



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

A Central Autonomous Institute of National Importance under PMSSY, MoH & FW, Government of India

शैक्षणिक अनुभाग / ACADEMIC SECTION

Standard Operating Procedure (SOP)

This **magazine** serves as a dynamic platform for AIIMS Rajkot to engage in intellectual discourse and creative expression. It is designed to celebrate academic excellence, showcase research advancements, and highlight the artistic and literary talents within the college.

By fostering a culture of scholarly dialogue and creative expression, the magazine aims to enhance medical education and professional growth within the institution.

Our **vision** is to create a publication that reflects the **academic rigor, innovative and curious spirit** of our medical college. We strive to maintain the highest editorial standards while ensuring inclusivity, diversity of thought, and a balanced representation of academic and creative contributions.

Through this initiative, we seek to **inspire, inform, and connect** the medical community by delivering content that is not only intellectually stimulating but also fosters a sense of belonging and pride among students and faculty.

1. Editorial Board Structure

1.1 Composition



- The **Editorial Board** will include:
 - **Editor-in-Chief:** The editor-in-chief will be one of the senior faculty; not below the rank of associate professor. Editor-in-chief will oversee the entire magazine production process.
 - **Editors :** There will be two editors selected from faculty. One editor will screen and oversee the Academic content. The second editor will screen and oversee the non-academic content.
 - **Associate Editors:** Associate editors can be selected from Undergraduate and/or Postgraduate Medical students. There should be representation from each professional year of MBBS students' batches. Each will be responsible for a specific section to ensure

एम्स: गाँव-खंदेरी, तहसील-पदधरी, शहर-राजकोट, ३६०००६

Campus: Village Khandheri, Tehsil- Paddhari, District Rajkot, 360006

Website: <https://aiimsrajkot.edu.in> Email: aiimsrajkot@gmail.com

सहायक प्राध्यापक / Assistant Professor

सामुदायिक और परिवारिक चिकित्सा विभाग
Department of Community and Family Medicine

अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात

All India Institute of Medical Sciences

डॉ. श्रुभा शिंदे / Dr. Shubha Shinde

सहायक प्राध्यापक / Assistant Professor

औषधि विज्ञान विभाग
Department of Pharmacology

अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, भारत.

All India Institute of Medical Sciences, Rajkot, India

डॉ. प्रदीप चौहान / Dr. Pradip Chauhan
सहायक प्राध्यापक / Assistant Professor
शरीर रचना विभाग / Department of Anatomy
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

A Central Autonomous Institute of National Importance under PMSSY, MoH & FW, Government of India

शैक्षणिक अनुभाग / ACADEMIC SECTION

consistency, accuracy, and quality.

- **Assistant Editors:** From undergraduate MBBS students, at least one from each batch.
- **Advisory board** chaired by Executive Director, and comprised of Dean Academics, Dean Examination, Dean Research and Dean Student Welfare. The decision of the advisory board will be final and shall be abide by all concerned.

1.2 Selection Criteria

- Dean Academics and Dean Student welfare and Cultural Activities Committee in consultation with the Executive Director will form the Editorial team on nomination bases.
- Editors will be chosen based on prior experience in publishing, demonstrated expertise, and past contributions to the magazine.

1.3 Tenure of the team:

- The editorial team will be revised every two years.
- The maximum tenure for each post will be two years. After two years the member can be upgraded or relieved.

2. Content Structure and Organization:

2.1 Required Sections

- Cover Page
- Message from the Director
- Message from the Deans (On a rotational basis)
- Editorial Board's Message
- Table of Contents
- Message/article from a renowned personality (On an invitational basis only)
- **Academic Section:** Only students can send content for this section.
 - Includes research articles, academic achievements, institutional highlights*, and relevant medical topics.
(*institutional highlights should be institutional not departmental or personal achievements.)
- **Creative Section:** Features literary works, poetry, artwork, and photography.
The section can include a travel blog, food blog, or nature blog with original content; selection and publishing will be at the discretion of the editor-in-chief.

2.2 Optional Sections

- Special Features: Thematic sections based on the issue's focus.
- Post-graduate and alumni sections can be included.
- Batch Highlights: Dedicated content for outgoing and incoming student batches.

- 2.3 For every section priority will be given to contents received from undergraduate medical students if in any case selection is required.

3. Format and Presentation Standards

3.1 Academic Submissions

- Scientific articles must follow proper citation guidelines using recognized formats (e.g., APA, Vancouver).
- QR codes may be included for referencing additional resources.

