



**अखिल भारतीय आयुर्विज्ञान संस्थान बिलासपुर, हिमाचल प्रदेश**  
**All India Institute of medical sciences Bilaspur, Himachal Pradesh**  
**(A central autonomous institute of national importance under Pradhan Mantri Swasthya Suraksha Yojana (PMSSY), Ministry of Health, government of India)**



**STUDENT'S HANDBOOK**



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## Vision

### **“INSTITUTE OF EXCELLENCE – KNOWLEDGE FOR PROSPERITY”**

To establish center of excellence in medical education, training, healthcare, and research imbued with scientific culture by adopting national/international accreditation standards and developing a culture of excellence in professionalism, governance, leadership, and compassion for this and commitment to solve the under privileged

## Mission

- To provide comprehensive patient-centered healthcare services which are effective, efficient, accessible, acceptable, and equitable, keeping safety as a priority.
- To achieve global standards in providing education by creating need-based innovative medical and nursing education models for the all-around development of students and continuous professional development of faculty and staff.
- To develop excellence in public health by enhancing institutional impact on healthcare programs to contribute to National Health Policy.
- To achieve excellence in research by augmenting capacity, infrastructure, and systems for research in basic, translational, clinical, and public health sciences to contribute to the nation in the fight against public health

सर्वे भवन्तु सुखिनः सर्वे सन्तु निरामयाः

# WHAT THE LOGO SAYS?

The **RISING SUN** symbolises the bright future and vital energy is a new era dawns for medical innovation to research in all spheres of life and also portrays preservation and nurturing of health. The **12 RAYS OF SUN** are representation of 12 districts of Himachal Pradesh, which this institute would serve.

**STAFF OF CADUCEUS**, the traditional symbol of Medical Profession Wings of staff of Caduceus symbolizes freedom of innovation in Medical Education and Research to its faculty and students

The **book** is representation of learning and knowledge imparted through this institute.

**MOTIF** is a unique local, social and cultural identity of the Himachal Pradesh, Usually seen being used in Himachali Handlooms like shawls, Caps etc. The intense colour of this portray enthusiasm for life.

Visuals of Himachal Pradesh are incomplete without snow, **SNOECLAD MOUNTAINS**, which have become the identity of the state and is reflected in the name. Two. The peak of mountains represents the height of academic and medical care institute determines to provide.

**Circular ring** signifies the continuity, consistency and community involvement. The maroon colour represents ambition and passion of the members of the institute.

**Ribbon** signifies, hope and strength and the golden yellow colour portrait optimism. The Sanskrit saying translate into "**LET ALL BE FREE FROM ILLNESS.**"

The local geographical identity of the District Bilaspur is the famous BHAKRA DAM often termed as "Temple of Resurgent India" and huge GOBIND SAGAR LAKE. The Dam symbolizes the Institute as Storehouse of knowledge with ability to harness the potential of intelligence(water) and channelizing the energy of the youth for benefit of the society. The huge Gobind Sagar lake is representation of the vastness of the medical knowledge.



## FROM THE DESK OF DIRECTOR



Dear students,

It is with immense pride and enthusiasm that I Prof. (Dr.) Daya Nand Sharma, Executive Director of AIIMS Bilaspur, present my words from director's desk.

Since our inception, we have been driven by a singular vision - to redefine healthcare by integrating cutting-edge technology, groundbreaking research, and compassionate care. As we gaze into the future, our commitment to this vision remains unwavering. We're dedicated to fostering an environment that nurtures curiosity and innovation, cultivating a new generation of medical professionals armed not only with knowledge but also with the empathy and compassion needed to serve their patients wholeheartedly.

The roadmap for our future is built on the pillars of collaboration and advancement. We seek to foster partnerships, both domestic and international, uniting brilliant minds from diverse backgrounds to tackle global health challenges collectively. We aim to harness the power of technology to revolutionize healthcare delivery, making it more accessible, affordable, and personalized for every individual.

Our commitment extends beyond the walls of this institute. In the years to come, our institute will be at the forefront of medical education, research, and clinical practice. We'll continue to invest in state-of-the-art infrastructure, attract top talent, and foster an environment that encourages exploration and innovation.

Apart from being a sparkle in the sky of academic field, it's having a wonderful environment where scenic beauty of the nature could not be unseen, providing students with glorious mental health despite the stress of medical study.

Together, let us embark on this journey towards a future where healthcare knows no bounds. Let us continue to strive for excellence, driven by our dedication to healing, discovery, and humanity.

With best wishes,

Prof. (Dr.) Daya Nand Sharma

Executive Director, AIIMS Bilaspur(H.P.)

## DEAN'S MESSAGE



Dear students,

It is with immense pleasure that I extend a warm welcome to each of you as you step into the halls of All India Institute of Medical Sciences, Bilaspur. Here, amidst the bustling corridors of knowledge and discovery, you embark on a journey filled with endless possibilities and intellectual pursuits. At AIIMS Bilaspur, our commitment lies in creating an environment that nurtures not just academic excellence, but also fosters personal growth, curiosity, and innovation. As you set forth on this academic adventure, I encourage you to embrace every moment, for the journey itself is as enriching as the destination.

Take the opportunity to explore, question, and challenge yourself both inside and outside the classroom. Engage with your peers, professors, and the myriad resources available on campus. Whether it's seeking mentorship, participating in institute events, or accessing support services, know that we are here to guide and empower you every step of the way. Our institution is a thriving community where ideas are exchanged, friendships are formed, and dreams are realized. Your unique perspectives and contributions enrich the tapestry of our academic community, shaping a brighter future for us all.

As we embark on this journey together, I am filled with excitement for the adventures that lie ahead and the accomplishments that each of you will achieve. Remember, you are not just students; you are integral members of a vibrant and diverse academic family.

