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RECOMMENDATIONS FOR THE GUIDELINES AND MODIFICATIONS IN PRE-CONFERENCE WORKSHOPS AT IOACON

1. FACULTY: Chairman or Convenor of each workshop (Hence forth called PCW) e.g. one for Arthroplasty, one for JESS etc. be appointed for three years as is done for CME. He/she should select the faculty for the workshop on the basis of criteria laid down below. The academic material and quality success or failure of the PCW should be borne by him/her.
2. Concerned subspecialty of IOA should be involved in the PCW especially Chairman and Secretary of the subspecialty.
3. Pre-requisites for being appointed Faculty:
 - a) Surgeon should have carried out a minimum number of said procedure (100), must give it in writing preferably testified by the Head of the Hospital.
 - b) Minimum number of publications on the same subject in IJO (2) or other indexed national or international journal (1) of repute.
 - c) Presentations at National (5) and International (2) level on the same subject.
 - d) Total work experience should be given due consideration.
 - e) Fellowships done by the surgeon on the said subject should be given due weightage.
 - f) Must be a member of subspecialty and IOA (only exception can be a foreign faculty).
4. The implant companies should be invited to sponsor the PCW by Organising Secretary for the financial and organisational part. The sponsors can recommend only two (2) faculty members out of a total of 5-6 required for the PCW. These faculty members must meet the criteria laid down by the IOA and in no case a violation will be allowed.
5. The PCW being organised according on the IOA guidelines should be given accreditation Points.
6. Weightage should be given to the accreditation points in deciding for the fellowships of IOA.
7. Minimum number of accreditation points should be made necessary for a surgeon to be eligible to become a member of Sub-specialty.
8. The surgeon taken, as faculty should be given credit in deciding the fellowships of IOA.
9. The chapter and regional conferences must follow the guidelines of the IOA for the PCW conducted by them to be accredited.
10. If any member of IOA is organising a PCW it should be must for the member to get it accredited and advertised it as accredited.
11. No member of IOA should be organising secretary of a non-accredited PCW.

12. Live demonstration should be included as part of curriculum of PCW.
 13. IOA should grade the PCW; this grading should be mentioned in the announcement brochure.
 14. Criteria for the grading should be on the basis of faculty, course material, live demonstration etc.
 15. The faculty should send the notes of their lectures to the organising secretary atleast one month before the commencement of the PCW.
 16. The course material in the form of the lecture notes of the faculty and technique in detail should be sent to the participants atleast two weeks in advance so that they come prepared and are able to clarify their doubts during the proceedings.
 17. The participants must evaluate the proceedings in confidence vis a vis, academic content, presentation, discussion etc. and the copy of same be communicated in original to the coordinator, organising secretary, Hon. secretary and the President of IOA for future reference and action.
- (Prepared by Dr. G.N. Khare & Dr. H.S. Sethi).

Additional Protocols for Workshops:

1. *A minimum of twenty participants should have registered for the workshop otherwise it should be cancelled.*
2. *Suitable senior IOA members from the host chapter and local city clubs should be involved to organize the workshop (E.C 2-5-09).*
3. *Guest Faculty: Members of IOA who have been invited to deliver guest lectures or conduct workshops, who do not present the guest lecture or conduct the workshop without valid reason/without prior confirmation will be debarred from being invited for three subsequent IOACONS. The Organizing Secretary of IOACON/Hon. Secretary of IOA should remind the faculty members of this while extending the invitation to them. (GBM 16-11-02).*

PROTOCOL FOR CME

1. *The CME programme during IOACON shall be called IOA- K.T. Dholakia CME programme (E.C meeting 27-12-05).*
2. *Each chapter shall organize the CME programme for two years. This should essentially be by rotation amongst the chapters interested in organizing the CME programme.*

3. *Bids are to be submitted to the Hon. Secretary of IOA a year ahead of the proposed years. The GBM shall elect a chapter to organize the CME programme if there are two or more bids.*
4. *The Host Chapter shall nominate a convenor to organize the CME on its behalf from within its own membership.*
 1. *1st day – CME Programme should be left to the State concerned. Preferably no momentos to be given to save time.*

PROTOCOL OF IOA FOR ANNUAL CONFERENCES (IOACON)

A. Procedure for bids: The Hon. Secretary shall invite bids for the conference from State Chapters about 3 Years in advance (January News Letter) Bids have to be on a standard proforma (Annexure 1) & sent to Hon. Secretary at least 2 months before the 1st day of the Annual Conference which is scheduled 2 years prior to the conference for which bids are being made . Venue shall be selected by simple majority in a business meeting during the conference. The host chapter should be registered under Registration of Society's Act 1860 and have a PAN No./GIRNo. with Income Tax Department. Bids of only affiliated chapters will be considered.

B. Procedure for selection of venue:

Basic requirements:

I. Choice of City:

(i) Accommodation available: There should be adequate accommodation available for around 4000-4500 persons. The ideal break-up should be:

- (a) Five Star accommodation for 400 persons
- (b) Four Star accommodation for 1200 persons
- (c) Three Star accommodation for 1000 persons
- (d) Two Star and below accommodation for 1500-2000 Persons.

This accommodation facility should ideally be less than 50-60% of the total hotel/guest rooms/ rest house accommodation available in the city as many rooms are occupied by regular hotel guests /tourists.

(ii) Connection by Air, Rail, Road: The city should be well connected by air to the metro cities atleast. It should have a major Rail head with good connections all over the country.

(iii) Tourist Spot: Although being a major tourist destination is not a must, but it certainly attracts a bigger participation and is of definite advantage.

ADDITIONAL PROTOCOL FOR ORGANIZATION OF IOACON

1. Bids for organization of the IOACON will be submitted by the host State Chapter through the President and Hon. Secretary of State Chapter on a Standard Proforma.

The bid document has to be signed by the President & Hon. Secretary of State Chapter, President & Hon. Secretary of local City Club/Society where the conference is proposed to be hosted, and the proposed Organizing Secretary.

1. Bids for IOACON have to be given on standard bid document through the State Chapters (E.C. meeting 9-11-06).

2. If there are no bids the following Committee of 7 members shall organize the Conference President, President-Elect, 3 immediate past Presidents, Hon. Secretary and Hon. Treasurer (GBM 16-11-02).

3. Report of IOACONS: The report of IOACON should be submitted by Organizing Secretary of the conference at the following intervals.

a) In the E.C meeting one and half years ahead of their Congress.

b) In the E.C. meeting of previous IOACON.

c) In the GBM of previous year.

d) In the summer E.C. meeting of the year of the Congress.

e) In the GBM of the year of that particular Conference.

f) In the summer E.C meeting of the following year.

g) In the E.C. meeting/GBM of the subsequent year after their conference.

h) All accounts should preferably be cleared within six months and full audited accounts plus dues for the IOA have to be submitted within one year of their conference (or the subsequent GBM whichever is earlier).

i) It is compulsory for Organizing Secretary and Treasurer of previous conference to be present in General Body Meeting or send their representatives positively to attend the subsequent Annual General Body Meeting and present the detailed accounts.

II. Choice of Venue:

(i) Central Auditorium: The main auditorium should have a capacity of minimum 1200. If this can be increased to 1500 it would be better. The acoustics of the hall should be good and it should preferably be air-conditioned.

(ii) Satellite halls:

(a) A minimum of two satellite halls with minimum capacity of 3 00 each.

(b) Minimum 4 more satellite halls with capacity of 100-150.

(c) 2-3 "Board rooms" with capacity for 40-50 persons.

(d) Storage space for conference office of minimum 600 sq. feet.

(iii) An area adjacent to the main hall (within 100 sq. yard of main auditorium) for the dining hall.

(An area of approximately 25,000 - 30,000 sq. feet would be required).

(iv) Another area of similar size/e/or 2-3 long rectangular halls of 6-8,000 sq. feet and adjacent to (within 100-150 yds) of the auditorium will be required for the trade exhibition.

(v) The venue shall be preferably located centrally in the city, or within 10 kms.

(vi) Adequate parking space should be available around the venue:

(vii) The venue should also have some area for providing "lounge space" for spouses/children

(viii) Adequate space should be provided for registration counters,

(ix) The venue should be such that it can be cordoned off from general public and is safe from security point of view,

(x) *No conferences in open. It has to be in proper convention centre/built up halls.*

(xi) *Proper representation of all states in scientific programme.*

(xii) *There should be a nominated Protocol Officer from local organizing committee for the International guests and faculty.*

(xiii) *For different scientific sessions – The format of the conference will be as per current guidelines. It should be strictly followed and definitive time allotted. Sessions should close at 4.30 p.m.*

(C) Dates of IOACONS:

The Dates of IOACON shall be the 1st week of December (from Thursday to Saturday; CME being held on Thursday) (E.C 14-11-02). This can be changed in extraordinary circumstances by two weeks before or after.

(D) DURATION of IOACON

Due to logistical problems the main conference has been reduced to 3 full days from 3 ½ days however, the hours lost on the 1/2 day will be adjusted by having more halls on the 3 full days. (E C MAY 2005)

FINANCIAL STATUS OF IOACON - IOACON Account

(a) Two accounts are to be opened for the IOACONS -

i) Local Account: To be operated by the Organising Secretary & Hon.Treasurer of the local Organizing Committee and another nominated member of the local Organizing Committee. This account will have deposits of – (1) the registration fees for Workshops, CME and the Main Conference for all categories of participants (2) The donation received at the local level from philanthropic organizations/individuals. This account will be used for day to day expenditures of upto Rs. 10 lakhs.

ii) Central Account(Sponsorship account): This will be operated by President of IOA, Hon.Treasurer of IOA and Organizing Secretary of IOACON. All funds from Trade Exhibition and Sponsorships for all events will be deposited in this account. All major payments for IOACON will be made from this account. The T.D.S account for Sponsorships has to be maintained by the Hon.Treasurer of the conference and will have to be paid from the funds of the Congress and not by IOA.

The Organizing Secretary/Hon.Treasurer for the Conference will submit a monthly report of the financial status of the conference to the Hon.Treasurer of IOA starting from January of the year of the conference. These accounts will be governed by the President-Elect of IOA and the Chartered Accountant appointed by IOA. Failure to comply with this stipulation may result in the cancellation of the conference at the venue and allotment to the bidder with second highest votes. In case of only single bid the IOA Executive Committee shall organize the conference at the same venue, or in another city. (These financial protocols for IOACON were discussed at length in Central Committee for IOACON 2006 on 3-9-06).

