

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(ACADEMIC SECTION)

F.No.9-2/2014-Acad.II

July 14, 2014

OFFICE MEMORANDUM

Sub: Submission of 58th AIIMS Annual Report, 2013–2014 (01.04.2013 to 31.03.2014)

The 58th Annual Report of AIIMS for the year 2013–14 has to be prepared and submitted to Parliament by 15th December 2014. For the past many years, there has been undue delay in submission of Annual Report. An enquiry was conducted by the Parliamentary Committee for the reasons of delay in submission of Annual Report. AIIMS Administration has given assurances to the Parliamentary Committee that Annual Report will be submitted well in time from this year onwards.

To expedite the collection of material for Annual Report, it has been decided that individual faculty member will be asked to submit material for Annual Report related to themselves in a word file. The Chief/HODs will be requested to provide departmental information only.

Accordingly all Chief/HODs are requested to provide material for Annual Report related to Centre/Department in the format attached, to the office of Registrar **latest by August 14, 2014**. The Chiefs/HODs are further requested to inform all the faculty members in the Department to submit material for Annual Report related to individual faculty member in the word file in the format which can be downloaded from the AIIMS website (**column for Annual Report**).

To avoid delays in finalizing report, it has also been decided that in case, material for Annual Report is not received from any Centre/Department/individual faculty member by due date then Academic Section will not send any reminder and the Annual Report will be finalized with information received by due date from the Centre/Department and individual faculty members.

It is reiterated that individual faculty member should send the report directly to the Academic Section in the format which is being made available in the word file format at AIIMS website (column for Annual Report).

It is further requested that each Centre/Department/Unit/Section may nominate Faculty Member/Officer to be **nodal person** for the purpose of Annual Report. The Editing Committee will interact with nominated nodal person as and when required.

This issues with the prior approval of the Director, AIIMS.

Sanjeev Lalwahi
(Dr. Sanjeev Lalwahi)
Officiating Registrar
12/7/14

Encl: As above.

Distribution: - All Chief of Centres/Departments/Units/Sections
- All Faculty members Through: Chief of Centres/HODs/In-charges

Copy to: PPS to Director / PS to DDA / PS to Dean / PS to MS / PA to Sr.FA for information

for AIIMS website

P. T. O.

P.T.O

FORMAT OF ANNUAL REPORT IF SUBMITTED IN A WORD FILE MATERIAL TO BE COLLATED AND SUBMITTED BY CHIEF OF CENTRE/HEAD OF DEPARTMENT/HEAD OF SECTION, ETC.

Faculty and Staff

Full names and designations of faculty members of the department in order of seniority. Full names and designations of group A officers may be provided. Please **do not** provide names of any other employees.

Highlights

Please provide a paragraph of a maximum of 250 words highlighting the major activities of the department in the past year.

Education

Please provide a list all the academic activities including undergraduate, postgraduate, paramedical teaching, short term/long term training and innovative educational activities

CMEs/Workshops/Symposia/National and International conferences

1. Please provide a list of those organized by the department. The details to be provided are: Name of the event, date and city.
2. Please provide a list of oral papers/posters presented by the residents and staff. The details to be provided are: Title of presentation, name of the CME/conference, date and city. If any award has been won please indicate against the presentation.

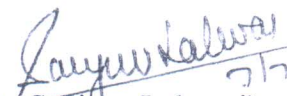
Patient care

In patient care/supportive activities include information regarding: (a) facilities available in the department (including special clinics and/or special laboratory facilities (b) community services/camps etc.

Visiting scientists

Provide the name, institutional affiliation, city and country of persons visiting with official approval.

Note: Please submit your individual Annual Report material as per the individual faculty format.


L (Dr. Sanjeev Lalwani)
Officiating Registrar

MATERIAL TO BE SUBMITTED BY INDIVIDUAL FACULTY MEMBERS

Lectures delivered

1. Please provide a list of lectures delivered at CMEs, National and International conferences. The **details** to be provided are: **Title of talk, name of the CME/conference, date and city**. These include all lectures, invited talks, plenary lectures, guest lectures *except* named Orations.
2. Please provide a **list of oral papers/posters** presented by the departmental faculty, residents and staff. The **details** to be provided are: **Title of presentation, name of the CME/conference, date and city**. If any award has been won please indicate against the presentation.

Please note these lists will be included in the report that will be available on the AIIMS website. The printed version of the report will include only the total number of conferences/talks/presentations.

Research

Please provide information under the following headings:

- A. **Funded projects:** Please provide the information under *Ongoing* and *Completed* projects. The information to be provided is in the following order. Title of the project. Name of the Principal Investigator. Funded by (name of the funding agency) for (duration, start year). Funds: Total cost. Please include **only projects which have you as the principal investigator**.
- B. **Departmental projects (including thesis/dissertations):** Please provide the information under *Ongoing* and *Completed* projects. Please provide only the title of the project where you are the Guide. Please do not list projects for which you are a co-guide (This will avoid duplication).
- C. **Collaborative projects:** Please provide the information under *Ongoing* and *Completed* projects. Please provide only the title of the project along with the name of the collaborating institution/department in parentheses. Please list those projects where you are the primary collaborator from your department/institution.

Research projects should be provided as a sequential list (not in tabular form).

Publications

Please provide publications under the following headings:

1. List of *papers published in journals* listed in **PubMed, PubMed Central, Science Citation Index** and those published in **Open access** journals. Please provide details as per the ICMJE style (see www.icmje.org)
2. List of *abstracts published in journals*. Please do not list abstracts published in conference proceedings.
3. List of *chapters in books*
4. List of *edited books and monographs*.

The style in which articles, book chapters, monographs and books should be cited are as follows:

1. Six or fewer authors
Author A, Author B, Author C, Author D, Author E, Author F. Title of article. *Name of the journal* (as abbreviated by Pubmed in italics) Year; Volume no: first page–last page.
2. More than six authors
Author A, Author B, Author C, Author D, Author E, Author F, et al. Title of article. *Name of the journal* (as abbreviated by Pubmed in italics) Year; Volume no: first page–last page.

P.T.O.

Please note: In case the contributor/author from the department is at sequence >6 then please list as follows: 6 names, ...name of department contributor. The rest of the format will remain the same.

3. Chapter in Books

Author of chapter. Chapter title. In: Name of editor(s). *Name of the book* (in italics). Edition. City of Publication: Publisher; Year: first page–last page.

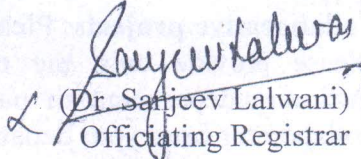
4. Books

Author(s). *Name of Book* (in italics). Edition. City of Publication: Publisher; Year of publication.

All articles in which you are involved should be listed here, irrespective of whether you are first author, communicating author or any other category of author.

Awards, honours and significant events

List only awards, honours and named orations of national and international repute, conferred (non-elected) memberships of fellowships, offices of the international and national societies and journals. Do **not** list lectures delivered in CMEs and conferences. Also include any major academic activity which is not included under teaching, research and patient care activities. Workshops, symposia etc. already under CME, should not be repeated under this section. These can also include membership of Programme Advisory Committee, Scientific Advisory Committee, Research Advisory Committee, Government Advisory. Please limit this information to a maximum of 500 words.


(Dr. Sanjeev Lalwani)
Officiating Registrar