In closing, I extend my heartfelt wishes for a fulfilling and transformative journey ahead. Embrace the opportunities that await and let your passion and determination propel you toward success.

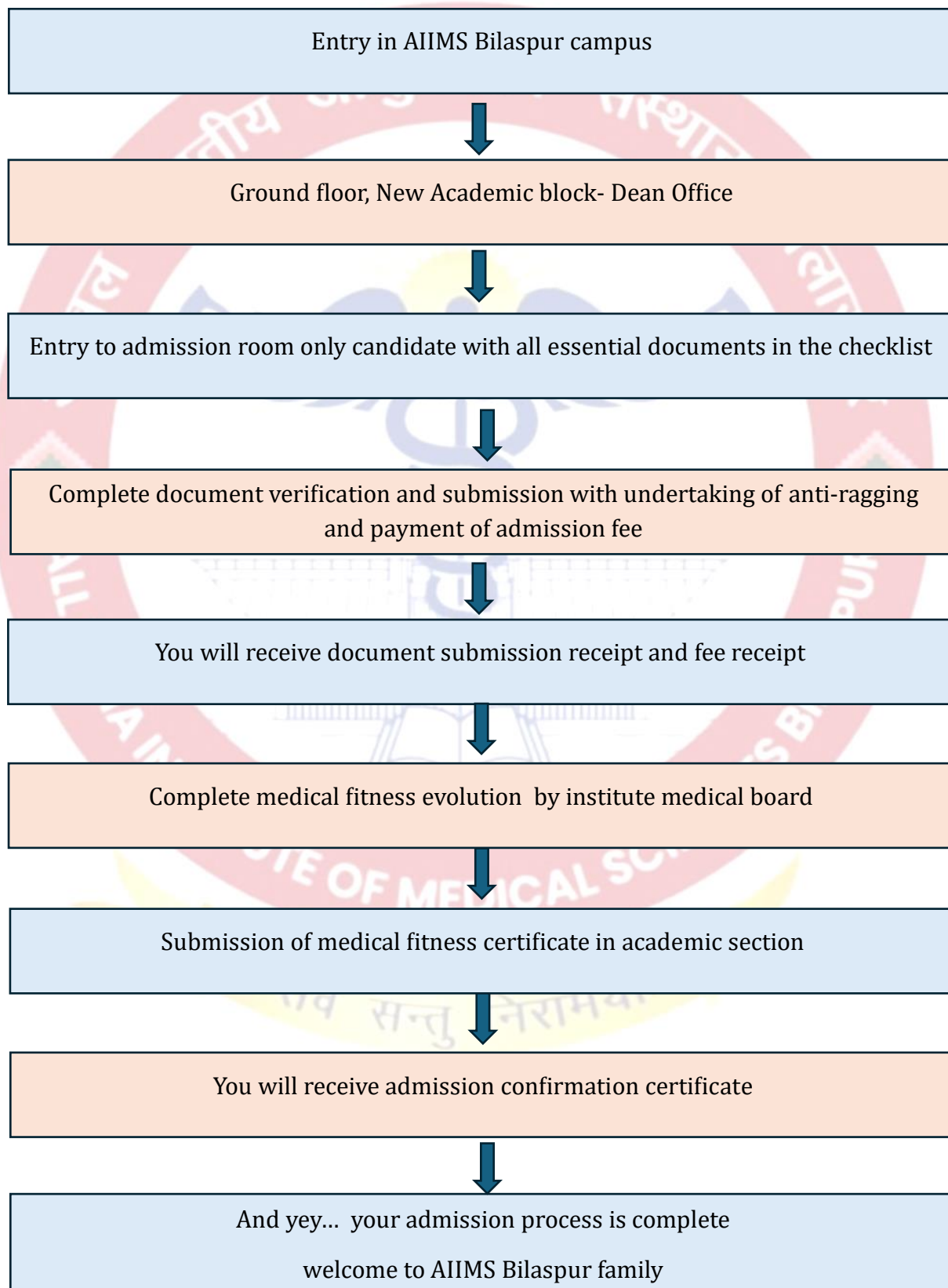
Prof (Dr.) Rupali Parlewar  
Dean (Academics)  
AIIMS Bilaspur(H.P.)

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## Admission Procedure steps

As per the result of counselling conducted by medical counselling committee MCC for NEET UG admission, students are allotted admissions at AIIMS Bilaspur Himachal Pradesh.



## Fee Structure for MBBS Students

Academic & Other Fees	Amount (in Rs.)	Hostel & Other Fees	Amount (in Rs.)
Registration Fee	25.00	Hostel Rent	990.00
Caution Money	100.00	Gymkhana Fee	220.00
Tuition Fee	1350.00	Pot Fund	1320.00
Laboratory Fee	90.00	Electricity Charge	198.00
Student Union Fee	63.00	Mess Security(Refundable)	500.00
		Hostel Security (Refundable)	1000.00
Total	1628.00	Total	4228.00
Grand Total	1628 + 4228		5856/-