Contribution to I.O.A

- Conference has to have positive savings and 20% has to be given including collection from workshops. However, in view of the extra ordinary circumstances,, a minimum of 10% of collections is mandatory like in previous years.(G B M DECEMBER 2005)*
- 10% of total collections from the Conference (including all types of sponsorships, registration for workshops, CME, main Conference, Trade Exhibition stalls, Advertisements for Souvenir, and other miscellaneous collections) shall go to the IOA.*

- *Incidental charges of Conferences will go to the Benevolent Fund of IOA (GBM 18-12-04).*
- *Incidental charges are to be charged for only the delegate, and not separately for accompanying persons. (G B M DECEMBER 2005)*

SEED MONEY FOR IOACON:

- *Rs. 20 lacs shall be the seed money to be given to the organizers 1 ½ years ahead of the Congress. This amount can be revised from time to time (E.C April 2009). Passed.*
- *2. The seed money shall be returned to the IOA on the date of commencement of the Conference.*

(E). Local Organising Committee:

The team organising the conference should be experienced and a short biodata of the key persons should be submitted with the bid. The Organising Secretary, especially, should fulfill the following criteria:

1. Should have attended atleast 6 IOACONS at the time of the bid.
2. Should have preferably been Organising Secretary/C Chairman of organising Committee/Chairman of Scientific Committee, of atleast one State Chapter Conference, or should have organised at least one major State/National Workshop/Scientific activity.

(F) Finances of Conference:

I. RECEIPTS:

(a) Registration fees for main conference: The registration fees for members of IOA for IOACON 2001 is Rs. 1000/-. It can be increased by 10% each year and rounded off to the nearest 100. The registration fees for non-members will be 50% more than the registration fees for members. Late fees will be 25% of registration fees after one month of last date of regular registration and 50% after two and half months from last date of regular registration. Spot registration will be double the normal registration fees. Registration fees for Post-graduate students will be 60% of normal registration fees. This fee structure will be maintained irrespective of the city hosting the conference and will not be a subject for discussion in GBM except for extra ordinary circumstances.

(b) Incidental charges: The incidental charges for IOACON 2001 is Rs. 150/-. It will be increased by Rs. 50/- every 3 years.

(c) Registration fees for C.M.E. programme: The registration fees for C.M.E. programme will be Rs. 300/- for the Ahmedabad IOACON 2001 and will be increased by Rs. 100/- after every 2 years.

(d) Registration fees for workshops: The registration fees for workshops in IOACON 2000 Ahmedabad is Rs. 350/-. It can be increased by Rs. 50/- each year.

(e) Registration fees for spouses and children over 8 years of age/Accompanying persons. 60-75% of registration fees for the delegate (For spouses/children of non-members it will be proportionately more).

(f) Registration fees for children below 8 years- Nil.

(g) Complimentary free registration:

The following have to be given Complimentary free registration:

(i) President of IOA and his wife

(ii) Hon. Secretary of IOA and his wife

(iii) Hon. Treasurer of IOA

(iv) Administrative Officer/Executive Secretary of IOA

(v) L.D.C. of the IOA office

(vi) All Honorary Fellows of IOA (list to be obtained from Hon. Secretary / Hon. Treasurer)

(vii) All foreign guest speakers

(viii) All Indian guest speakers who are not members of IOA

(ix) Spouses of foreign guest speakers if they are accompanying them

(x) Invited dignitaries

(xi) *The age for free registration for senior members of the IOA is 65 years (GBM 18-12- 04)*

(xi) Editor

(xii) Executive Officer

(xiii) 2 Office staff

(xiv) Overseas faculty

(xv) *Dr. B.N.Sinha Meritorious award and Dr. B. Mukhopadhyaya life time achievement award awardees*

(xvi) Hon. Fellowship awardees

(xvii) Presidential orator

(xviii) All past presidents and past secretaries of IOA

(xix) J & J & Robert Roaf fellows

Note: complimentary free registration for Vice President and two joint secretaries

TARIFFS FOR STALLS:

(1) Tariffs for unit stall of 3 metres X 3 metres are Rs. 50,000/- for the duration of the conference at Ahmedabad. This should be maintained for three years and may require revision after this period.

(2) Tariffs for special stalls are at discretion of the local organising committee.

(3) Concession for multiple stalls is also at discretion of local organising committee.

SPONSORSHIPS:

These are negotiable for various activities and at the discretion of local organizing committee. However all sponsorships have to be with approval of budget committee.

TARIFFS FOR SOUVENIR:

Tariff at the discretion of the local organising committee.

MISCELLANEOUS RECEIPTS:

Like donations from local medical fraternity in the form of member of reception committee etc. At discretion of local organising committee.

F. SCIENTIFIC PROGRAMME OF CONFERENCE :

The scientific programme for the conference will be drawn up by a central committee consisting of the following:

1. President
 2. President-elect
 3. Vice Presidents of IOA
 4. Hon. Secretary
 5. Hon. Treasurer, IOA
 6. Two Imm past Presidents, IOA
 7. Editor, IJO
 8. Organizing Secretary, IOACON
 9. President of Host Chapter
 10. Treasurer of the Organizing Committee, IOACON
 11. Chairman, Scientific committee, IOACON
 12. Any other co-opted member
- and one person from IOA office

(i) ORATIONS: There are at present three orations of the I.O. A. and they should be given prime time during the conference. Ideally they should be slated between 10.00 am. To 12.00 noon on the first day of main conference. There shall be no concurrent session during the orations. The chairpersons for both orations shall be the President and Secretary of I.O.A.

- *All the orations to be curtailed to 30 mts.*

- *All orations, President's guest lecture, competition sessions and eponymous lectures should be in main hall.*

(a) KINI MEMORIAL ORATION: This will be presented by the immediate past President of the Association. The Secretary will inform the Orator at least 8 months in advance seeking the topic of his presentation which shall subsequently be informed to local Organising Secretary.

The oration will always be presented before the Silver Jubilee Lecture. The duration of the oration shall be of one hour out of which the actual presentation shall be of 45 minutes. The

President of I.O.A. will introduce the orator and invite him for the presentation (10 minutes). The Secretary shall assist the President in the award of the Medallion for the oration. The orator shall wear the medallion during the oration. The Kini Memorial oration shall be printed in the April issue of I. J.O. in subsequent year.

(b) SILVER JUBILEE AND GOLDEN JUBILEE ORATION (E C 5.12.07)

The Silver Jubilee Oration was instituted in 1980 to commemorate the 25 years of our association. The Golden Jubilee lecture was similarly instituted to mark the Golden Jubilee of our Association in 2005. It is a mark of recognition to a member whose original, unpublished work is worthy of this prestigious award. . The awards are mainly to promote the scientific and original work performed in India.

PROTOCOL FOR SILVER JUBILEE & GOLDEN JUBILEE ORATIONS

Applications for manuscripts for the Silver Jubilee & Golden Jubilee Commemoration Lecture will be invited by the Secretary in the January issue of the News Letter. The last date for submission of abstracts to the Secretary shall be 30th June of the year of presentation.

- *C.V of member should not be circulated to referees for the awards. The main manuscript should not mention the name, institution and place of work of the applicant.(E.C 27-12-05).*
- *The highest and lowest marks of referees are to be deleted for calculation of average marks of each candidate for the awards (E.C. 27-12-05).*
- *One copy of all submitted manuscripts is to be kept for IOA library. Rest to be returned (E.C 27-12-05).*

Rules and Regulations:

The lectures shall be presented during the Annual Conference of the Association preferably on the first day and in a plenary session.

Age: The upper age limit for Silver Jubilee Commemoration lecture is 50 years. There is no age limit for the Golden Jubilee Commemoration Lecture.

The Association invites papers from intending lectures for selection of the lecturer.

Conditions:

- 1. The lectures shall be a Life Member of the Association without arrears.*
- 2. It shall be his personal work, preferably done in India.*
- 3. The subject of lecture should not have been published or presented in its present form elsewhere. He should certify to that effect.*

4. Seven copies of his work as full paper, which will not exceed 45 minutes reading time with six copies of his Bio-Data shall be submitted to the Secretary, before a stipulated date announced by the Secretary'. (30th June each year

5. A Committee of five shall screen the papers submitted and the committee's decision is final.

6. The referees for the award shall consist of the President, President-Elect and immediate three Past-Presidents. The Secretary shall send a copy of all the manuscripts/Bio-data received to all the referees in 1st week of July. Last date of receipt of the judgement by Secretary shall be 15th August.

7. Each reviewer will mark the manuscript. The average or summation of all will be final.

8. The scoring received would be placed on the website with the manuscript no.

9. Once submitted manuscript shall be considered for 2 years. It will be sent for re-review next year also.

10. Deadlines -Last date for submission is 30th June

Final decision for selection is 15th August

11. For uniformity of tabulation, manuscripts shall be judged according to following format:

12. The author must submit the manuscript for publication in IJO in next 3 months (31st Aug) so that it can be published in Jan issue next year after peer review by subject experts.

The manuscript shall be assessed on the following:

1. Content of the study (20%)

2. Method of study (40%)

3. Relevance (20%)

4. Evidence based conclusions (20%)

Note: these are the later criteria followed now

The referees may recommend that none of the manuscripts were found to fulfill the criteria. If three out of five judges send this recommendation, the oration will not be presented that year. The President of I.O. A. will introduce the orator (10 minutes). At the end of the presentation the Secretary will assist him in presentation of the Silver Salver and the cash award.

Award: Silver Jubilee: Cash award of Rs. 15,000/-, a certificate and a silver salver.

Golden Jubilee: Cash award of Rs. 25,000/-, a certificate and a silver salver.

The selected manuscript shall become the property of the Association and shall be printed in original or modified form in the July issue of I. J.O. in the subsequent year. All such manuscripts shall be kept in I.O. A. Library in New Delhi Office.

(c) Basic Sciences & Orthopaedic Research Oration

Oration on basic science subject approved an oration should be started in name of Dr. BaluShankaran from IOACON. (E C Dec, 2012, Chennai)

(d) Saibal Shekhar Ghosh Memorial oration

Dr M S Ghosh has contributed two lakh rupees to institute an oration. This would start from IOACON 2007 at Kolkata. This will be presented during one of the main sessions of the IOACON. (E C MEETING 5.12.07)

Note: *The photographs of the above along with a short biodata shall be kept in the records in the office of the IOA and provided to the respective lecturers when a letter of invitation is sent to them (E.C May 2006). Similarly photograph and biodata of Dr. M.G. Kini has to be provided to Kini Memorial orator.*

CONFERENCE LECTURES:

There shall be 12 Conference Guest Lectures out of which 6 shall be named after the following: Dr. P.K. Duraiswamy, Dr. A.K. Saha, Dr. Mukhopadhyaya, Dr. A.K. Talwalkar, Dr. M. Natrajan and Dr.K.S.Grewal.

The guest lecturers shall be selected by the Central Committee mentioned earlier. They may be from outside the country, or members of the I.O. A. with significant work in a particular field, or from other disciplines who have made significant contributions to the art and practice of Medicine. Atleast 3 eponymous lectures shall be from India. In addition to the Conference lectures there shall be a "President's invited Guest Lecture".

