINES TO CURB THE MENACE OF RAGGING**

#### 3.1 **What is ragging?**

3.1.1 "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

### **3.2 Punishment for ragging in Indian Penal Code:**

3.2.1 There 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:

339. Wrongful restraint

340. Wrongful confinement

341. Punishment for wrongful restraint

342. Punishment for wrongful confinement

343. Obscene acts and songs

344. Punishment for criminal intimidation in cases of extreme ragging

345. Punishment for voluntarily causing grievous hurt

346. Voluntarily causing hurt by dangerous weapons or means

349. Punishment for culpable homicide not amounting to murder

350. Abatement of suicide

351. Attempt to murder



7.2.2 **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:

- i. Cancellation of admission
  - ii. Suspension from attending classes
  - iii. Withholding/withdrawing scholarship/fellowship and other benefits
  - iv. Debarring from appearing in any test/examination or other evaluation process
  - v. Withholding results
  - vi. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vii. Suspension/expulsion from the hostel
  - viii. Rustication from the institution for period ranging from 1 to 4 semesters
  - ix. Expulsion from the institution and consequent debarring from admission to any other institution.
  - x. Fine of Rs 25000/- and Rs 1 Lakh
- xi. **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 measures to stop ragging, the institute can also be punished.



### 7.2.3 Anti-Ragging Committee at AIIMS, Nagpur

<b>NAME</b>	<b>POSITION</b>	<b>CONTACT NO.</b>
<b>Dr. M.H Rao, Executive Director, AIIMS, Nagpur</b>	<b>Patron</b>	<b>0712-2980351</b>
<b>Dr. Mrunal Phatak, Dean (Academics)</b>	<b>Chairperson</b>	<b>07103-295707</b>
<b>Dr. Siddharth Dubhashi, Dean (Student Welfare)</b>	<b>Member</b>	<b>9881624422</b>
<b>Dr. Ganesh Dakhale, Dean (Examination)</b>	<b>Member</b>	<b>9850539353</b>
<b>Dr. Pradeep Deshmukh, Dean (Research)</b>	<b>Member</b>	<b>9860350797</b>
<b>Dr. Rajini Peter, Principle, College of Nursing</b>	<b>Member</b>	<b>9440388121</b>
<b>Dr. Prashant Sawarkar, Faculty In-charge (Boys Hostel), Associate Professor, D/o Surgery</b>	<b>Member</b>	<b>8652777514</b>
<b>Dr. Ranjan Solanki, Faculty In-charge (Girls Hostel), Associate Professor, D/o Comm. Medi.</b>	<b>Member</b>	<b>7264821671 0712-2711188</b>
<b>Mrs. Sushma Oommen, Nursing Hostel In-charge, Lecturer, College of Nursing</b>	<b>Member</b>	<b>9820402425</b>
<b>Mr. Pankaj Jibhakate, Warden Boys Hostel</b>	<b>Member</b>	<b>9923139024</b>
<b>Mrs. Suneeta Patel, Warden Girls Hostel</b>	<b>Member</b>	<b>8518887379</b>



<b>Postgraduate Representatives:</b> <b>Mr. Yathish Basava Prabhu B L, D/o Surgery</b> <b>Ms. Vasanthakumari, D/o Pathology</b>	<b>Member</b>	<b>9738789895</b> <b>9384124190</b>
<b>MBBS Student Representatives:</b> <b>Mr. Tunal Jain 2019 batch</b> <b>Mr. Kshiteej Vilay Shah, 2022 batch</b>	<b>Member</b>	<b>9650706336</b> <b>9881374246</b>
<b>Mr. Rohan L Bagde, A.O.</b>	<b>Member</b>	<b>9051566884</b>
<b>The Collector, Nagpur District</b>	<b>Outside Member</b>	<b>0712-2564973</b>
<b>Police Inspector, Sonegaon Police Station</b>	<b>Outside Member</b>	<b>0712-2284110</b> <b>0712-2566765</b>
<b>Dr. Mandar Sane, Associate Registrar</b>	<b>Member Secretary</b>	<b>9465696311</b>

**Toll free number: 1800-180-5522**



## 8. Internal Complaints Cell:

### 8.1 WHAT IS SEXUAL HARASSMENT AT THE WORKPLACE?

“Sexual Harassment” includes anyone or more of the following unwelcome acts or behavior (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

### 8.2 KEY ELEMENTS OF 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**.
  - It is possible that a woman may experience a single instance of sexual harassment or a series of incidents over a period of time.
  - Each case is unique and will be examined in its own context and according to the surrounding circumstances.