## Academics

### 2.1 Semester wise Distribution of Subjects

Phase & year of MBBS training	Subjects & New Teaching Elements	Subjects & Timeline of Professional Examination
<b>Phase I MBBS (1<sup>st</sup> &amp; 2<sup>nd</sup> Semesters) (12 Months)</b>	<ul style="list-style-type: none"> <li>• Foundation Course (1 weeks)</li> <li>• Anatomy, Physiology, Biochemistry and CFM</li> <li>• AETCOM for professional development.</li> <li>• Early clinical exposure for the clinical relevance of basic science</li> </ul>	Anatomy, Physiology, Biochemistry  First Professional at the end of 2 <sup>nd</sup> Semester
<b>Phase II MBBS (3<sup>rd</sup> &amp; 4<sup>th</sup> Semesters) (12 Months)</b>	<ul style="list-style-type: none"> <li>• Pathology, Microbiology, Pharmacology, Forensic Medicine &amp; Toxicology &amp; CFM.</li> <li>• Introduction of clinical subjects.</li> <li>• AETCOM Module for professional development.</li> <li>• Clinical posting</li> </ul>	Pathology, Microbiology, Pharmacology  Second Professional at the end of 4 <sup>TH</sup> Semester
<b>Phase III MBBS Part 1 (5<sup>th</sup> &amp; 6<sup>th</sup> Semesters) (12 Months including 4 weeks Electives)</b>	<ul style="list-style-type: none"> <li>• CFM &amp; FMT</li> <li>• Internal Medicine &amp; Allied Surgery &amp; allied, Obstetrics &amp; Gynaecology, and paediatrics.</li> <li>• AETCOM Module and Integrated teaching</li> <li>• Family visits: FAP</li> <li>• Pandemic Module</li> <li>• Clinical Clerkship</li> <li>• Clinical Postings</li> </ul>	CFM, FMT  Final Professional Part 1 at the end of 6 <sup>th</sup> Semester
<b>Phase III MBBS Part 2 (7<sup>th</sup>, 8<sup>th</sup> &amp; 9<sup>th</sup> Semesters) (18 Months)</b>	<ul style="list-style-type: none"> <li>• Internal Medicine &amp; Allied Surgery &amp; allied, Obstetrics &amp; Gynaecology, and paediatrics.</li> <li>• AETCOM Module</li> <li>• Integrated teaching</li> <li>• Pandemic Module</li> <li>• Clinical Postings</li> </ul>	All clinical subjects as per National Exit Test Guideline



## 2.3 Academic Block

The academic block of AIIMS Bilaspur is the hub of all the learning and studying. It's a place where students immerse themselves in the fascinating world of medical education. It is an ultra-modern, trailblazing place which accommodates adequately luminated and spacious lecture theatres, various departments for an inner view into the subject with highly equipped labs, well descriptive demonstration rooms, the first doorway to anatomy:- The Dissection Hall(Anatomy Department).

### 2.3.1 Dissection Hall

The first anatomy teacher:- the Dissection hall is of a great importance to all future doctors for an actual practical experience and inner view of the mystery machines of nature. The dissection hall at AIIMS Bilaspur is a place built corely for providing practical knowledge to students. Thanks to the success of body donation campaign, we have ample number of cadavers for all the students to have a hands on learning experience. It is here that the intricate mysteries of the human body are unravelled, as students empathetically dissect and study anatomical structures with precision and reverence. The dissection hall is not just a room, but a sanctuary of knowledge, where the art and science of medicine come alive.

### 2.3.2 Demo Room

"Education is not the filling of a pail but the lighting of a fire:- the true practicality arises from a single blaze and an enthusiasm of making it possible." The demo room at AIIMS Bilaspur is an impressive place where students have the opportunity to witness the practical application of medical concepts. Equipped with advanced technology, allowing for interactive demonstrations and simulations, this room is a nucleus of practical knowledge which enhances the learning experience of all the science enthusiasts. With its comfortable seating, immersive displays, the demo room provides a stimulating environment for students to grasp complex medical procedures and techniques.

### 2.3.3 Practical Labs

"Knowledge may be of absolute no value unless put into proper practice" The practical labs at our medical college are a haven for hands-on learning and scientific exploration. These well-equipped spaces are diligently designed to provide students with a conducive environment to conduct experiments and develop their practical skills. With cutting-edge equipment, advanced apparatus, a variety of specimens and under the guidance of experienced faculty the practical labs offer a platform for students to apply theoretical knowledge to real-world scenarios and enhance practical knowledge of the same.

### 2.3.4 Lecture Theatre

"Education breeds confidence, confidence breeds hope and hope breeds peace." The lecture theatre at AIIMS Bilaspur is a captivating place where knowledge comes to life. This grand hall boasts a meticulously designed layout, with tiered seating that ensures an unobstructed view for every eager student. This amazingly built place is tailor made for inquisitive minds' learning and motivated building for development of future science enthusiasts. The state-of-the-art audiovisual equipment and surround sound, creates an immersive learning experience. It is a place where curiosity is nurtured, and the pursuit of knowledge takes centre stage.

## 2.4 Internal Assessment

1. There will be Formative assessments (day-to-day assessment + soft skills), End semester examinations, and Pre-Professional Examinations before the Professional Examination in each subject.
2. At the end of each Semester, and the concerned departments would conduct an end-semester examination. Dean's office will notify the dates of the end semester examination in consultation with the respective Head of the departments.
3. The weightage of marks towards internal assessment

### For First, Second Professional and Final Professional (Part I):

Formative assessments	25%
End Semester (1 <sup>st</sup> / 3 <sup>th</sup> /5 <sup>th</sup> Semester respectively)	25%
Pre-Professional (2 <sup>nd</sup> /4 <sup>th</sup> /6 <sup>th</sup> Semester respectively)	50%

### For Final Professional (Part II):

Formative assessments	20%
7 <sup>rd</sup> End Semester	20%
8 <sup>th</sup> End semester	20%
Pre professional (9 <sup>th</sup> End Semester)	40%

## 2.5 Scheme of Examination

Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Microbiology,		Maximum marks	
<b>Theory</b>	Paper 1	80	<b>200</b>
	Paper 2	80	
	Internal Assessment	40	
<b>Practical</b>	Practical examination	60	<b>100</b>
	Viva voce	20	
	Internal Assessment	20	
<b>Total marks</b>			<b>300</b>