The President shall have the privilege of inviting a leading personality from the Medical world or otherwise whom he feels has made significant contribution to society at large. The guest lectures will be of 25 minutes duration with 5 minutes for discussion. The Presidents guest lecture shall be of 30 minutes duration with no discussion.

(iii) FREE PAPERS: Free papers will be invited from members/non-members of I.O. A. for presentation during the conference. Each member can present only one free paper as the first author. Presentations will be under following heads:

(a) Oral presentation

(b) Poster presentation

© Video presentation

(a) Oral Presentation: The Central Committee shall meet preferably in 4th week of August for selection of the papers for oral presentation. Approximately one-third of papers selected for presentation in the conference shall be for oral presentations. Rest of them shall be for poster presentation. Criteria for selection of papers shall be circulated in the final announcement brochure for the conference.

The oral presentations shall be preferably grouped into scientific sessions according to regions/ special techniques, specific diseases etc. The duration of individual scientific sessions shall not exceed 120 minutes (preferably 60-90 minutes). There shall preferably be 5 presentations (for a 1 hr. session). Each oral presentation shall be of 8 minutes with 2 minutes for discussion. Strict control shall be kept on time taken for presentations.

PROTOCOLS FOR SELECTION OF FREE PAPERS

All registrants submitting papers for podium presentation/poster presentation/video presentation shall given an undertaking:

1. That they have submitted only one paper for each of the three categories.
2. That the paper submitted is not a repetition of previous paper(s) presented by them in previous IOACONS.
3. That they have not presented the same paper in previous subspeciality meetings and are not submitting the same, or similar paper for presentation in any of the subspeciality meetings during the same IOACON.
4. They have not submitted the same, or similar, material for more than one award of the I.O.A and that they have not won an IOA award on the same, or similar material in previous years.
5. That this work has not been presented by a co-author in any of the IOACONS or that it has been submitted for consideration in the current IOACON.
6. They are not hiding their age for consideration for awards in which age is a criteria.
7. That in case the above undertaking is found to be false they agree to a suspension from presenting papers in the next three IOACONS.

A. A. MEHTA GOLD MEDAL COMPETITION: A special session of 2 hours (10 presentations) shall be kept reserved for this prestigious competition:

Members desirous of participating in this shall mark on their abstract form that the presentation is for consideration for the competition. The competition is open to only IOA members below 40 years of age on 31st December of year of conference. Proofs of membership and age are essential. The work should be preferably done in India, and a major contribution should be of the presenter. The certificate to this effect should be given by the presenter. The central committee in its August meeting shall screen all such papers and select a maximum of 10 papers for the competition (less, if sufficient number are not found to be suitable). Selection shall be based on same format as for judgement during the competition. There shall be 5 judges from amongst Past-Presidents of I.O.A./Senior Professors of Orthopaedics, preferably one to represent each region, from amongst those attending the conference. The Secretary' will finalise the list in consultation with the President and inform the judges preferably a day before the competition. The Judges/President/Secretary are required to maintain strict secrecy of appointment. The judges are requested to hand over the judgements

to the Secretary immediately after the competition. The judges, in consultation with each other, may decide not to award the gold medal if no presentation is found to be of a standard befitting the competition.

The result of the competition shall be announced during the Valedictory Function of the Conference. The medal shall be presented in the inaugural function of the subsequent conference.

(b) Poster Presentation: Approximately two-third of free papers selected for presentation will be invited to be presented as posters. The Central Committee reserves the right to recommend any paper for poster instead of oral presentation, and representations against this shall not be accepted. The Organising Secretary shall make adequate arrangements for proper display of the posters as well as for interaction of the author with delegates interested in discussing the poster. The standard size of posters shall be 175 cms vertical height and 85 cms across inclusive of the title, subject matter, photographs. Posters in non-conforming formats are likely to be taken down. The Organising Secretary shall make basic arrangements for putting up the posters.

The best poster shall receive the Dr. K.P. Shrivastava Best Poster award. The judges for the competition shall be selected as for A.A. Mehta Gold Medal Competition. The authors of posters shall be present in the hall during the visit of judges - the time/date of which shall be properly announced by local Organising Secretary. The format of judgement shall be similar to the A.A. Mehta Gold Medal Competition.

List of the Gold medal competition award of IOA

1. Dr. K.T. Dholakia Gold Medal: This will be awarded to the overall best paper of the conference.
2. Dr. R.C. Rallan Gold Medal: This will be awarded to best paper on the Basic Science.
3. Dr. S.S. Yadav Gold Medal: This will be awarded to the best paper in Oncology Section.
4. Dr. P. Tejeswar Rao Gold Medal: This award is for the best paper by a post graduate. All papers for this will be chosen by the central committee of the IOA in consultation with the scientific committee.
5. Dr. D.P. Baksi Gold Medal: This is awarded to the best paper in upper limb.
6. Dr. S.P. Mandal Gold Medal: This is awarded to the best paper in the field of Rational Orthopaedics.
7. Dr. Joy Patankar Gold Medal: This is awarded to the best paper in the field of Paediatric Orthopaedics and Trauma.
8. Sushrut Award: This is an award to the best paper in the field of IMPLANTS.

(iv) Chairpersons for Scientific Session: There shall be two chairpersons and one rapporteur for each scientific session. These shall be selected by the Central Committee from amongst members of the I.O. A. with interest/experience in the field for which the session is devoted. A broad consideration for representation from all over the country shall be ensured for selecting

the chairpersons/rapporteurs. The organising secretary shall give a list of members from host chapter for inclusion in the list of chairpersons. Guidelines for chairpersons shall be notified.

(v) Sub-speciality meetings: In the E.C. meeting of IOA- March, 2012, It was decided that the time allotted to sub-specialties during the IOACONs should be redistributed. There were many complaints from various members that some specialties were not following the rules and norms and thus there was a duplication of scientific program. Dr. Shantaram Shetty said that the numbers of subspecialties need to be reduced. It was decided by consensus that the following specialties would be recognized by the IOA for allocation of time during the IOACON– Trauma, Hand & Upper Limb, Oncology, Basic Science & Research, Spine, Sports & Arthroscopy, Arthroplasty, Paediatric Orthopaedics and Foot and ankle.

It was decided that the time allotted to different sections would be restructured on the above-mentioned nine broad specialty sections. The scientific program would be developed in close collaboration with the active societies of these sub-specialties.

One hour sessions of Organization like SICOT, APOA, OASAC, WOC would be organized.

Oncology /Hand/Implant Sections of I.O.A.:

All free papers received on oncology, hand implant shall be reviewed and selected by Chairman, Hand/Oncology/Implant Sessions of I.O.A. Oncology/Hand/Implant Sessions shall be arranged and shall be conducted by the Chairpersons of respective sections. There is an I.O.A. M/s Sushrut Surgical Award for best paper in Implants Section. Announcement for this shall be carried in conference brochure to encourage participation. The implant section of IOA has been discontinued but the sushrut award continues and session on implants would be organized during the IOACON, like other sessions.

(vi) Continuing Medical (Orthopaedic) Education Programme: This programme shall be held on the first day of the main conference. The host chapter of I.O. A. to organise the C.M.E. shall be selected once in two years in the business meeting of the Association. The host chapter shall appoint one or more co-ordinators to organise the C.M.E. for two years. The topic, guest speakers and programme will be drawn-up in consultation with President/Hon. Secretary of the Association each year.

The format of the C.M.E. shall be as follows:

Registration: 8.00 a.m. onwards

Inauguration: 9-9.30 a.m.

(a) Dignitaries on Dais:

(i) President of I.O.A.

- (ii) Hon. Secretary of I.O.A.
- (iii) President of State Chapter organising the CME.
- (iv) Hon. Secretary of State Chapter
- (v) Local Organising Secretary
- (vi) Co-ordinator

(b) Programme:

- (i) Welcome of Dignitaries
- (ii) Inauguration by President
- (iii) Introduction of topic by the Co-ordinator
- (iv) Welcome of Faculty members
- (v) Presidents address
- (vii) Vote of thanks

Main Programme: 9.30 a.m. - 4.30 p.m. (without any lunch break)

This shall consist of didactic lectures of 15 minutes with 5 minutes extra for discussions, short symposia, panel discussion etc. Number of Foreign Guest Speakers shall be limited to a maximum of 4. Guest Speakers from India who are not members of I.O.A. may also be included but their number shall not exceed two. In selecting guest speakers from amongst members proper consideration shall be given to the following:

1. Avoid repetition of speakers over the years.
2. Encourage fresh talent from amongst younger members
3. A wide national spectrum.

(viii) National Orthopaedic Quiz: The National Orthopaedic Quiz during IOACON is open for postgraduate students only. Teams of 2 postgraduates each shall be nominated by the individual state chapters and informed through respective Hon. Secretaries to the Local Organising Secretary at least one month before the conference. (One team per State Chapter). The quiz shall be conducted during the conference by the Chairman of the Committee for the Quiz co-opted by the Executive Committee. The Chairman shall function for two years and shall appoint 4-5 members to assist him in developing the question bank.

The format for the quiz shall be

(a) A written test (on the 2nd day of the conference consisting of 100 questions to be individually answered by all contestants from each state chapter Marks obtained by both contestants of each chapter shall be added to determine final score. The four best teams will be selected for the final round.

(b) Finals : 4 teams will be shown visuals and asked questions by rotation. Direct questions may also be asked without visuals. The exact format may be changed each year by the Chairman to promote interest.

(ix) Video Presentations: A separate hall shall be reserved for video presentations. To encourage participation in this, members shall be invited to make presentations even if they are presenting a free paper. Each member can make only one video presentation. This rule may be relaxed if the number of video presentations is less. The duration of each presentation shall be 12 minutes with 3 minutes for discussion.

G. FACILITIES FOR SCIENTIFIC DELIBERATIONS:

The conduct of the scientific programme of the conference is the most important aspect of organising a conference. The local Organising Committee shall ensure that the facilities for proper audio-visuals, seating arrangements/drinking water/rest rooms, etc. are made available depending upon the projected number of participants for each event. Over crowding at various venues leading to dissent amongst delegates should be avoided.

(i) Pre-Conference Workshops:

The venue selected for each workshop should be clean, have proper ventilation/airconditioning, proper space for registration, catering, lectures, hands-on-workshop, demonstrations, etc. The venue should preferably be close to the venue of main conference.

Total number of participants: There should be a limit to the total number of participants per workshop. Although this may vary according to requirements < if each workshop the maximum limit should be hundred per workshop. Participants should be given a choice of workshops and allotment should be on "first-cum-first-served" basis.

