

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI-110029**

No.F-1-2/2025-Acad.II

Dated:

**28 JAN 2026**

**OFFICE-MEMORANDUM**

**Subject: Working Arrangement of Professor-In-Charge (Student/Resident Welfare) at AIIMS, New Delhi.**

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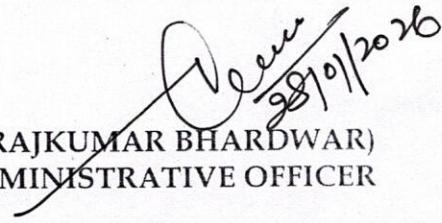
The Director, AIIMS, New Delhi, is pleased to assign **Prof. Ratna Sharma, HOD, Department of Physiology, AIIMS, New Delhi**, an additional responsibility as Professor-In-Charge (Student/Resident Welfare), AIIMS, New Delhi, with immediate effect, until further orders.

The tenure of this assignment will be three (03) years or until such time as deemed fit by the Competent Authority.

The work is in addition to her current duties and responsibilities. She will not be entitled to any extra remuneration/honorarium for the above additional assignment.

The terms & conditions as mentioned in the OM No. letter no.1-2/25-Acad.II dated 22.01.2026 shall remain unchanged.

**This issue with the approval of the Competent Authority.**

  
**(RAJKUMAR BHARDWAJ)**  
**ADMINISTRATIVE OFFICER**

**Distributions: -**

**Dr. Ratna Sharma,  
Prof. & Head,  
Dept. Of Physiology  
AIIMS, New Delhi**

**Copy to:-**

1. PPS/PS to Director, AIIMS/Dean (Acad/Res/Exam)/Addl. Director (Admin.)
2. All Chiefs of the Centres (CoCs) and Heads of the Departments (HoDs)
3. The Registrar (Academic)
4. P.I.C., Gymkhana/Library/Student Welfare Committee
5. Hostel Superintendent(s)
6. Representatives of RDA/ASA/SYS/ Other Student Bodies
7. The Content Provider (Thr: PIC, CF) to kindly upload the same on the AIIMS website & circulate the notification to all HOD's/CoCs and department mail.
8. The Senior Hindi Officer, Hindi Section : For Translation purposes of this O.M.

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

No.F-1-2/2025-Acad.II

Ansari Nagar, New Delhi- 29  
Dated: 22.01.2026

**NOTIFICATION**

**Subject:** Creation of a position of Professor-In-Charge (Student/Resident Welfare) at AIIMS, New Delhi,

The undersigned is directed to convey the approval of the Competent Authority regarding the creation of a position of Professor-In-Charge (Student/Resident Welfare) at AIIMS, New Delhi, with the following terms and conditions:-

1. The Professor In-Charge (Student/Resident Welfare) will act as a Liaison Officer for the mentioned central facilities (Hostel Section, Gymkhana, Student Wellness Centre, and Library) of the Institute and the facilities will be under the administrative control of the Dean (Academics)/Director.
2. The PIC will report to the Dean (Academics).
3. The tenure of such assignments should be 3 years or until such time as deemed fit by the competent authority. Further, after completion of the tenure, there should be a mandatory cooling-off period of one year.
4. He/She will not be entitled to any extra remuneration/honorarium for the above additional assignment.
5. Any other responsibilities are assigned by the Dean (Academics)/Director, AIIMS, New Delhi.

**Mandates of Professor In-charge, (Student/Resident Welfare): -**

- a. Overall (physical, emotional, social) well-being of students and residents.
- b. Establish mechanisms for the identification of students in distress in coordination with the Student Wellness Centre.
- c. Co-ordinate with Hostel Superintendent on hostel and residential affairs, including ensuring safety, discipline, and grievance redressal in the hostels.
- d. Coordinate (with Chairperson)/Chair/ Oversee Grievance Redressal of Students/Residents.
- e. Implement anti-ragging and campus safety policies as per the statutory guidelines.
- f. Coordinate with the Internal Complaint Committee and ensure gender equity, inclusiveness, and protection from sexual harassment of residents and students.
- g. Encourage sports, cultural, literary, and co-curricular activities. Coordinate with/ Chair the UG Coordination Committee (UGCC).
- h. Ensure availability of books/journals in coordination with the PIC & Chief Librarian, BBDL library.
- i. Oversee/facilitate timely information on scholarships/ welfare schemes.
- j. Coordinate career guidance and mentorship.
- k. Crisis management related to student/resident.
- l. Organize/supervise orientation and induction programs; sensitize to institutional values.

**Authority:** -

- Approved by the Governing Body in its meeting held on 12.09.2025 vide agenda item no.163/31.
- Approved by the Standing Academic Committee in its meeting held on 07.03.2025 vide agenda item no.124/15.

  
(Prof. Girija Prasad Rath)  
REGISTRAR

**Distributions:-**

1. PPS/PS to Director, AIIMS/Dean (Acad/Res/Exam)/Addl. Director (Admin.)
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3. The Content Provider (Thr: PIC, CF) to kindly upload the same on the AIIMS website & circulate the notification to all HOD's/CoCs and Department mail
4. Representatives of ~~Student Sys~~ / other student bodies.