CFM, Medicine, Surgery Obst & Gynae		Maximum marks	
<b>Theory</b>	Paper 1	80	<b>200</b>
	Paper 2	80	
	Internal Assessment	40	
<b>Practical</b>	Practical examination	120	<b>200</b>
	Viva voce	40	
	Internal Assessment	40	
<b>Total marks</b>			<b>400</b>

FMT, Ophthalmology, ENT, Pediatrics		Maximum marks	
<b>Theory</b>	Paper	80	<b>100</b>
	Internal Assessment	20	
<b>Practical</b>	Practical examination	60	<b>100</b>
	viva voce	20	
	Internal Assessment	20	
<b>Total marks</b>			<b>200</b>

## Professional Examination

### 3.1 Eligibility for appearing in Professional Examination

#### 1. Attendance

- a. The M.B.B.S. students must obtain a minimum of 75% attendance in Theory and Practical separately in each subject to be eligible for appearing in the respective professional examination.
- b. Eighty percentage (80%) attendance in AETCOM Sessions of respective phase and elective posting (eligibility to appear in Professional examinations of that phase.
- c. Students who obtain permission from the Dean to participate in the various Inter-Medical College/Inter-Institutional festivals outside the AIIMS and those who participate/organize any Institutional level program at AIIMS can be considered for 5% relaxation in the attendance by the Dean.

#### 2. Internal Assessment

Students must secure not less than 50% marks in theory and practical separately assigned for internal assessment in a particular subject to be eligible for appearing at the Professional Examination of that subject.

3. Students must have completed the required certifiable skills for that phase of training and completed the logbook appropriate for that training to be eligible for appearing at the Professional Examination of that subject.

### 3.2 Rules & Regulation

Professional examinations are to be designed to ascertain whether the candidate has acquired the necessary knowledge, minimum skills, ethical and professional values with clear concepts of the fundamentals necessary for him/her to function effectively and appropriately as a physician of first contact. The assessment shall be carried out on an objective basis to the extent possible.

- a. The M.B.B.S. students must obtain a minimum of 75% attendance in Theory and Practical separately in each subject to be eligible for appearing in the respective

professional examination, 50% marks in theory internal assessment and 50% marks in practical internal assessment, duly certified by the concerned Head of the department.

- b. The candidates who lack eligible attendance and/ or internal assessment marks will be detained.
- c. The detained candidates in phase I have to improve the attendance and/or internal assessment by attending special classes/ notified tests before the supplementary examination.
- d. Those candidates who fulfill the criteria mentioned above will be permitted along with failed candidates in the supplementary examinations. Those who fail in the supplementary examination have to join with next year's batch. Furthermore, those detained and not showing any improvement before supplementary examination also have to join next year's batch.
- e. If a candidate fails in either theory or practical, he/she has to appear for both in theory and practical examination of the concerned subject.
- f. A student shall not be allowed to graduate later than 09 (nine) years of joining the first MBBS course (Double the course duration). The candidate's name would be struck off from the roll if he/she did not complete the entire course within the stipulation mentioned (Double the course duration). Break-in study without any valid reason is not permitted, and if it is more than six months duration in phase I, the candidate's name will be struck off from the roll.
- g. There shall be one main examination in a year and a supplementary to be held not earlier than 60 days and no later than 90 days after publication its results.
- h. The student who does not qualify/pass M.B.B.S. in Professional Examination in 4 attempts, i.e., two regular plus two supplementary examinations, then the name of such student will be struck off from the rolls of the Institute.
- i. Those failing in the Second or final Prof Part 1 professional exam will be allowed to attend the classes of the next professional. However, such students will only be allowed to appear in the next professional exams after passing the previous professional.

- j. Candidates who fail in an examination but obtain pass marks in one or more individual subjects shall be exempted from re-examination in the passed subjects.
- k. The candidates have to pass in all the subjects of a particular professional examination to be allowed to appear in the next professional examination.
- l. **There is no provision for revaluation of answer papers.** However, the failed subjects are allowed re-totalling after paying a requisite fee (non-refundable) in the account section.
- m. Nature of questions will be structured essay/Case vignette, short answer type/objective type, and marks for each part indicated separately.
- n. Practical/clinical examinations will be conducted in the laboratories or hospital wards. The objective will assess proficiency and skill to conduct experiments, interpret data, and form logical conclusions. Clinical cases kept in the examination must be common conditions that the student may encounter as a physician of first contact in the community. Rare syndromes and disorders are to be discouraged. Emphasis should be on the candidate's capability to elicit a history, demonstrate physical signs, write a case record, analyse the case, and develop a management plan.
- o. Viva/oral includes assessment of management approach and handling of emergencies, ethical and professional values. The candidate's skill in interpreting common investigative data, X-Rays, identification of specimens, ECG, etc., also is to be assessed.

## Internship Training Programme

Every student of AIIMS Bilaspur after passing the final MBBS examination shall require to undergo compulsory rotating internship for a duration of 12 months. The internship is a phase of training very in a medical graduate will acquire the necessary skills and competencies for practice of medical and healthcare and supervision so that he or she may become capable of functioning independently, the goal of internship is to train medical graduate to fulfil their roles as doctors of first contact in the community.

