

F. No. – A-16007/1/1/2025-AIIA/Vol. V
Government of India
Ministry of Ayush
All India Institute of Ayurveda

Gautampuri, Sarita Vihar,
New Delhi – 110076

Date: 12th February, 2025

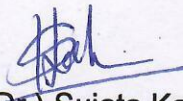
Subject: Instructions for holding official meetings at AIIA, New Delhi -reg.

In view of the AIIA's official meetings which are organized from time to time such as internal meeting including IRB, IEC, DRC, Senior officer meeting, etc. or external NABH, IFC, GB, EC, NAAC, training programmes, CMEs, KIP visits, International officials visits at AIIA etc., it should be ensured that AIIA meetings are organized in a smooth manner.

2. In this connection, all concerned/ deputed coordinators are instructed to ensure following prior to any official meeting with the approval of the Competent Authority:

- a) Meeting notice/ order will be issued, at least, three days prior to the date of meeting by the concerned department and if the presence of Director of the institute is required in the programme the same will be communicated to the Director Sectt., including talking points and related information, at least, one day prior to the programme.
- b) The meeting notice will also include the details of the programme such as timings of the events, pre-event preparations (e.g. felicitation/ placing orders for refreshments, etc.). The meeting notice will also include the services to be used for the towards the hospitality (high tea and working lunch etc.), IT equipment, AV, vehicle requirement etc. after obtaining approval from the competent authority. The concerned department will ensure all pre-event preparations accordingly.
- c) Pre-event arrangements: On the inaugural programme/meeting day, following necessary arrangements will be made by the staff of respective departments:
 - Arrangements of Water bottles & Glass and AIIA canteen will be well-informed for smooth serve and may be included in the meeting notice/ order;
 - Arrangements for lamp lighting ceremony during inauguration, cleaning of lamp, flower garland for Dhanwantari, name plates, meeting folders, welcome kit for Guests, mementos for Guests, etc.;

- IT team will be well-informed prior one day for arranging electronic display such as audio-visual arrangements, ppt presentation etc.
 - d) On the programme / event day, the hospitality such as serving of tea / Hi-tea, working lunch, felicitation, display of banner, smooth running of TV screens, PPT presentation, receiving of guests etc. will be strictly ensured by the concerned department / deputed coordinator only. In case Director presence is required, it will be the utmost priority and duty of the concerned department/ deputed coordinator/ PRO that during the visit of official visitors and VVIP guests, they are received and welcomed with standard protocol of AIIA by the deputed coordinator/ PRO for carrying out all pertaining duties by their MTS/ staff to facilitate the guest before visiting to Director.
 - e) Post event arrangements – Respective Dept. in coordination with the housekeeping team should ensure that the premises are cleaned post event.
 - f) In view of austerity measure, printing of flex banners/ standees for display within the campus for events may be avoided in many programmes and practice of using digital displays, when required, may be adopted for the same.
3. These guidelines are being issued for the strict compliance.
 4. Hindi version will be followed.


(Prof. (Dr.) Sujata Kadam)
Director (I/c)

To:

1. All HODs
2. All Deans & Assoc. Deans
3. MS / DMS, Hospital
4. NS (Hospital)
5. All Divisional heads / unit heads
6. FA/ Accounts
7. SAO (Admn.) I/c
8. PS to Director, AIIA
9. PRO, AIIA

Copy to:

1. PPS to Director
2. IT (I/c) – To upload on the AIIA website
3. Canteen Manager