For Hands-on workshops there should not be more than 6-8 participants per table. For demonstrations by faculty members the number should ideally be less than fifteen on a table. Proper and adequate number of equipment should accordingly be arranged for demonstration/hands-on. Course literature/hand-outs go a long way in encouraging participants to revise their knowledge afterwards and these should routinely form a major item of the delegate kit. Certificates for participation should be given at the end of the workshop. A copy of the video recording of live demonstrations shall be submitted by the organizers for keeping in I.O. A. library/Office.

(ii) Main Conference:

(a) Main auditorium with a capacity of 1200-1500 along with audio-visual facilities for projection in two satellite halls of capacity of 300 each.

(b) A podium with I.O.A. emblem displayed on it. Green, Yellow, Red+reading light. A stand mike + a collar mike, laser pointer, laptop and clicker are essential for the speaker.

(c) A chairman's table with 3 -4 chairs, a table mike, sheet with the programme for the session to be announced by the chairperson, short bio-data of guest speaker, if any, in that session; a torch may sometimes be a handy addition. Switches with light controls for the podium green/yellow/red light to indicate time to the speakers. An electronic timer may be used.

(d) Mementoes, if any, to be given to guest speakers.

(e) Two senior members of Local Scientific Programme Committee along with few Volunteers.

IMPORTANT: Arrangements for generators in case of load shedding is mandatory and should be so arranged as to minimize time loss.

(f) Atleast two stand mikes and two cordless mikes be placed in strategic position in the hall for questions from audience.

(iii) Concurrent Sessions, as far as possible shall not exceed six. Sub-speciality meetings may, if required, be held simultaneously in six halls. Proper audio-visual facilities as for plenary sessions should be ensured in all halls. Proper signages should be placed at strategic places to help in location of various halls. Colour coding of halls makes identification easier.

(iv) No outsiders including wives and children, are to be allowed to the scientific sessions except the important functions and orations.

(v) No member should be allowed to deliver more than three lectures including sub-specialities so that more members are involved and have a chance to present their work.

(vi) No loud speakers and melas and games should be allowed within 100 metres of the Scientific hall.

Relationship with Sub-specialties:

The Recognition Of The Sub-Speciality Associations Of IOA

There was a huge concern that there were very poor attendance in the halls because of many simultaneous sessions of different sub-specialities. Everybody were united in the opinion that the number of halls must be restricted to five or six and that there should be only few sub speciality sessions that are going on. It was also decided that the following subspecialitiy sessions will be recognised.

(E.C. meeting December, 2011, March, 2012)

Following sub specialities session would be held during the future IOACONS.

1. TRAUMA

2. HAND SHOULDER AND UPPER LIMB

3. ONCOLOGY

4. BASIC SCIENCE & RESEARCH

5. SPINE

6. ARTHROSCOPY& SPORTS

7. ADULTRECONSTRUCTION

8. PAEDIATRIC ORTHOPAEDICS

9. FOOT& ANKLE

All papers submitted will fall into these broad specialities. For example, limb lengthening or bone transport following trauma will actually go into trauma and not into a separate ILIZAROV session. A CTEV correction by ILIZAROV will actually go into pediatric orthopaedics along with other papers on CTEV. This will ensure good focus on the subject and more importantly will ensure good audience for each speaker.

The conduct of these sessions will be in liason with the national associations. For this purpose, the GBM has passed resolution that IOA will require the following essential pre-requisites to recognise an association as its official national organisation.

a) The Association must be a registered body and have an established constitution

b) The Association has an Annual GBM, Election every year for its Office Bearers, a well formed Executive Committee by elections from its members, will submit its annual accounts to its members and to IOA.

c) The Association expresses its willingness to be the official sub-speciality association of IOA and pay a very nominal fee to IOA.

Note: Like in IOA the office bearer Preident and Vice-president for one term and other official may be not more than two terms.

I. HOSPITALITY FOR DIGNITARIES during the IOACON

(i) Office Bearers of I.O.A. : Accomodation will be provided to the following office bearers .

President and his wife

Hon. Secretary and his wife

President Elect and his wife

Two Imm. Past Presidents

Vice Presidents, IOA

Hon. Treasurer, IOA

Editor of IJO

Two Joint Secretaries of IOA

Executive Secretary(officer) , IOA

Two central office assistant, IOA office

Transport:

One car will be provided to the President and one car to the Hon. Secretary, IOA and one car for office staff of IOA(with Executive Secretary(officer),IOA).

The President, President-elect, Hon. Secretary, Treasurer, Editor, IJO, Executive Secretary and office staff shall be paid Travelling allowance for attending the meeting: (To and fro economic air fare / AC II sleeper). This will be from the IOACON account.

(ii) Guest Speakers :

(a) Foreign: No foreign guest speaker shall be paid International airfare from the accounts of the conference. However, to & fro travel from port of entry to the venue of the conference, stay at hotels during transit, local accommodation and free registration shall be provided. Domestic air fare for the guest's wife, if accompanying if the guest, may not be paid, but accommodation and free registration shall be provided. Local sightseeing, if requested/arranged shall not be charged.

(b) Indian Guest Speakers:

(1) Non-members of I.O.A. : AC II sleeper to & fro travelling allowances shall be paid. For C.M.E./Workshop: Free registration and maximum two days free accommodation to be provided.

For Main Conference: Free registration and maximum four days free accommodation to be provided.

(2) Members of I.O. A.: For C.M.E./Workshop: Free registration for C.M.E./Workshop alone.

For Main Conference: No free registration. No free accommodation shall be provided. Mementoes/Certificates, on behalf of local organising committee may be given to all categories of guest speakers/faculty members.

(3) Honorary Fellows of I.O. A.: Free registration shall be given to all honorary fellows of I.O.A. A list of honorary fellows shall be supplied by Treasurer/executive Secretary to the local Organising Secretary who shall invite honorary fellows to attend the conference.

(4) Senior Members: No registration fees shall be charged from members of I.O.A. who are more than 65 years of age. To avoid confusion senior members shall send their registration forms duly filled in at least 2 months before the conference, but preferably before last for registration without late fees.

(5) Awardees: Recipients of B.N. Sinha Memorial Meritorious Award, Lifetime achievement award and Honorary Fellowship of I.O.A. may be given free registration by the local organising committee but no travelling allowance, local accommodation shall be provided. The recipient of other awards including Silver Jubilee oration and A. A. Mehta Gold Medal shall register for the conference.

(6) Johnson & Johnson, & Robert Roaf Travelling Fellows: Being guests of the local organising committee, they shall be provided free decent accommodation and free registration for the C.M.E. and main conference.

They shall however have to pay registration fees for the Pre-Conference workshop if they desire to attend one.

(7) Other Dignitaries: The local organising committee may give complimentary registration to other dignitaries. The total number of such complimentary registrations shall not exceed 10.

General Hospitality during IOACON

Protocols for IOA President (during IOACON)

- 1. President of IOA should have a separate Car with IOA flag for the duration of IOACON including the pre-conference workshop.*
 - 2. A protocol officer (appointed by Organizing Committee) should always be with the President of IOA during IOACON.*
 - 3. The President of IOA and the first lady should be received at the airport/railway station by the host chapter President and Secretary/City Club President and Secretary.*
 - 4. The President of IOA should be escorted to the dias for inaugural ceremony in a procession from the entrance of the main hall.*
 - 5. The President of IOA should attend all the important sessions of IOACON. The various business meetings are to be so organized to enable him to do so.*
- **past presidents to have different colour badges so that they have access everywhere.*

J. General Hospitality:

(i) Reception at Airport/Railway platform : Reception counters with visible banners shall be put up on Airport Arrival area/Railway Platform for delegates. The counters should have information on regarding hotel/other accommodation of all guests. Basic facilities for transport to hotels/conference venue should be arranged by the organizers either free or on payment.

(ii) Transport: Transport for all delegates from various officially designated hotels to the various venue for main conference, workshops, banquet should preferably be arranged by the local organizers. Proper information of bus routes, timings should be made available to delegates.

(iii) Catering: Undue lavishness on this has to be avoided. However, warm simple lunches on all four days of the conference should be arranged for the registered delegates, and families if registered. Breakfast should not be arranged by the local organising committee.

Arrangements for "round the clock" supply of tea/coffee either free or on payment may be made. Safe drinking water at easily accessible spots should be placed outside each hall for scientific deliberations.

A complimentary conference dinner shall be arranged to follow the inaugural function. Conference banquet shall be arranged on the penultimate evening of the conference. This shall be on payment and by prior registration.

(iv) Accommodation : The conference brochure shall carry information regarding availability of various categories of accommodation. The local organizers shall reserve adequate hotel rooms well in advance to avoid difficulty to the delegates. Allotment will be subject to requests received before deadline, on first come first served basis, and advance payment of one day tariff. Allotment, of course, shall be subject to availability of hotel rooms in that category. Proper liaison of accommodation committee with various hotels is essential to avoid

inconvenience to delegates and over charging by hotels. Services of a travel agent may be utilised to organize accommodation.

(v) Social Events/Sight Seeing: A short cultural programme not exceeding one hour may be arranged immediately following the inaugural function but is not mandatory. The programme should ideally reflect the cultural heritage of India and the host state. An orchestra maybe in attendance during the banquet. Sightseeing: Local Development sight-seeing/or one/two day tours outside the city maybe arranged in consultation with State Tourism Corporation. Local sightseeing especially programmes for spouses/children may be arranged. Complimentary packages for other tours at subsidised cost may be arranged through the Tourism Department/Travel agent.

(i) Announcements for the Conference.

(a) First letter sent by local Organising Secretary as a "thank you" note within 6 months of the venue being decided in the business meeting (optional).

(b) A stall shall be allotted in Trade Exhibition in the previous years conference for announcement, distribution of pamphlets and display of posters banners of the conference.

(c) Final announcement brochure containing the following information:

1. Number of the Conference in Roman letters.
2. City and Venue
3. Dates of the Conference
4. Host Chapter
5. Letter from President of I.O.A.
6. Letter from Hon. Secretary, IOA
7. Letter from local organising secretary
8. List of Executive Committee of I.O.A.
9. List of main organising committee
10. Proposed format of the conference
11. Details of registration fees
12. Information regarding free papers/poster presentation/video presentation. Rules and regulation for Silver Jubilee Commemoration Lecture , Golden Jubilee Commemoration Lecture Dr. Balu Shankaran oration for Basic Sciences and Orthopaedic Research, Dr. R.C. Rallan gold medal for Basic Sciences,Dr. P. Tejeswara Rao Gold Medal for P.G. students,Dr.S.S. Yadav Gold medal for Oncology, Dr. K.T. Dholakia Gold medal for Best paper of the conference, Saibal Shekhar Ghosh oration on Oncology, Dr. D.P. Baksi award for best paper in upper limb session, Dr. Balu Sankaran oration for Basic Sciences and Research, National P.G. Quiz, Dr. A.A. Mehta and Dr. K.P.Shrivastava Gold Medal awards, Dr. K.T. Dholakia Gold Medal, Dr. K.T. Dholakia Gold Medal, Dr. K.T. Dholakia Gold Medal, Dr. P. Tejeswar Rao Gold Medal, Dr. D.P. Baksi Gold Medal Dr. S.P. Mandal Gold Medal: , Dr. Joy Patankar Gold Medal, M/s

Sushrut Surgical's Gold Medal for best paper in Implants section, Oncology section, Hand section and other competition sessions should also be included.