### Objectives:

At the end of internship training, the student shall be able to

1. Diagnose common disease/conditions encountered in practice and make timely decision for referral to higher level.
2. Use discreetly the essential drugs, infusions, blood or its substitutes and laboratory services.
3. Manage all type of emergencies-medical, surgical obstetric, neonatal and paediatric, by rendering first level care.
4. Demonstrate skills in monitoring of the National Health Programme and schemes, oriented to provide preventive and promotive health care services to the community.
5. Develop leadership qualities to function effectively as a leader of the health team organised to deliver the health and family welfare service in existing socioeconomic, political and cultural environment.
6. Render services to chronically sick and disabled (both physical and mental) and to Communicate effectively with patient and the community

<b>Internship Time Distribution</b>		
<b>S.No.</b>	<b>Subject</b>	<b>Weeks Allotted</b>
1.	Community and Family medicine	8
2.	Medicine	6
3.	Pediatrics	4
4.	Diagnostic (Radiology)	2
5.	Psychiatry	2
6.	Dermatology	1
7.	Emergency & Trauma	4
8.	Forensic Medicine (during emergency posting) and Prescription Writing & Audit (Pharmacology)	1
9.	Surgery	6
10.	Obstetrics & Gynaecology	6
11.	Anaesthesiology	2
12.	Ophthalmology	2
13.	Orthopaedics & PMR	2
14.	ENT	2
15.	Electives *	4
	<b>Total</b>	<b>52</b>
<b>Electives</b>		
	1. Transfusion Medicine	1
<b>Broad Speciality Groups (At least One)</b>	2. Nuclear Medicine /Radiotherapy	1
	3. Hospital administration	
	4. Skill lab	
	5. Central research facility	
<b>Super-specialty groups (May Choose any Two, 1week for each)</b>	1. Cardiology	2
	2. Cardiothoracic Surgery	
	3. Endocrinology	
	4. Medical Oncology	
	5. Nephrology	
	6. Neurology	
	7. Neurosurgery	
	8. Pediatric Surgery	
	9. Pulmonary medicine	
	10. Rheumatology	
	11. Surgical Oncology	
	12. Urology	

## Student Support Programme & Progression

### 4.1 Mentor-Mentee Programme

“Mentorship” refers to a personal development relationship that enables synergetic purposeful conversation to reflect on experiences, make informed decisions & act upon ideas generated through interactions. Basis of mentoring is to build mutual trust, help students grow, regular contact & conversation and genuine belief in the process of education at AIIMS, Bilaspur.

AIIMS, Bilaspur also has mentor-mentee program where in each faculty member has been allotted one student from each batch. It will make healthy sibling environment between senior and junior students. Through a regular and structured interaction, the student is helped to overcome his/her anxieties and obtain academic guidance. This process encourages to build problem solving attitude. An interaction form should be filled once a month with each of mentee and copy of form to be submitted to the dean office every 3 month.

### 4.2 Student Welfare cell

Student welfare cell has been constituted in AIIMS Bilaspur to promote the overall well-being of the students and address very suspects of their life, including mental and physical health, emotional well-being and social engagement.

### 4.3 MINDs (Mental Health Initiative for Needs and Development) Cell

The **MINDs Cell (Mental Health Initiative for Needs and Development)** at AIIMS Bilaspur is a dedicated platform aimed at fostering mental well-being among students. Recognizing the challenges of medical education, the cell provides a **safe, supportive, and confidential** space for students to seek guidance, share concerns, and access mental health resources.

It also encourages peer engagement through its **Peer Representative Program**, where students can actively contribute to creating a compassionate and understanding

campus environment. Whether facing academic stress, personal challenges, or simply in need of a listening ear, students can reach out to MINDs Cell at **[mindscellaiimsbilaspur@gmail.com](mailto:mindscellaiimsbilaspur@gmail.com)**. Through awareness programs, counselling support, and peer-led initiatives, MINDs Cell strives to build a culture of **care, resilience, and well-being** at AIIMS Bilaspur.

For any mental health related support, guidance or queries, you can reach out to our official email: [mindscellaiimsbilaspur@gmail.com](mailto:mindscellaiimsbilaspur@gmail.com)

#### 4.4 Appointment of Class, Hostel & Mess Representative

1. Each batch will have Two Representative for Class, Hostel & Mess each(1 Boy + 1 Girl).
2. The representatives would be nominated based on their performance in the NEET (for 1<sup>st</sup> Professional) and in the final university examination (for 2<sup>nd</sup>, Pre-final and Final Professionals).
3. In case if a student refuses to accept the nomination, the next person in ranking would be nominated. The nomination would be separate for the Boys and Girls.

	Class Representative	Hostel Representative	Mess Representative
1 <sup>st</sup> Professional MBBS	Best rank in NEET UG	2 <sup>nd</sup> Best rank in NEET UG	3 <sup>rd</sup> Best rank in NEET UG
2 <sup>nd</sup> Professional MBBS	First rank in 1 <sup>st</sup> Professional Exam	Second rank in 1 <sup>st</sup> Professional Exam	Third rank in 1 <sup>st</sup> Professional Exam
Pre-final Professional MBBS	First rank in 2 <sup>nd</sup> Professional Exam	Second rank in 2 <sup>nd</sup> Professional Exam	Third rank in 2 <sup>nd</sup> Professional Exam
Final Professional MBBS	First rank in Pre-final Professional Exam	Second rank in Pre-final Professional Exam	Third rank in Pre-final Professional Exam

## 4.5 Academic Awards

Awards for academic excellence allow the generation of healthy competition among talented students and inspire them to show brilliant performance in the examinations throughout their academics.

To recognize the efforts and excellence of students at various stages of their training, AIIMS Bilaspur awards prizes for various Undergraduate (First MBBS, Second MBBS, Pre-Final MBBS, Final MBBS, Final MBBS(Female), Overall Academic Performance during MBBS, Overall Academic Performance during MBBS(Female), Best Academic Performance during B.Sc. Nursing, Best Academic Performance during B.Sc. Paramedical), Best Student in Postgraduate (MD/ MS), Best Student in Super specialty (DM/ M.Ch.) and Best Outgoing Ph.D. Scholar courses.