एम्स: गाँव-खंडेरी, तहसील-पदधरी, शहर-राजकोट, ३६०००६

AIIMS Campus: Village Khandheri, Tehsil- Paddhari, District Rajkot, 360006

डॉ. प्रदीप चौहान / Dr. PRADIP CHAUHAN

सहायक आचार्य / ASSISTANT PROFESSOR

शरीर रचना विभाग / DEPARTMENT OF ANATOMY

अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT

डॉ. भातुक मोदी / Dr. Bhautik Modi

सहायक आचार्य / ASSISTANT PROFESSOR

सामुदायिक और पारिवारिक चिकित्सा विभाग

Department of Community and Family Medicine

अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, भारत.

All India Institute of Medical Sciences, Rajkot, India

डॉ. शुभभा सिंह / Dr. Shubha Singh

सहायक आचार्य / ASSISTANT PROFESSOR

औषधि विज्ञान विभाग

Department of Pharmacology

अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, भारत.

All India Institute of Medical Sciences, Rajkot, India



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

A Central Autonomous Institute of National Importance under PMSSY, MoH & FW, Government of India

शैक्षणिक अनुभाग / ACADEMIC SECTION

3.2 General Formatting Guidelines

- **Submission Format:** Only digital submissions are accepted.
- **Image Quality:** High-resolution images (minimum 300 dpi) are required.
- **Text Formatting:**
 - **Font:** Times New Roman or Helvetica.
 - **Size:** 12pt.
 - **Spacing:** 1.5 line spacing.
 - Submissions in other formats will be reformatted accordingly.

3.3 language: The content may be in English and/or Hindi language.

- Content in vernacular language can be sent (selection and publishing will be at the discretion of the editor-in-chief)

4.Submission and Acceptance Policy

4.1 Submission Process

- Submissions can be made through an open portal, with an author's name. The Author can request to publish the material along with pen name or anonymously; (Request acceptance will be subject to approval of the Editor in chief)
- UG students, academic JRs and faculty members can submit their entries.
- The entries can be mailed to aiimscwscommittee@gmail.com
- Themed sections will be announced at least **one month before** the submission deadline.
- **Accepted Formats:**
 - **Text:** .docx
 - **Images:** .jpg (high resolution)

4.2 Word and Line Limits

- **Research Articles, Essays, and Opinion Pieces:** Maximum 1500 words.
- **Poetry:** Maximum 40 lines.

4.3 Rejection Criteria

- Submissions containing **unverified medical information, or patient-identifiable details** will be **automatically rejected**.
- Controversial submissions will be reviewed by the Editorial Board in consultation with the author.

4.4: Review and Approval Process

Submissions will undergo **plagiarism detection and formatting compliance checks**.

4.5 Approval Before publication:

The editor-in-chief and the student Welfare and cultural activities committee will primarily approve it, which will then be submitted for the final approval of the Dean (Academics).

The issue can be published after the approval of the Dean (Academics) and/or competent authority.

5.Digital and Print Distribution and Magazine publication

- The magazine will be **primarily digital**, available in **PDF and ePub formats**.
- A **limited number of printed copies** will be produced for display and archival purposes.
- The magazine will be published **biannually**.

6.Handling Disputes and Ethical Concerns

6.1 Authors will be solely responsible for the disputes or concerns raised by their content.

एम्स: गाँव-खंडेरी, तहसील-पदधरी, शहर-राजकोट, ३६०००६

प्रदीप चौहान / Dr. PRADIP CHAUHAN
सहायक आचार्य / ASSISTANT PROFESSOR
शरीर रचना विभाग / DEPARTMENT OF ANATOMY
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT

डॉ. भौतिक मोदी / Dr. Bhautik Modi
सहायक आचार्य / Assistant Professor
सामुदायिक और पारिवारिक चिकित्सा विभाग
Department of Community and Family Medicine
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, भारत.
All India Institute of Medical Sciences, Rajkot, India

सिंघल / Dr. Shailesh Singhla
सहायक आचार्य / Assistant Professor
औषधि विज्ञान विभाग
Department of Pharmacology
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, भारत.
All India Institute of Medical Sciences, Rajkot, India