13. Information of the C.M.E. programme including topic, name of host chapter and coordinator(s).

14. Information of accommodation available with tariffs.

15. Information (including photographs) of tourist attractions in and around the city, various tours being planned etc.

16. Information of air, rail and road connections.

17. Addresses/phone No./Fax No./e-mail addresses of key members of organizing committee.

18. Information of reception and transport arrangements.

19. Information regarding programmes for spouses/children/social events.

20. Registration form, form for abstract, accommodation, return reservation, sight seeing tours, sub-speciality meetings, etc.

21. Important dates and deadlines.

22. Miscellaneous information.

Important dates/deadlines. Assuming that the date for the annual conferences would be fixed for 1st week of December each year the important deadlines will be

1. Dispatch of final announcement brochure - 31st May

2. Last date for submission of Silver Jubilee and Golden Jubilee Commemoration Lectures manuscripts (to be sent to Hon. Secretary of IO A). - 30th June (also for Saibal Gosh and Dr. Balusankaran Oration).

3. Last date for receipt of Abstracts - 31st July

4. Last date for receipt of full papers/Registration without late fees -15th August

5. Last date for informing members regarding acceptance of papers for presentation. -15th September

6. Last date for registration with late fees - 31st October

7. Last date for dispatch of final programme to all members - 31st October

(iii) Methodology of Registration: The registration will be fully computerized. Organizers are free to allot registration numbers according to alphabets or to categorize them state wise. Whatever method is adopted, it should be reflected in a streamlined way on registration counters. The registration process should be so managed to enable fast processing and avoid unnecessary queues during peak registration hours at conference venue. Enough space should therefore be allotted for this purpose. The reply for registration, accommodation, sight seeing tours and receipts of abstract form should be sent within a fortnight of their receipt by the conference Secretariat. The information for acceptance/ non-acceptance of the scientific paper should be sent latest by 15th September. Delegates should be requested to quote registration number for all correspondence. Spouses/children should be registered under same registration numbers to avoid confusion.

(iv) Registration fee structure: This has already been covered under receipts of conference.
(v) Delegate kit: It is left to the local organizers to decide on the quality/size of delegate bags. The purpose is only to provide a handy bag to contain the following essential items.

(a) Copy of the final programme

(b) Meal coupons

(c) Invitation to the inaugural function

(d) Details of registration

(e) Writing pad

(f) Jotting pen

(g) Invitation to the banquet (if registered)

(h) Delegate name badge

(i) Information brochures of facilities like transporting arrangements, spotting map of the venue, other miscellaneous information.

(j) Conference Souvenir Other complimentaries are optional.

(vi) Certificates: Participation certificates for delegates should preferably be distributed from the afternoon on the penultimate day of the conference. These shall be separate for the CME and the main conference. Those for the workshop shall be given at the venue of the workshops.

Certificate for the CME would bear signature of IOA President, Hon. Secretary, IOA, CME Coordinator from the host state and President of the host chapter.

Certificate for a main conference: Signature of President, IOA, Hon. Secretary, IOA, Org. Secretary/Org. Chairman, IOACON, Scientific Chairman, IOACON and President, Host Chapter.

Certificate for Workshop: Signature of President, IOA, Hon. Secretary, IOA, and Workshop Coordinator.

(vii) Certificates to faculty members/guest speakers/chairpersons should be handed over immediately after the scientific session. Certificates for oral presentations shall also be given by the chairpersons to all speakers at the end of the session. Certificates for poster presentations to be distributed in the hall for poster presentations.

(viii) Souvenir: A Souvenir shall be brought out to commemorate the conference. The following information shall be included.

(a) Messages from various dignitaries including the President/President-Elect/Hon. Secretary of I.O.A.

(b) Presidential address

(c) Secretary's annual report

(d) List of executive committee members of I.O.A.

(e) List of Organising Committee of the Conference.

(f) Final programme of the conference

- (g) Articles from various sources on Orthopaedics and general topics of interest,
- (h) List of donors
- (i) List of exhibitors
- (j) List of advertisers
- (k) Advertisements
- (1) Anecdotes/jokes/etc. (optional)
- (m) List of past award winners of I.O.A. optional

EXPENDITURE: (To be slotted under "financial considerations")

The projected budgetary requirements for the conference has to be put under the following heads Approximate percentage of total Budget

- (1) Venue arrangements + establishment expenses including pandals, trade exhibition stalls, registration counters, etc. 20%
 - (2) Catering 20%
 - (3) Audio visual facilities 10%
 - (4) Printing/Stationery 10%
 - (5) Communication (telephone/fax, e-mail, letters) 5%
 - (6) Accommodation + Transport (dignitaries & others) 5%
 - (7) Inaugural function and other miscellaneous expenditure like gifts/mementoes 5%
 - (8) Entertainment/sight seeing/ladies programme 5%
 - (9) Administration: Salary to staff/office set-up/etc. 2.5%
 - (10) Miscellaneous contingency expenses 2.5%
 - (11) Contribution to I.O.A. 10%
 - (12) Savings 5%
- Total 100%

(ii) Committee for Monitoring of Collections/Expenditure:

A committee consisting of the following members will monitor the collections/expenditure of the conference.

1. President
2. President-Elect
3. Hon. Secretary
4. Hon. Treasurer
5. Any other member of executive committee co-opted for the purpose.

The local Organising Secretary should submit a written statement of collections/expenditure at 2 monthly intervals to the Treasurer starting from January of the year of the Conference. From August onwards a monthly statement has to be submitted. The committee will meet at the venue of the conference along with the central programme committee in last week of August to assess collections and make budgetary allocations accordingly. The President-Elect along with

the Treasurer shall monitor the collections and expenses from September to December and see that accounts are properly maintained.

(iii) Auditing and Submission of Accounts :

The accounts shall be audited by an auditor appointed by the central office. The auditor will visit the venue at least once within 3 months after the conference. It will be mandatory for a preliminary report to be presented by local organising secretary in the summer meeting of Executive Committee. A final audited account will be presented in the winter executive committee meeting during the subsequent IOACON.

The Bank Accounts of the Conference shall normally be closed within 11/2 years of the conference but under extraordinary' circumstances within two years.

(iv) Savings from the Conference: It is mandatory for the local organising committee to donate Tens percent of total collections for the Conference to the Building/Academic fund of the Association. The "total collection" shall also include the fund-spent directly/indirectly on sponsorship of all activities related to the staging of the Conference. This donation is in recognition of the Authorization to the host chapter by the Central body to stage the conference, use of its logo, its name, and for advise and professional guidance given for two years in arranging for academic and other activities) of the conference.

Any savings over and above the mandatory Ten percent donation to Building/Academic fund may be donated to the I.O.A. if the host chapter so desires. It may, however, be divided equally between the host chapter and the city club for use for academic purposes only to benefit their members It may also be used for building up assets of the host chapter/city club in furtherance of the objects of the host chapter/city club.

The inaugural function of the Annual meeting of the I.O.A. is an official function and will be conducted under the supervision of President/hon. Secretary/Jt. Secretary of I.O. A.

(i) Venue and General Arrangements :

The venue should preferably be a hall with a capacity of at least 1500-2000 with projection facilities in adjacent satellite halls for another 1000 delegates/guests. In the absence of this an open area/pendal with capacity for seating at least 2500 persons may be used. If the hall is being used for the C.M.E. it should be vacated at least by 5.00 pm so that necessary arrangement for inauguration may be made.

The backdrop of the stage should carry the Emblem of the Association. Another emblem should also be used in front of the podium. These are mandatory requirements. The conference logo can also be used on the backdrop. Decoration on the stage is left to the discretion of local organizers but proper stage lighting and good public address system should be arranged. Tables are to be kept on sides for placing various IOA awards. The same should be aesthetic. Wasteful expenditure should be avoided. Logos of companies should not be put up on the stage but logo of company sponsoring the inauguration or cultural programme may be put up in the hall.

The banquet should be preferably sitting with a course dinner. In case this is not logistically possible a grand gala night is to be organized. Serving of Alcoholic beverages should be closed at 10.00pm and dinner should close at 11.00pm.

(ii) Time:

The inaugural function should usually commence at 6.00 pm and the total duration of the main inaugural programme should not exceed 90 minutes. A 60-90 minute cultural programme to highlight the culture of the host state may follow the inaugural function but is not mandatory. *The Secretary's annual report and Presidential address will be given adequate time. The master of ceremony should be so selected so as to make the function crisp. The whole inaugural function should not be for more than 1 ½ hours. (EC MAY 2005)*

a) Exact 2 hours function – specific time limit to be given to each speaker including Chief Guest.

b) Only Prestigious awards to be awarded like Life time Achievement, Honorary Members (Not more than 10 in the function)

c) Different best paper awards and book releases to be done in the General Body Meeting.

d) V.I.P and Past Presidents with their wives and Presidents of Different States to be seated preferably by names and visiting presidents from other countries.

***-no floral welcome of our own office bearers only that of chief guest.certainly not wives*

e) The President (elect) should be given 5 minutes to announce his views and vision.

f) Past Presidents and their spouses designated seats within the first three rows.

g) Floral banquets only to Chief Guest and Guest of Honour.

h) AWARDS: These are to be presented during inaugural function.

1. Dr. B.N. Sinha Meritorious Award.

2. Dr. B.Mukhopadhyaya Meritorious award.

3. Dr. A.A. Mehta Gold Medal.

4. Dr. K.T. Dholakia Gold Medal.

5. Dr. S.N. Bakshi Gold Medal.

6. Dr. R.C. Rallan Gold Medal.

7. Dr. K.P. Shrivastava Gold Medal.

8. Dr. P. Tejeshwara Rao Gold Medal.

Book releases and certificates for fellowships are to be presented during the Annual General Body meeting.