## 4.6 Library

Central Library has been functional on the 1<sup>st</sup> and 2<sup>nd</sup> floor of the Academic Block of the Institute. The library has been providing daily in-house services to its users. The Central Library has 462 seating capacity at one time. The library has been divided into five reading room dedicated to Faculty, Nursing Officer, MBBS Students, Nursing and Paramedical Students and other staff separately.

The library's collection has 450 titles related to medical science. The books have been issued to the users for reading in the library and not lending to home.

### **Library Timing: -**

Monday to Saturday: - 08:00 AM to 09:00 PM

Sunday: - 09:00 AM to 05:00 PM

Except Gazetted Holidays

### **Right to membership: -**

All Faculty/ Staff/ Students of AIIMS Bilaspur, H.P. are welcome to the avail the library facility.

For Membership, the identity card issued by the Institute is treated as the Library Membership Card of the users. At present, no separate card is to be issued by the library for membership.

### **Library Services**

1. Reading Room
2. Internet Service/ Wi Fi
3. Photocopy and Printing Service
4. At present, the Central Library is also providing the facility of a Computer Lab to the students. Total 05 computer has been installed for the users in the library.
5. Newspaper Service: - The Central Library has subscribed total 06 (03- English and 03- Hindi) Newspapers namely Hindustan Times, Indian Express, The Tribune, Amar Ujala, Dainik Jagran, Divya Himachal.

**Library e-resources: -**

1. The library is subscribing the e-resource (Clinical Key by Elsevier) to access the e-Journals, e-books and drug monograph for academic purpose.
2. The library is a member of ERMED-Consortium by National Medical Library, Delhi to access the e-resources subscribed by the National Medical Library.
3. The library is provided the facility to access the e-resources within the institute as well as remote access.

#### **4.7 Sports & Fitness**

Sports play a crucial role in the medical field by promoting physical fitness, preventing diseases, fostering teamwork, enhancing mental health, and providing insights into injury prevention and rehabilitation techniques. Indoor and outdoor Sports activities are available at AIIMS, Bilaspur for the overall mental and physical stress relieving of students and staff.

In case of outdoor sports, various play fields are located for different games like cricket and football. A tennis lawn facility is also available along with a basketball court. Badminton and volleyball court is also available.

For indoor sports, Institute lodges facility of table tennis, carrom board and chess. Indoor sports are very much important for the some sensitive motor skills of body and mental agility. Hostels have a concept of common room which is a separate area for indoor sports facility.

Rules:

1. Timings for access to ground: 6:00 AM to 10:00 PM.
2. Registration is mandatory prior to collection of any equipment.
3. Registered individuals would be held responsible for misplaced equipment and must return it on time.
4. Valid reason required for any equipment damage.

#### **4.8 Gymnasium**

Gyms in medical colleges are vital hubs for students' physical well-being amidst rigorous studies, so is our gymnasium at AIIMS, Bilaspur. Gyms encompass a diverse array of equipment catering to holistic fitness. From treadmills, ellipticals, and stationary bicycles for cardio, to weight machines, free weights, and resistance bands for strength training, they offer versatility. Additionally it also has a music system as we all know the importance of music on our mindset which greatly determines our gains in gym.

Rules - Here are some common rules and regulations of the Ug boys hostel gym

1. The gym facilities are available for Faculty & Undergraduate students.
2. Timings of the gym: The gym will be open from 6:00 to 9:00 am in the morning and 6:00pm to 10:00 am in the evening
3. Maintenance of the gym register is mandatory for all.
4. Whatever equipment is used should be kept back in its place.
5. If anything is broken, Should be reported to the concerned authority as soon as possible.

#### **4.9 Dining Hall**

The mess facility here at AIIMS Bilaspur totally redeems your day before and after your long lectures hours as you gorge on your meals. There are 2 dining blocks which serve hygienically prepared food on a buffet basis. Both the dining blocks are well equipped with TV and security cameras. In this place one counts memories not calories, therefore the mess is not just a dining area but it is also a place where friends bond over food to create happy reminiscence of life. The variety of food options in the mess is catered to a diverse range of tastes and preferences. It includes sweet dish , fruits, eggs

and non veg on specific days of week. Students can also purchase ready to eat items from the counter.

Rules and Regulations:

1. Mess timing for the respective meals:
  - a. Breakfast: 7:30 am to 10:00 am
  - b. Lunch. : 12:30 pm to 3:00 pm
  - c. Snacks. : 4:30 pm to 6:00 pm
  - d. Dinner. : 7.30 pm to 10.00pm.
2. Sanitising hands is necessary before entering the mess.
3. Students are not allowed to enter the kitchen without permission.
4. Students are required to maintain the decorum of mess

#### **4.10 Transport Facilities**

Transport facilities are available in the institute for pick up and drop for the students. Under Graduate students are discouraged from maintaining any motorised vehicle.

#### **4.11 ATMs**

Two ATM's are available in AIIMS Bilaspur Campus facilitating the students requirement for 24 hour banking.

## Hostel – Rules & Regulation

### 5.1 Hostel allotment, vacating the hostel, withdrawal/removal from the hostel

- 5.1.1 Hostel allotment will be done by superintendent of hostel.
- 5.1.2 Any individual selected for an academic course, is eligible to apply for the hostel accommodation
- 5.1.3 Allotment of hostel accommodation is only on the basis of application made on prescribe form available in hostel office & forms to be submitted through proper channel. Dean Academics is the forwarding authority for undergraduate students.
- 5.1.4 Hostel accommodation is compulsory for all the MBBS student. Allotment is made according to the date of joining, if it is same then date of application and if both are same then the date of deposit of security amount for hostel and rooms will be allotted as per the waiting list.
- 5.1.5 All allottees shall accept the allotted accommodation within time stipulated in the letter otherwise allotment will be cancelled.
- 5.1.6 The period of allotment shall not exit 10 days beyond the date of completion of the course.
- 5.1.7 Failure to vacate hostel accommodation on time with or without permission, shall invite Levying of rent as applicable and/or eviction proceedings.
- 5.1.8 Change of room is allowed only once during the entire time of tenure. Additionally, change of room is allowed to hostellers on emergency like fire/seepage/ System fallen ceiling etc, with the approval of superintendent of hostel.