### 8.3 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

### 8.4 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

#### 8.5 WHEN CAN THE COMPLAINANT COMPLAIN?

The submission of complaint to the internal complaints committee (ICC) need to be **within 3 months** of the last incident of alleged act of sexual harassment.

#### 8.5 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.

#### 8.6 CONSTITUTION OF ICC

Designation	Name	Contact Details
Chair person	Dr Meenakshi Girish	meenakshigirish@aiimsnagpur.edu.in
Member Secretary	Dr T.S.Gugapriya	gugapriyats@aiimsnagpur.edu.in
Member	Dr Jyotsna Gumashta	jyostnag@aiimsnagpur.edu.in
Member	Dr V. Sreelakshmi	sree.v@aiimsnagpur.edu.in
Member	Dr Urmila Chauhan	drurmilachauhan@aiimsnagpur.edu.in
Member	Ms.Pranitha	pranitadbanbakode@gmail.com
Member	Mr.Sagar Kalaskar	sagarskalaskar@gmail.com
External member	Adv Suhasini Deshpande	suhasinideshpande8@gmail.com

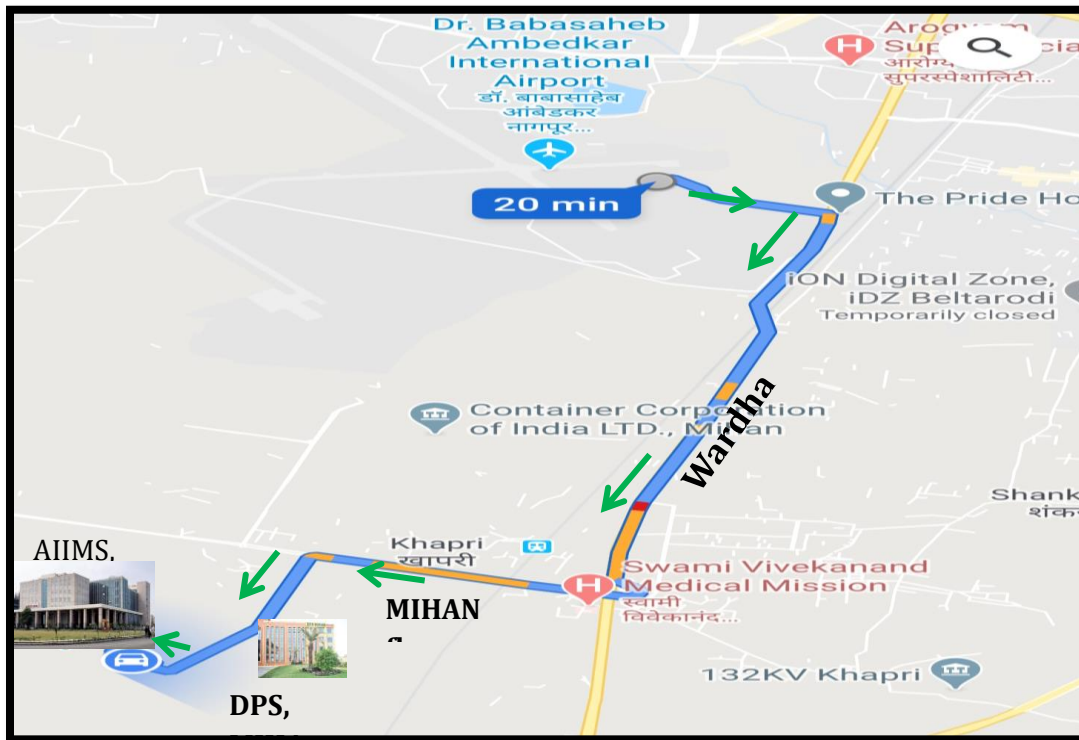


### IMPORTANT CONTACTS

Sr No	Designation	Person	Contact details
1.	Dean (Academics)	Dr Mrunal Phatak	07103-295707
2	Dean (Student Welfare)	Dr Siddharth Dubhashi	9881624422
3	Chairman-Anti ragging Committee	Dr Mrunal Phatak	07103-295707
4	Internal Complaints Committee	Dr Meenakshi Girish	9823084604
5	Faculty In-charge Hostel Committee	Dr Pradeep Deshmukh	9860350797
6	Faculty In-charge Sports Committee	Dr Ganesh Dakhale	9850539353
7	Student Grievance Committee	Dr Rasika Gadkari	9890803457
8	Warden – Boys Hostel	Mr Pankaj Jibhkate	9923139024
9	Warden – Girls Hostel	Mrs Sunita Patel	8518887379
10	Emergency services	-	0712-2352008



## APPROACH from Nagpur Airport



## APPROACH from Nagpur

### Railway Station