(iii) Dignitaries on the dais :

The total number of chairs will be 7 or 9 with the following dignitaries being present:

1. President of I.O.A.

2. Chief Guest

3. Guest of honour
4. President Elect of I.O.A.
5. Chairman Organising Committee
6. Hon. Secretary of I.O.A.
7. Organising Secretary

The number of chairs may be increased to 9 to accommodate the following: -

1. Additional guest of honour.
2. Head of the Teaching Institution if the conference is being held in a Medical College,
 - (iv) Seating arrangements in the hall:
 - (a) Front row on the side of the hall on the side of the podium to be reserved for 20-25 Past Presidents of I.O.A.
 - (b) Award winners for that year including J&J & Robert Roaf Fellows to be seated immediately behind them.
 - (c) Centre front rows to be earmarked for V.I.P. guests including Chief Guest/President of IOA and spouse, etc. Foreign Faculty (if any)
 - (d) If the venue of conference is a Medical College few rows behind (c) to be kept reserved for heads of various departments in the Medical College. If not, they can be reserved for senior members of I.O.A.
 - (e) Front rows opposite the podium to be reserved for media persons/organizing committee
 - (v) Master of Ceremonies/Conduct of Proceedings :

The master of ceremonies for this solemn function should be a senior person (male or female) who has experience of conducting such functions. He or she must realise the importance of time and that it is an official function. Unnecessary anecdotes, fanfare should be avoided and the conduct of proceedings should be business like.
 - (vi) Speeches/activities and their sequence : The following will be the sequence.
 - (a) Delegates/Guests are requested to take their seats by 5.45 pm (To be mentioned on the invitation card for the function.
 - (b) The President and Hon. Secretary of I.O.A. along with Chairman Organising Committee and Organising Secretary will receive the Chief Guest at the entrance and escort him/ her to the hall.
 - (c) The master of ceremonies will request dignitaries to take their seats on the dais (to be escorted by members of organising committee) in following order:
 - (i) President of I.O.A.
 - (ii) Chief Guest
 - (iii) Guests of honour
 - (iv) President-elect of I.O.A.
 - (v) Hon. Secretary of I.O.A.
 - (vi) Chairman Organising Committee

(vii) Organising Secretary

(viii) president of the host chapter

- 3 minutes

(d) Welcome to dignitaries by floral bouquets.

2 minutes.

(e) Welcome Speech: Chairman Organising Committee or Organising Secretary - 5 minutes.

(f) Inauguration of Conference: Lighting of Lamp - 5 minutes

(g) Hon. Secretary's Annual report - 15 minutes.

(h) Presentation of IO A awards by President of IO A (Award presentation to be managed by Hon. Secretary and Joint Secretary of IOA - 15 minutes.

(i) Presidential address -15 minutes.

(The speech is to be printed and distributed to the guests/delegates at the commencement of the function).

(j) Release of Souvenir by Guest of honour + speech – 5-10 minutes

(K) President Elect's plan for future- 5-10 minutes

(k) Speech by the Chief Guest -10-15 minutes

(1) Votes of thanks by Organising secretary / Jt. Organising secretary - 3 minutes.

(m) National Anthem

(Preferably a team of singers to lead) - 5 minutes)

The main function may be followed by short cultural programme to be followed by High Tea/Conference Dinner.

(vii) IOA Awards:

The following awards will be presented during the inaugural function and in the same order.

1. Dr. B. Mukhopadhyaya Life time achievement award, (if any)

2. Dr. B.N. Sinha Memorial Meritorious Award.

3. Honorary Fellowship of I.O.A. (if any)

4. Dr. A. A. Mehta Gold Medal of I.O.A.

5. Dr. K.P. Shrivastava Gold Medal of I.O.A.

6. Dr. S.N. Baksi Gold Medal

7. Sushrut award for best paper in implants section

8. Dr. K.T. Dholakia Gold Medal

9. Dr. R.C. Rallan Gold medal

10. Dr. P. T. Rao Gold Medal

11. Dr. Joy Patankar Gold Medal

12. Dr. S.P. Mandal Gold Medal

(The Joint Secretary and Executive Officer of IOA will help Hon. Secretary for the awards)

Note: *Book releases and certificates for fellowships are to be presented during the Annual General Body meeting.*

(viii) Modifications permissible:

- (a) Timing may be changed to 6.30 pm depending upon local factors.
- (b) One or two guests of honour may be added.
- (c) Mementoes to dignitaries may be given before the vote of thanks but the same is not mandatory.
- (d) Any other modification in consultation with President/Hon. Secretary of I.O. A.

M. Valedictory Function :

The valedictory function is also an official function of IOA and will be conducted by the President of IOA/Hon. Secretary of IOA. The duration of the function should be kept as short as possible. Preferably - 30-45 minutes.

(i) Venue and general arrangements : The venue will preferably be the main hall of the conference. The dais will have seats for the following: -

- (a) President
- (b) President - Elect
- (c) 2 Vice-Presidents
- (d) Hon. Secretary
- (e) Jt. Secretary
- (f) Treasurer
- (g) Organising Secretary

Proper Public address system is essential.

A podium will also be required.

(ii) Time: It will be from 11.00 am -11.30 am on the last day of the conference .

(iii) No special seating arrangements are required.

(iv) Conduct and sequence of proceedings:

A representative from the organising committee will invite the dignitaries to the dais. The President shall conduct the proceedings in the following order:

- (a) Declaration of results of all competition papers
- (b) President gives his comments regarding the conference and its Organization.
- (c) President invites delegates (one from 5 zones) to speak on their experience during the conference.
- (d) Reply to the feelings of delegates by the Organising Secretary.
- (e) The President gives a short summary of his term after which he exchanges his jewel, of office and invites the President-elect (now to exchange seats).

The incoming President presents the medallion of Past President to the outgoing President.

(f) Speech of the newly installed President regarding his plans for the IOA activities during his term of office.

(g) The immediate Past-President announces the end of the conference with an invitation for the next annual conference.

(v) Modifications: Some changes may be made in this format to suit local circumstances.

- Valedictory function should take place at 11am and the ceremony should be good so that the President Elect takes office in front of a bigger crowd. It was also proposed to give the medals at the valedictory function. This will increase the number of people staying back for the valedictory function. (GBM,2012)

N. Trade Exhibition:

A trade exhibition will be organised during the conference, which will usually consist of unit stalls of 3 mts x 3 mts. A brochure with details of sponsorship may be brought out by the organizers giving details of the various stalls on offer, their configuration and the tariffs. The unit stalls should cost Rs. 50,000/- as in year 2001 for the duration of the conference. This shall remain static for 3 year and a 10% escalation is permissible each year subsequently. Special categories of stalls may be charged extra and concession given for multiple stalls. Complimentary stalls to sponsors of other major activities of the conference may be given. Proper lighting arrangements, ventilation, adequate walking space, fans, etc should be ensured. One or two power points, tables and chairs will have to be provided in each stall.

Provision of meal coupons (2 complimentary per stall and extra on payment should be the usual norm). All Companies/firms hiring stalls should give an undertaking that there will be no liability to local organizers or IOA in case of loss of property/injury/loss of life due to any accident in the trade exhibition. Safety against theft/accidents, etc. should however be ensured by local organizers. A short term insurance policy covering the period of 10 days prior to 10 days after the Conference for any such eventuality will have to be made by local organizers to ensure against litigation.

The venue of the trade exhibition should ideally be adjacent to either the scientific halls or the dining pandal to enable delegates to visit the same. Serving of beverages, etc inside the trade exhibition should be strictly banned. Similarly unethical, improper activities should also be banned. Sale of products should not be permitted as the same is governed by sales tax laws. An IT PO clearance should be obtained by organizers well in advance of conference to enable companies to import products from abroad for display in their stalls.

The trade exhibition should also offer complimentary stall for the organizers of next years conference for providing information about progress of preparations.

"Locker room": It is desirable to have a facility for the companies to keep their valuable equipment safely for the night.

O. IOA OFFICE:

A space of around 300-350 sq. ft. should be provided at a convenient and prominent area within the conference premises for establishing the IOA office where members can carry out their business with IOA officials / office staff. The following facilities are to be provided by organizers in this office.

1. Table and Chairs for 10 people.
2. Two full size steel Almirah to keep important documents/certificates, articles, etc.
3. Computer with printer along with computer operator.
4. 3-4 Volunteers.
5. Separate lounges for the president and Hon. Secretary, IOA to meet guests and visitors.
6. Basic office stationery.
7. Drinking water.
8. Notice Boards.

Notice boards at other prominent places, like entrance to various halls will be required for display of IOA notices.

P. OTHER OFFICIAL PROGRAMMES OF IOA DURING IOACON

(i) Executive Committee Meeting:

The executive committee meeting shall be held one day before the either on the day of the CME Programme. The meeting will start at 2.00 pm. It will be preceded by a simple lunch.

A notice for the meeting along with agenda will be circulated by the Hon. Secretary to all members well in advance. Arrangements for executive meeting during IOACON:

A hall big enough to accommodate 80-90 people preferably in a "round-table fashion" with tables/ chairs arranged accordingly. A public address system with 2-3 extra mikes. 2-3 volunteers, drinking water shall be arranged. If circumstances require, lunch/tea/etc may be served at the site of the meeting. Facilities for audio/video recording would be provided by the local organizers.

(ii) General Body Meeting: Arrangements: The meeting will be conducted on the 2nd day of main conference from 3 pm onwards. Venue will be the main hall. A dais to seat President, President-elect two Vice-Presidents. Hon. Secretary, Treasurer, Joint Secretary will be required. A public address system with table mike on Dais, 2 stand mikes in the aisle and 2 cordless mikes in the hall will be required. Arrangement for drinking water outside the hall should be kept. At least 4 volunteers should be present. If requested by the IOA office bearers a computer with projector should be arranged for instant projection of resolutions being put to vote.

Arrangements should be made to circulate the attendance register. Audio/video recording would be provided by local organizing committee.

(iii) Counting of ballot papers :

Note: The counting of votes for the past three years is held about two weeks prior to start of IOACON.

(iv) Meeting of Editorial Board.

The meeting will be held on the 1st day of main conference. A small room with a table and 10 chairs will be required. The meeting would usually take not more than two hours.

(v) Meeting of Centre-State Relations Committee :

The meeting shall be held on the 1st day of main conference in the afternoon. A room with a seating capacity of 25-30 persons will be required for the meeting.

(vi) Other Committee Meetings:

Meetings of other Committees can be held in the IOA office any time during the 1st or 2nd day of main conference. Timings to be decided in consultation with Hon. Secretary.

Q. Miscellaneous Matters:

Protocols for these may have to be framed as and when the need arises.

2. Protocol for IOAICL

IOAICL

It was decided that the IOAICLs have outlived their utility and it was passed that they should be abolished (IOA Scrutiny) GBM December, 2011

3. Protocol for other Scientific Activities of IOA including Training program for PG student and members:

A permanent committee consisting of the President, President-elect, Hon. Secretary and 2 co-opted members shall govern all other scientific activities including starting of new courses, programmes, Fellowships, Workshops, Publication etc. Concurrence of executive committee members will be taken by President before starting any new activity.