### 5.2 Conduct and Discipline

- 5.2.1 AIIMS Bilaspur 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.

- 5.2.2 All hostellers/ residents / guests and visitors to the hostels should conduct themselves in a manner that is in keeping with the prestige, honour and dignity of the All India Institute of Medical Sciences.
- 5.2.3 Partying / celebrations of any form are not permitted in the hostels without prior permission of the Hostel Superintendent who may earmark specific areas for this purpose.
- 5.2.4 Cooking, boiling, microwaving, baking etc are not permitted in the hostels except in accommodation with kitchen facilities.
- 5.2.5 Consumption or storage or supply of liquor or any kind of intoxicant or drugs of abuse, is strictly prohibited.
- 5.2.6 All India Institute of Medical Sciences, Bilaspur is declared a “No Smoking zone”. Hence smoking in premises is completely banned.
- 5.2.7 Any material that is a fire-risk should be avoided or used cautiously in the hostels. This includes, candles, incense sticks, [use with caution and put off before leaving the room] firecrackers, gas cylinders, petroleum products etc. [not permitted].
- 5.2.8 Hostellers should refrain from making noise, shouting or create disturbance in any form. Radios, music systems and other such appliances must be played at an appropriate volume or earphones may be used so as not to cause any disturbance to others.
- 5.2.9 Hostellers / residents should not possess any weapons or replicas of weapons or any other article that may cause physical harm.
- 5.2.10 At no time shall hostellers / residents argue unnecessarily, abuse, threaten or misbehave with any institute employee. (including security staff who may interact with them during the course of their duty).

### **5.3 Student movement timings, attendance and rules for leaving hostel**

- 5.3.1 Hostel students are not permitted to leave the hostel premises after 9 pm and before 6am. However, in some circumstances, if they want to do so, they should take prior permission of Wardens with proper justification for the same.

- 5.3.2 The main gate of Hostel will be closed at 9 pm. Hence, students should report to the hostel before 9 pm.
- 5.3.3 The students are advised to carry their identity cards with them while moving out of the hostel premises and should show the card on demand.
- 5.3.4 While moving in and out of the hostel premises, the student should make an entry in the “Student Movement Register”.
- 5.3.5 Daily attendance will be taken in the hostel at 10 pm in the respective hostels. In case of absence of the student without prior information, strict disciplinary action will be taken.
- 5.3.6 The hostel occupants shall not leave headquarters without prior permission of the Hostel Warden. Hostel occupant who leave hostel without application and prior permission from the concerned authorities shall be deemed to be missing and their parents/guardian or even the police authorities may be intimated (if required).
- 5.3.7 While leaving the hostel (during leave or vacation), the student should apply for permission in writing in advance stating the reason for leaving. The student shall mention the address of destination, phone number and expected date of return to the hostel.
- 5.3.8 It will be the responsibility of the student to inform mess in-charge while leaving headquarters.
- 5.3.9 The hostel occupants shall not leave the hostel premises for the purpose of excursion/picnic without prior permission of Competent college authorities and without prior intimation to Hostel Warden. For any accident, fatality or untoward event that may occur during picnic/excursion, the responsibility does not lie with the institute or hostel authorities.

#### **5.4 Visitors**

- 5.4.1 No male visitor & Male student is permitted in Girls Hostel, and no female visitor & Female student is permitted in Boys Hostel.

5.4.2 Female visitors (only close relatives) will be permitted to visit the female student's room on verification from the concerned students. However, in any circumstances, they will not be allowed to stay in the hostel.

5.4.3 Outsiders including parents or guardians of a student are not permitted to stay in the hostel (Boys/Girls Hostel).

## **5.5 Electricity, water, furniture, and the hostel property**

5.5.1 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.

5.5.2 Water is a scarce commodity and wastage is discouraged and should be avoided at all times. All water leakages should be reported immediately to the Hostel Section /Maintenance/Enquiry.

5.5.3 All hostellers /residents, guests and visitors shall ensure all furniture, fixtures, furnishings are handled with care and maintained properly. Vandalism and graffiti is a serious offence.

5.5.4 In the event of wear and tear or damage or defect of any of the furniture, fixtures or furnishings either in the room or in the common areas, the Hostel Section / Maintenance Enquiry should be informed for necessary action.

5.5.5 Air-conditioners and all other electrical appliances are currently not permitted in any of the hostels.

5.5.6 Tampering or damaging to CCTV or Surveillance instrument will be treated serious offence and strict disciplinary action will be taken.

## **5.6 cleanliness**

5.6.1 All hostellers / residents/ guests /visitors shall keep the hostel accommodation and the hostel premises as well as surroundings, neat and clean.

5.6.2 All garbage, rubbish and refuse including disposable wares should be disposed of in the garbage bins provided or in the designated areas.

## 5.7 Safety of personal belongings

- 5.7.1 It will be the responsibility of the hostel occupants to take care of their personal belongings.
- 5.7.2 Valuables including laptops, books, jewellery, mobile phones must be kept in a secure place. Hostel Section will not be responsible for any loss.
- 5.7.3 The hostel occupant should lock their respective room while moving out of the room and hostel.

