



अखिल भारतीय आयुर्विज्ञान संस्थान, बिलासपुर
हिमाचल प्रदेश - १७४०३७

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No.: AIIMS-BLS(A) (4) (COC)/2023 - 2484

Date: 01. September 2023

Office Memorandum

Subject: Constitution of Community Outreach Cell (COC) – Reg.

AIIMS Bilaspur is engaged in various healthcare related community outreach activities in the state of Himachal Pradesh especially the high-altitude, remote, and underserved areas. The services provided by the institute include holding regular medical camps in the underserved areas of the community, free health check-up and screening camps for specific diseases to aid early detection and treatment. Further, the institute staff, students and the faculty provide education about health and hygiene through awareness camps and print, electronic and social media platforms, conduct blood donation camps, and provide medical relief during natural disasters. Also being an institute of national importance, AIIMS Bilaspur is committed to empowering the local healthcare providers through capacity building initiatives like CMEs, workshops, and training programs.

These activities are not only useful to society but also nurture the faculty and the students into sensitive and ethical citizens who can contribute responsibly to community and society.

Hereby, an institute level Community Outreach Cell (COC) comprising of the following members is constituted for streamlining and efficient management of the outreach activities of the institute.

Sr. No.	Name	Department	Position in committee
1.	Prof Rupali Fulzale	Physiology	Convener
2.	Dr. Vikrant Kanwar	Hospital Administration	Co-ordinator
3.	Lt. Col. M Hariharan	DDA	Member
4.	Prof Dinesh Kumar Verma	Dentistry	Member
5.	Dr. Meenal Madhukar Thakare	CFM	Member
6.	Prof S Sriram	Paediatrics	Member
7.	Prof. Poninder Kumar	Ophthalmology	Member
8.	Dr. Poojan Marwaha	Obstetrics & Gynaecology	Member
9.	Dr. Mohim Thakur	General Surgery	Member
10.	Dr. Darwin Kaushal	ENT	Member
11.	Dr. Tarun Kumar	Medicine	Member
12.	Dr. Nidhi Puri	PRO	Member
13.	Administrative Officer	Administration	Special Invitee
14.	Accounts Officer	Accounts	Special invitee

A. Activities of the Community Outreach Cell (COC):

1. Planning and conduct of community outreach camps/events and awareness programs.
2. Interaction and coordination with district/state agencies or NGOs / Philanthropic organisations for holding such events to enhance the reach and effectiveness of the community outreach initiatives of the institute by leveraging available resources, sharing expertise, and coordinating efforts.
3. Arrange print, electronic, and social media platforms coverage of the outreach programs to project positive image of the institute.
4. Maintenance of all the records pertaining to outreach activities of the institute.

B. Procedures to be followed:

1. **Calander of Activities:** The COC shall prepare an annual calendar of events (considering climatic conditions) to be undertaken as a part of the community outreach and submit to the competent authority for approval.
2. **Permissions:** Outreach activities would be conducted either as an activity initiated from the individual departments or as a request received from different organizations outside AIIMS, which are intending to organize screening, diagnostics, treatment, or any related health activity in collaboration with AIIMS Bilaspur:
 - a. **Activity initiated by Departments from AIIMS Bilaspur:** It is desirable that all the departments take active participation in community outreach programs to promote community health. All the departments/specialties are requested to fix a date/day at least once in a year to hold a social outreach activity at their convenience. These activities can be proposed by a single or a group of departments. The request in the prescribed proforma should reach the social outreach cell, which will maintain monthly calendar of such activities. It is expected that at least one such camp should be organized every month. The compiled list of these proposed activities will be forwarded by the convener of the Community Outreach Cell to the competent Authority for necessary permissions. The place for organizing these camps may be proposed by the individual departments or a meeting can be convened between Community Outreach Cell, AIIMS administration, CMO/Administrative authorities of the district, municipal corporations, local schools, and educational authorities to fix the site for conduct of such activities.
 - b. **Request received from the organizations outside AIIMS:** All such activities should be communicated by the requesting organisation to Community Outreach Cell in the prescribed format available on the Institution website. Any department from AIIMS Bilaspur receiving such request should forward the request to COC in the prescribed proforma. The representative from requesting organizations may be invited for a meeting with Community Outreach Cell. The cell will assess the authenticity and feasibility of the request, population involved and infrastructure, what is expected, and the support required from the AIIMS? After assessing such request, a meeting will be convened by the COC with the concerned departments to assess the feasibility as well as finalizing the dates for such event. This may be followed by forwarding the proposed schedule to the administration for necessary approvals.

3. **Support from the external agency/District/State administration:** the support from the external agency/District / State administration in the form of manpower, permission for utilization of locally available healthcare facility including drugs, consumables, lab, and OT; travel, food, and stay arrangements etc. should be sought, discussed and commitment obtained before agreeing to conduct the program and finalizing the dates of the event.
4. **Institutional Support:** The manpower deputed by the institute shall be sanctioned 'Duty Leave' to participate in the event. If there are no external means of support, the required support in the form of financial support, manpower, travel, food, stay etc. may be sought from the institute, once the permission to conduct the event is received from the competent authority.
5. **Advertisement and coverage of the event:** The PRO of the institute in collaboration with the local authorities, print and electronic media shall arrange to disseminate the information about the upcoming program. PRO will also be responsible for positive print, electronic, and social media platforms coverage of the outreach programs.
6. **Report submission:** After the conduct of the program, an activity report along with digital documentation in the form of photos, video and a brief write up highlighting the salient points of the activity should be prepared and submitted to the COC by the respective department within seven days of conclusion of the activity. The report will be forwarded to the office of Director by the Community Outreach Cell for approval.
7. **Data collection during the activity:** any research related work or data collection during these Community Outreach activities for the purpose of Research should be intimated well in advance to the Research Section and necessary approvals from the IEC to be obtained.
8. **Maintenance of records of outreach activities:** The COC shall be fully responsible for maintaining all the records pertaining to the institute outreach plans and activities.

This is issued with the approval of the competent authority.


Deputy Director (Admin)
AIIMS, Bilaspur (HP)

**COMMUNITY OUTREACH CELL
(Proforma For Outreach Activities)**

Date:

To,
The Executive Director,
AIIMS, Bilaspur, HP

THROUGH COMMUNITY OUTREACH CELL

Name of proposed activity:

If the activity initiated by an outside organisation, the Name of the organization)
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Source of Funding/ Sponsor: Central Government/ State Government/ NGOs/Private
Organization/Schools/ Charitable Trust/ Political Party/ Individual/ Others (specify)
.....

Name of the initiating / collaborating Department at AIIMS Bilaspur:
.....

Proposed Place for the activity:

Proposed Date/Time for the activity:

Duration of activity.....

Expected population coverage/ Expected Audience:
.....

Brief description of the proposed activity:
.....
.....

Expectations from the activity:
.....
.....

Necessary arrangements (with total number of days)
Transport.....
Food
Stay.....

Detail of the manpower involved/to be involved in the activity:
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.....
.....

Instruments/equipment/any other requirement:

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.....

Brief profile of the requesting organization:

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(Both hard copy and soft copy of duly filled form with a cover letter should be forwarded to Community Outreach Cell, AIIMS Bilaspur)

Name & Signature of Applicant with stamp:

Recommendations of Head of Department/Departments/Unit:

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List of enclosures/supportive documents:

Comments from Convener, Social Outreach Cell:

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Comments of COC:

Signature
Coordinator

Signature
Convener

For office use:

Admin Comments:

AO

Accounts Comments:

Ac. O / FA

DDA

Approval by the Competent Authority:

Approved / Not Approved

Executive Director