



All India Institute of Medical Sciences
Ansari Nagar, New Delhi - 110029

S.E.T Facility

(Skill, E-Learning & Telemedicine)

Requisition form for booking of S.E.T Facility



Applicant's Name

Designation: Department:.....

Contact No:..... Email.....

Details/Objectives of Meeting:

Number of people expected at the event:.....

AIIMS Academic activity	<input type="checkbox"/>	Name of the Agency/Sponsoring Organization
Activity funded by Govt. Agency *	<input type="checkbox"/>	
Other/Society *	<input type="checkbox"/>	
(*Refer to point 14 overleaf)		
Other financial support:		Specify for others :
Registration Fee	<input type="checkbox"/>
Delegation Fee	<input type="checkbox"/>
Course Charges	<input type="checkbox"/>

**Official time of the facility is : 9 AM to 5 PM on working days (Monday to Friday)
9 AM to 1 PM on (Saturday)**

Facility Required (Please tick your choice)			Date (s) of Requirement	Time details From & To	Do the booking dates include Saturday/ Sunday/ Gazetted Holidays Yes/No
Description	Nos. of Seats	Yes & No			
Studio-I	100		___/___/___ to ___/___/___		
Studio-II	28		___/___/___ to ___/___/___		
Studio-III	53		___/___/___ to ___/___/___		
Skill Lab	15 work stations		___/___/___ to ___/___/___		
WET Lab			___/___/___ to ___/___/___		
Projection			___/___/___ to ___/___/___		
Pantry			___/___/___ to ___/___/___		

Total amount being paid by applicant :

List of Manikins / equipment needed for activity :

I, Dr./Mr./Ms:agree to the terms & conditions given overleaf.

(Sign. of the Applicant)

(Signature of the HOD)
(Concerned Department with Seal)

(Prof. In-Charge)
Telemedicine
(P.T.O)

Terms & Conditions

1. **The Allotment may be cancelled any time, should a need arise for official reasons.**
2. **No additional setup like : stalls, banners, desks, chairs, plants etc. are allowed to be put in the corridor or the studio. This is as per the fire safety norms of AIIMS, Delhi.**
3. Please visit the venue at least ONE day before the event and finalize the requirement.
4. S.E.T Facility will not be responsible of the sudden malfunctioning of any technical equipment or electronic gadgets during the period of conference.
5. The parties of the booking halls are requested to take care of all their belongings.
6. All electronic gadgets taken from S.E.T Facility must be handed over to the S.E.T Facility official after use. Any loss or damage will be borne by the booking party.
7. The S.E.T Facility is under electronic surveillance. Please ensure discipline and decorum in the facility to avoid disturbing other events that maybe taking place in the facility.
8. Any damages to the facility would need to be compensated as per the actual. The responsibility for same is with the person who has been allotted the facility.
9. **Overall, the maximum allowed participants including organisers are 100. In case of individual studios, it is strictly as per the number of seats in the respective studios. Seating on floor/aisles is not permitted.**
10. Consumption of food & beverages is strictly prohibited inside studios and corridors. Pantry to be used for the purpose.
11. Food should be served only in cafeteria and as per cafeteria rules.
12. No pasting/sticking of material on walls/chairs is permitted.
13. Standees are permitted at designated areas : main entrances on both sides/outside each studios.
14. **The parties will ensure the payment of Overtime/Honorarium to the Technicians & Attendants, if engaged before/after office hours or on Saturday, Sunday & Gazetted Holidays as admissible under the rules.**
15. Educational Activities organized by AIIMS Faculty as main organizer may be permitted in studios on weekend (Saturday/Sunday) subject to availability and AIIMS rules on financial management.
16. Intra departmental activities/exams/seminars/classes are currently not being allowed in the facility.
17. No equipment/Manikin other than that listed during booking will be provided.
18. Kindly confirm the availability of the booked premises at least 2 months before the event if booked in advance.
19. **Facility usage charges per day :**

Note: **(Receipt Copy to be submitted to S.E.T Facility at least 48 hours before event date)**

Studios	Activities of Academic Section, Approved inter institution teaching programs with no registration fees	Meetings sponsored by Govt. Agencies	Meetings sponsored by Non-Govt. agencies
Studio-I	None	Rs. 10,000/-	Rs. 20,000/-
Studio-II	None	Rs. 5,000/-	RS. 10,000/-
Studio-III	None	Rs. 5,000/-	Rs. 10,000/-
Skill Lab	None	Rs. 5,000/-	Rs. 10,000/-
WET Lab	None	Rs. 5,000/-	Rs. 10,000/-