## 5.8 Emergencies

- 5.8.1 In case of health issues, theft, fire, quarrel among students, bullying, etc., the students should report immediately to Warden.
- 5.8.2 Any incidence of ragging should be reported to wardens and the anti-ragging committee.
- 5.8.3 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.
- 5.8.4 Student can approach the student grievance committee for any complaints related to wardens/faculty/ or any staff.

## 5.9 Punishment

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

- a. Warning to student
- b. Written memo to student
- c. Verbal and/or Written communication to parents/guardians
- d. Monetary fine – Rs. 100/- to Rs. 50,000/- (Individually or
- e. collectively)
- f. Recovery of cost of damaged hostel property
- g. Expulsion from the hostel
- h. Rustication for a particular term
- i. Permanent rustication from the institute

- j. 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.

## 5.10 Student Prefects

5.10.1 Student prefects will be appointed every year by the Hostel Warden in consultation with other members of the Hostel Committee from amongst the senior students of good standing. Preferably, one student prefect per floor/wing will be appointed.

5.10.2 The student prefects will assist Hostel Warden in maintaining the discipline and administration.

5.10.3 Duties of Student Prefects:

- a. To assist Warden in taking attendance
- b. To ensure hostel rules are observed by the inmates and bring to the notice of Hostel Warden, in case of violation of any rule
- c. To report to Warden in case of emergencies
- d. To ensure cleanliness of hostel wing/floor/premises and bring to the notice of Hostel Warden
- e. To monitor activities of Common room, reading rooms etc.

### Contact detail of Hostel Wardens:

Junior Wardens	Mr. Ramanand (Male)	Mobile - 9015054749
	Miss Shagufta Ali (Female)	Mobile - 7876196200
	Miss Komal (Female)	Mobile - 8219573714

## Student Code of Conduct

### Maintenance of Discipline among students of the AIIMS Bilaspur:

1. All powers relating to discipline and disciplinary action are vested in the Director.
2. The Director may delegate all such powers, as he/she deems proper to the Dean and to such other persons as he/she may specify on his behalf.
3. Without prejudice to the generality of power to enforce discipline under the Rules.

The following shall amount to acts of gross indiscipline:

- I. Physical assault or threat to use physical force against any member of the teaching or non-teaching staff of any Department/Centre of AIIMS, Bilaspur or any other persons within the premises/campus of AIIMS, Bilaspur.
- II. Carrying or use or threat of use of any weapon.
- III. Violation of the status, dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes.
- IV. Any practice, whether verbal or otherwise, derogatory to women.
- V. Any attempt at bribing or corruption in any manner.
- VI. Wilful destruction of institutional property.
- VII. Creating ill-will or intolerance on religious or communal grounds.
- VIII. Causing disruption in any manner of the functioning of the AIIMS, Bilaspur.

## Anti Ragging

**Regarding ragging the directive of Supreme Court will be followed strictly. It is as under:**

“As per direction of the Hon’ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of the ragging. Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside any educational Institution, shall be suspended, expelled or restricted from the Institution and shall also be liable to fine which may extend to Rs.10,000/-. The punishment may also include cancellation of admission suspension from attending the classes, withholding/withdrawing fellowship/scholarship and other financial benefits, withholding or cancelling the result. The decision shall be taken by the Head of the Institution”.

**I. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/ her appropriate. The Director, may in exercise of his/her powers aforesaid order or direct that any student or students:**

- a) Be expelled;
- b) Be, for a stated period: Be not for a stated period, admitted to a course or courses of study in AIIMS, Bilaspur.
- c) Be fined with a sum of rupees that may be specified;
- d) Be debarred from taking any examination(s) for one or more semesters.
- e) Withhold the result of the student(s) concerned in the Examination(s) in which he/she or they have appeared be cancelled.
- f) Be prohibited for appearing or completing any examination for any unfair means like copying, taking notes, mobiles or any other electronic gadgets inside the examination halls.

## **II. Prohibition of and Punishment for Ragging:**

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of AIIMS Bilaspur and also outside the AIIMS Bilaspur.
2. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under the Rules.
3. Ragging for the purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by other students and includes individual or collective acts or practice which:
  - a) Involve physical assault or threat or use of physical force;
  - b) Violate the status, dignity and honour of women students;
  - c) Violate the status, dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
  - d) Expose students to ridicule and contempt and affect their self-esteem;
  - e) Entail verbal abuse and aggression, indecent gesture and obscene behaviour.
4. The Director, Dean, Hostel Superintendent and Faculty of AIIMS Bilaspur shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Dean or any other Faculty member/or authority may also Suo moto enquire into any incident of ragging and make a report to the Director of the identity of those who have engaged and the nature of the incident.
6. The Dean may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority disclosing the occurrence or ragging incidents described in the Clause 3(a), (b) and (c) the Director shall direct or order rustication of a student or students for a specific number of semesters.

8. The Director may in other cases of ragging order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study at AIIMS Bilaspur, departmental examination for one or more semesters or that the result of the student or students concerned in the examination(s) in which they appeared be cancelled.

9. In case where students who have obtained degree(s) of AIIMS Bilaspur are found guilty under this Rules, appropriate action will be taken for withdrawal of degrees conferred by the AIIMS Bilaspur.

10. For the purpose of this Rules, abetment to ragging will also amount to ragging.

**For Any complain or queries regarding Ragging : Contact**

Member secretary, Anti-Ragging Committee	Dr. Rakesh Kumar Singh	Mobile- 9418000807
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**Internal complaints Committee:**

A statutory committee looks into matters related to sexual harassment of students and staff in the college. Any person aggrieved in this matter may fearlessly approach the committee for a fair and concerned hearing and redressal.

**For Any complain or queries : Contact**

Chairperson -Internal Complaints Committee for Women (ICCW)	Dr. Priti Agarwal Professor, Microbiology	Mobile- 9873038606
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