UG/PG Training

Faculty for the National P.G. teaching course - should be members of I.O.A. Only few faculty members from outside IOA membership may be invited.(EC MEETING (17.11.2002)

- There should be a lecture on Orthotics & Prosthetics during the Course (E.C. 15-12-04).

- Number of PG courses every year - accepted as six by all E.C.Members.

PG Paper – Post graduate students presenting papers in National/state conference must be associate members of the association as per the constitution. This will be applied from 2014.

Best thesis award (GBM, 2012)

- *To institute a Best thesis award at every IOACON. The presenter should be an associate member and the supervisor should be a member of IOA.—passed.*

Note: *Modalities has to be drawn- suggested modalities by Dr. Raza are given separately.*

4. Protocol for scientific activities of IOA in collaboration with other organizations:

The permanent committee may also initiate activities in collaboration with other organizations. Concurrence from executive committee members may be obtained by the President.

5. Protocol for starting any new activity of IOA like Workshop/Instructional Course/Fellowship/Publications, etc.

White Paper IOA.: EC MEETING (14.11.2002)

NOTE

White Papers: It was decided that the white papers should be abolished. Alternatively there should be Instruction Course Lectures on various current topics.(GBM December, 2011)

Basic Sciences section - *should be officially formed and name of chairman should be on the Executive Committee list (G B Meeting, 2012). There will be a session on basic sciences every year during the IOACON.*

Every state chapter to be notified that 1 to 2 hours should be given for research & basic sciences during their Annual Conference.—passed

IMPLANT COMMITTEE

Note: *Implant committee is functioning no more now.*

Osteoporosis Committee –

Osteoporosis committee should be abolished as it had served its purpose.

Directory Committee –

A directory committee under the charge of the President Elect. The President Elect would hold the charge of bringing out an updated directory every year. This may be put up on the website.

All address changes of members would be updated by him in preparation for the elections for which he would be the Election Officer anyway. This way the elections would be smooth and this should be a permanent feature every year. This resolution was passed by all.

6. PROTOCOL FOR IOA BUILDING:

(a) Address: IOA House 69, Tughlaquabad Institutional Area, Behind Batra Hospital MB. Road, New Delhi Tel. 011-29961434, 9811967820

(b) Earmarking of rooms of IOA building.

(i) Basement: This may be used initially for storage and for catering during executive committee and others meetings.

(ii) Ground Floor:

1. Reception area

2. Large hall will be rented out in the future the terms and conditions of which will be negotiable with concerned party. As far as possible the hall will be rented out for office purpose / banks etc.

(iii) First floor:

1. One room with attached toilet has been earmarked for the President of the Association.

2. Second adjacent room has been earmarked for the Hon. Secretary along with the Treasurer.

3. The office will be housed outside the 2nd room and will have a counter with almirahs, a computer with printer and other office equipment.

4. Library and Office : A large room in the front on this floor will house the Library and main office .

(iv) Second Floor:

1. A large conference hall for all summer executive committee meetings of IOA. It is fully furnished. It may be given on hire to any Company for their meetings.

The tariff for such meetings shall be Rs. 8000/- per day.

2. The rooms on the front shall be a dormitory with 3 beds, which can sleep 3 persons.

(v) Third Floor:

1. Presidential suite consisting of a double bed room and attached toilet.

2. Adjacent double room without toilet for the Hon. Secretary during his visit to Delhi Office.

3. Single room without toilet.

4. Toilet for use for rooms 2 & 3.

5. Pantry cum kitchen for tea/coffee

6. Dining room.

a. All rooms are air conditioned from 1st to 3rd floors.

The dormitory on 2nd floor and all rooms on 3rd floor can be used for stay by members of IOA by prior reservation. Reservation may be done well in advance through letter/ phone call mentioning membership number. Phone call should be followed by letter of confirmation. The President suite/Secretary's room shall be reserved for them during their visits to Delhi. Allotment of Presidential Suites to members will be done after confirmation from President.

b. Office Timing: The office timing of IOA House shall be from 10.00 am to 5.00 pm.

c. Library timing: the library timing shall also be from 10.00 am to 5.00 p.m.

d. Security: Preferably one guard for 8 hourly shift (total of 3 guards) will be essential for security of the IOA House. These shall be appointed through an agency by the Jt. Secretary and Treasurer.

Protocol for appointment of office staff:

a. Procedure for selection: The Administrative officer/Executive Secretary and other Class II staff will be appointed after an interview by a committee consisting of the President, Hon. Secretary and Jt. Secretary. The post shall be advertised in news papers from Delhi. Preference shall be given to candidates hailing from Delhi and preferably residing in a radius of 8 km from the IOA House. The salary will be negotiable depending upon the competence of the candidate. Concurrence of Executive Committee members shall be obtained before final appointment.

Selection of Class III & IV employees shall be done by a committee consisting of the Chairman, Building Committee, Treasurer and the Joint Secretary. Salary shall be fixed and revised as per labour laws.

(b) Appointing Officer: Letter of appointment shall be issued to all categories of staff by the Hon. Secretary. All staff shall be appointed on probation for 6 months and subsequent appointment will be continued as per labour laws. The letter of appointment shall contain all conditions of service including salary, hours of duty, nature of work, period for which appointment is given and conditions under which he/she may be dismissed.

(c) Fixation of duties of various categories of staff

Administrative Officer/Executive Secretary:

(i) He shall be responsible for the overall day to today functioning of the IOA House and the office.

(ii) He shall scrutinize all dak received and make suitable replies in consultation with Hon. Secretary, Jt. Secretary.

(iii) He shall maintain and keep updated the list of members and their addresses. He shall be responsible for making corrections in mailing list of members as and when requested by members.

(iv) He shall maintain all office records and stock registers of all office equipment, furniture, IOA memorabilia and assets including the library.

- (v) He shall be in charge of IOA library and loaning of books to members.
- (vi) He shall submit a fortnightly report of the office activities to the Hon. Secretary and President.
- (vii) He shall be responsible for printing and posting of ballot paper for IOA elections and maintenance of records regarding their postage.
- (viii) He shall be responsible for getting the accounts of the office audited each year and submission of same to Income Tax authorities and Registrar of Societies. New Delhi.
- (ix) Help Central committee in its functions.
- (x) Answering calls of members from Delhi and outside.
- (xi) Any other work assigned to him by office bearers of the Association.

Office Clerk: He shall function under the supervision of the Administrative officer/executive Secretary. He shall carry out the following: -

- (i) Typing of all letters.
- (ii) Filing and proper maintenance of all correspondence.
- (iii) Maintenance of all accounts under supervision of the Treasurer.
- (iv) Updating of list of full members who have paid their dues.
- (v) Arranging for the visits of the President/President Elect/Hon. Secretary to Delhi.
- (vi) All market requirements for purchase of office equipments/stationery etc.
- (vii) Allotment of room to members in consultation with Administrative Officer.
- (viii) Any other job assigned to him by Hon. secretary/Jt. Secretary/Treasurer.

Caretaker:

- (i) Basic maintenance of facilities of IOA House like electrical connections water supply, cleanliness of all rooms and toilets, provision of clean linen in the rooms
- (ii) Maintenance of the kitchen.
- (iii) Providing drinking water/bed tea/breakfast to the members staying in the IOA House
- (iv) Making arrangements for meals on request from members.
- (v) Looking after the maintenance of the garden and trees.
- (vi) Maintenance of generator.
- (vii) Ushering in all visitors to IOA House.

Other class IV Staff: Depending on nature of work for which they are hired.

(d) Monitoring of functioning: The Jt. Secretary will be responsible for monitoring the routine functioning of the IOA House. The Treasurer will also supervise the functioning from time to time over and above maintenance of accounts of the Association.

All payment to staff will be done by cheque through joint signatures of Treasurer and Jt. Secretary.

(e) Procedures for disciplinary action/suspensions/termination of services.

In case of gross negligence of duties/gross misconduct a show cause notice will be issued for reply within 7 days by the Hon. Secretary. If no satisfactory explanation is forthcoming a one-

month notice of termination of services shall be issued. Further action shall be as per labour laws.

8 . Protocol For Functioning of the IOA Office:

(a) Maintenance of Records: All records of the Association will be under the custody of the Hon. Secretary. He will supervise their maintenance in the IOA house along with Administrative Officer/ Executive Secretary. Proper numbering and storing shall be ensured for easy retrieval as and when required. While all files concerned with the term of the current Hon. Secretary maybe maintained at his residence for convenience all important documents and files related to previous Secretarial terms shall be kept in the IOA house.

The Treasurer shall be responsible for keeping all records pertaining to the assets of the association which include all records related to the IOA building e.g. acquisition of land, building of the IOA House, Electrical and water supply, DDA permission, etc. All records of fixed deposits and other assets shall also be maintained by the treasurer and a list of all such documents shall be produced on demand.

(b) Correspondence: While correspondence on important policy matters and decisions to be taken shall be carried out by the President/Hon. Secretary, routine correspondence like change of address, non-receipt of Newsletters/Journal, membership dues, etc. will be done by the Administrative officer/Executive Secretary with fortnightly /monthly reports to the President/ Hon. Secretary. In case of any difficulty, Administrative Officer/Executive Secretary may consult Hon. Secretary before replying. A copy of all letters sent out by Administrative officer/Executive Secretary shall be sent to President and Hon. Secretary. In case of any difficulty members may write to the Hon. Secretary directly also. A copy of all correspondence done on behalf of IOA by any office bearer or member of IOA should be sent to the IOA office for proper maintenance of records.

All correspondence for the Newsletter/Executive Committee Meetings/General Body Meetings, suggestion, etc. shall be addressed to Hon. Secretary. All correspondence for IOA dues shall be addressed to the treasurer. All correspondence for fellowships shall be addressed to respective Fellowship Secretaries.

(c) Accounts: The Treasurer shall maintain all accounts of the association and get the same audited annually. He shall present the accounts every 6 months in the executive committee meetings as also the Annual General Body meeting for approval. He shall prepare a budget for the forthcoming year and get it approved by the executive committee. The office clerk under the supervision of administrative officer/Executive Secretary shall be responsible for maintaining all records concerning accounts.

(d) Membership lists and updating of same: The administrative officer/Executive Secretary shall maintain and update the list of life members of the Association and their updated addresses.

The Treasurer and joint secretary of the Association shall supervise this function. A voters list of all life members shall be supplied to the election officer by 30th June each year.

A list of change of addresses of members shall be notified every month by the Administrative officer to the Hon. Secretary/Editors of the journal to enable proper receipt of News Letters/Journals by the members.

(e) Maintenance of Memorabilia of the IOA: All important memorabilia of the Association including photographs of events, photographs of Past-Presidents, gifts to the Association, important documents, etc. will be kept in the IOA House. All running trophies shall also be returned to IOA House for safekeeping and brought by Administrative officer/office clerk to the venue of Annual Conference. The memorabilia may be properly displayed for benefit of visitors to IOA House.