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

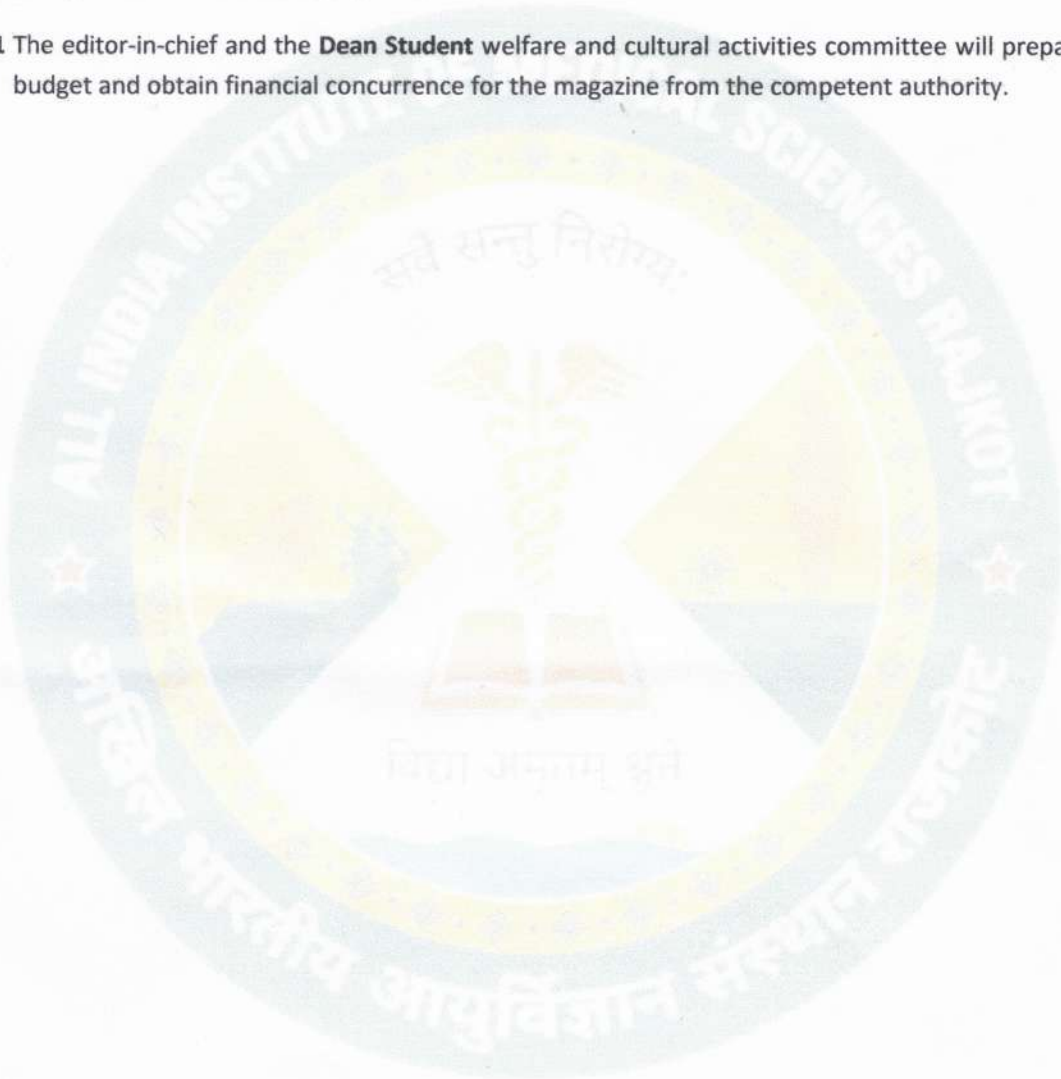
A Central Autonomous Institute of National Importance under PMSSY, MoH & FW, Government of India

शैक्षणिक अनुभाग / ACADEMIC SECTION

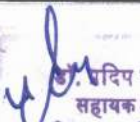
6.2 Any disputes or concerns regarding the magazine's content can be formally addressed to the **Editorial Board**, which will conduct a fair and transparent review process. In such a case an independent committee will be constituted by Dean (Academics) to examine the matter.

7. Budget and Financial Implications:

7.1 The editor-in-chief and the **Dean Student** welfare and cultural activities committee will prepare the budget and obtain financial concurrence for the magazine from the competent authority.



एम्स: गाँव-खंढेरी, तहसील-पदधरी, राहुर-राजकोट, ३६०००६


डॉ. प्रदिप चौहान / Dr. PRADIP CHAUHAN
सहायक आचार्य / ASSISTANT PROFESSOR
शरीर रचना विभाग / DEPARTMENT OF ANATOMY
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT

AIIMS Campus: Village Khandhari, Taluka Padhari, Raipur-Rajkot, 360006
Website: <https://aiimsrajkot.edu.in>

डॉ. शोभा सिंघल / Dr. Shobha Singhal
सहायक आचार्य / ASSISTANT PROFESSOR
सामुदायिक और पारिवारिक चिकित्सा विभाग
Department of Community and Family Medicine
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, भारत.
All India Institute of Medical Sciences, Rajkot, India

डॉ. शोभा सिंघल / Dr. Shobha Singhal
सहायक आचार्य / ASSISTANT PROFESSOR
औषधि विज्ञान विभाग
Department of Pharmacology
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, भारत.
All India Institute of Medical Sciences, Rajkot, India