(f) Hiring of any portion (or portions) of IOA building: As and when decided, and as per rules of the D.D.A., a portion of the IOA building may be hired out. The conference room and other rooms may be offered on rent if deemed necessary in the interest of the Association. The Treasurer/Joint Secretary shall monitor this in consultation with the President and Hon. Secretary.

(g) Use of guest rooms by IOA members from outside Delhi. The various guest rooms shall be offered to IOA members from outside Delhi for their stay during their visits to the city on a first cum first serve basis. However, the Presidential suite/Secretary's room shall be reserved for them during their visits to Delhi.

Room Tariff for double room with attached bathroom- Rs.1,000/- Double room without attached bath room- Rs.800/- and single room- Rs.500/- and dormitory – one bed Rs.3,00/-

9. Protocol for maintenance of assets of the Association and continuity in transfer of records/assets to incoming office bearers following elections:

All assets of the Association as mentioned in 8 (a) shall be under custody of the Treasurer. All records for accounts of the Association as well as details of accounts of Annual Conferences shall also be with the treasurer. These shall be handed over to the next incumbent Treasurer within one month of his taking over the office. Proper record of such taking over charge shall be maintained in a register.

All files pertaining to the three-year term of the Hon. Secretary shall be returned to the IOA House on the completion of the term of office of outgoing Hon. Secretary and charge given to Administrative Officer/Executive Secretary. The incoming Hon. Secretary shall study all such files in his first visit to IOA House within 2 months of his assuming the office. All such records are to be properly catalogued, numbered and stored for easy retrieval as and when needed.

All correspondence and files from the Presidents office shall also be returned to the IOA House after the term of the President and stored year wise in the President's office for information and guidance of future Presidents.

Treasurer's audited accounts - to be circulated to members one month in advance on the GBM (GBM 26-11-09) Correspondence of IOA A copy of all the correspondence on behalf of IOA by any office bearer or executive committee member of IOA should be marked to the IOA office for records. Protocols for Treasurer The IOA office especially the Executive Officer/Executive Secretary should be responsible for helping the Treasurer for getting the accounts of the Association audited within the time frame as decided by the Executive Committee for presentation/publication.

10. Protocol for overseas co-ordination with organizations and personnel:

(a) Appointment of overseas co-ordinators: To encourage interaction of I.O. A. with similar organizations from around the globe overseas co-ordinators may be appointed to represent various regions.

The co-ordinators may be Orthopaedic Surgeons with interest in Indian Orthopaedics and who are willing to act as coordinators. Nominations for the post of co-ordinators shall be made in the executive committee meetings. After approval the name(s) shall be approved by the General Body. The term of office shall be of 3 years and may be extended for one more term

(b) Nature of co-ordination: Overseas co-ordinators shall co-ordinate the following activities.

(i) Arranging foreign faculty for IOA Annual Conference/Workshops.

(ii) Provision of information regarding important courses/meetings/conferences/workshops for benefit of IOA members.

(iii) Helping young members to seek further training abroad.

(iv) Publication of Indian edition of foreign journals by negotiating the same with Editors/Publishers.

(iv) Any other activity in the interest of the Association and its members.

11. Protocol for publication of I. J.O-:

Protocols for publication of IJO have already been printed in the July 2001 issue of Newsletter as minutes of meetings of President/Hon. Secretary with editors. Suggestions for improvement are welcome.

(a) Funds for the journal:

The editor(s) shall prepare a tentative budget for the forthcoming year and get it approved by the executive committee and General Body. 60% of the funds shall be provided by the Association whereas at least 40% shall be raised from advertisements. The editors/ co-editor/editorial board members shall be responsible for raising funds through advertisements.

(b) Functioning of the Editorial Board with duties of Editors/Co-editor/Editorial Board Members:

(c) Meetings of Editorial Board :

The editorial board shall meet at least twice a year like the executive committee of the Association.

1. Summer meeting-in IOA House.

2. During Annual Conference of the Association.

The editorial board members shall be paid to and fro 2nd class A.C. fare from the funds allotted for the journal for attending the summer meeting. No travelling allowance shall be paid to attend the meeting during Annual Conference.

(d) Collection of Advertisements: The editorial board shall decide the tariff to be charged for various categories of advertisements. These should be constant for all issues in one year and shall be revised from time to time as per requirement.

(e) Criteria for selection of Best Paper published in one year: A committee consisting of the President, President-elect, Hon. Secretary, editor, associate editors and members of the editorial board shall select the best paper. The managing editor shall send a proforma with list of titles of articles/names of authors to the members of the committee in first week of January each year. The list shall contain all articles published in the 4 issues of the journal of the previous year. The marking shall be according to basic format for A. A. Mehta Gold Medal The managing editor shall compile all replies and present the result in the summer executive committee meeting.

- it was resolved that to get good articles we must request office bearers of all state chapters to send the best papers presented in their annual conference to editor of I.J.O and to also write to all subspeciality organizations for quality articles. It was also resolved that due weightage to be given for IOA publications for career advancement activities of I.O.A. An effort should be made by Post Graduate teachers to encourage their post-graduates to make full papers before submitting their thesis. E C MAY 2005

Separate PAN no. to IJO - (E.C. meeting December, 2010)

IJO should maintain a receipt book for donations and advertisements and the title of the receipt book would be "Indian Journal of Orthopaedics, a section of Indian Orthopaedic Association" and the PAN no. of IOA would be used. It was agreed that there will not be any separate PAN no. of IJO.

Best Case Report award- GBM December, 2011

It was passed by the GB that a “Best Case Report” award will be started in the name of Dr.S. M Tuli with no financial implications.

IJO Editor’s Office (E.C. meeting March, 2012 IOA Scrutiny)

Agreed editorial position to 6 Assistant Editors and three associate editors for younger colleagues throughout the country. It will increase the choice for senior positions and help to look after the work of IJO which has increased exponentially.

- Editors should hold one full editorialboard meeting in IOA house.Travel expenses for that should be borne by IOA. The President, IOA and Hon. Secretary, IOA should attend that meeting.
- It was also passed that a monitoring committee will be constituted to look into the progress of the Indian Journal of Orthopaedics.

The Monitoring committee for IJO would consist of–

- a) Senior past President (Chairman)
- b) President, IOA
- c) Secretary, IOA
- d) Editor, IJO
- e) Two Immediate past Editors
- f) One Editor from international journal
- g) an author who has published 5 or more articles in IJO.

The committee would have a term of 3 years. The committee should hold its meeting along with EC meeting of IOA. This committee will serve as “an objective forum for reviewing the performance of the Journal.” The multiple minds will work to refine the final directions of IJO. The day-to-day decisionsabout working of IJO will not come under purview of this committee. This will only plan/suggest policy issues/future plans relating to development of IJO.

CRITERIA for Various Position of Editorial Board of IJO

1. Editor - Experience as Orthopaedic surgeon – 12 years after MS Orthopaedics

(1) Should have published at least 5 articles as first author in International Journals or/and in Indian Journal or Orthopaedics

(2) Should have actively participated in editorial work of IJO/any reputed national or international journal, preferably indexed (not a State level or local journal) for a period of at least 3 years. A person who has worked in the capacity of Assistant/Associate Editor or a similar capacity will be preferred.

(3) Submit a vision statement of about 350 words stating your vision about future plans for IJO in next 3 years and the road map to achieve.

2. Associate Editor - Experience as Orthopaedic surgeon – 8 years after MS Orthopaedics

(1) Should have published at least 4 articles as first author in international journals or/and in Indian Journal of Orthopaedics.

(2) Should have actively participated in editorial work of IJO/any reputed national or international journal, preferably indexed (not a State level or local journal) for a period of at least 2 years.

(3) Submit a vision statement of about 350 words stating your vision about future plans for IJO in next 3 years and the road map to achieve.

3. Assistant Editor - Experience as orthopaedic surgeon – 6 years after MS Orthopaedics

(1) Should have published at least 3 articles as first author (each) in international journal or/and in Indian Journal of Orthopaedics.

(2) Should have actively participated in editorial work of IJO/any reputed national or international journal, preferably indexed (not a State level or local journal) for a period of at least 1 year.

4. Member Editorial Board - Experience as orthopaedic surgeon – 4 years after MS Orthopaedics

(1) Should have published at least 2 articles as first author (each) in international journal or/and in Indian Journal of Orthopaedics, preferably in the particular specialty for which one is applying (e.g. Spine, Evidence based medicine and Arthroplasty).

(2) Should have participated in research method workshops as faculty/participant.

(3) Should have actively participated in editorial work of IJO/any reputed national or international journal, preferably indexed (not a State level or local journal). Please apply to various positions in large number with your detailed CV mentioning your experience as Surgeon/teacher, your publications as first author or co-author/presentations, your experience

as reviewer. While listing your publications please write it as given in Pubmed. The example is given below:

(1) As First Author - Ross JA, Giannesini B. Fertility differences among developing countries: are they still related to family planning program efforts and social settings? *Int Perspect Sex Reprod Health*. 2012 Mar;38(1):15-22

(2) As Co-author - Oliva F, Gatti S, Porcellini G, Forsyth NR, Maffulli N. Growth factors and tendon healing. *Med Sport Sci*. 2012;57:53-64. Epub 2011 Oct 4.

12. Awards of I.O.A.:

All awards of the Association are for life members of the Association This may not apply to awards 9a) and (b) In Constitution.

(a) B.N. Sinha Memorial Meritorious Award: This prestigious award will be given to the senior most living past President of IOA

It will be presented annually during Inaugural' Function of the Annual Conference. No. TA/DA will be paid to recipient but local hospitality may be extended by organizers of the conference, along with free registration. It shall carry cash award of Rs. 25,000/- (Rupees twenty five thousand) only

(b) Dr. B. Mukhopadhyaya Memorial Life Time Achievement award: For a senior Orthopaedic Surgeon who has given yeomen service to the development of Orthopaedic Surgery in the country. Only one award shall be given in a year.

It will be presented annually during Inaugural Function of the Annual Conference. To & Fro air fare will be paid to recipient, Local hospitality shall be extended by organizers of the conference, along with free registration.

The photographs of Dr. B.N. Sinha & Dr. B. Mukhopadhyaya along with a short biodata shall be kept in the records in the office of the IOA and provided to Organizing Secretary for projection at the time of presentation of the awards. Similarly photograph and biodata of Dr. M.G. Kini has to be provided to Kini Memorial orator.

DR.B.N.SINHA MEMORIAL MERITORIOUS AWARD/DR. B. MUKHOPADHYA LIFE-TIME ACHIEVEMENT AWARD

- It was decided that instead of one president five presidents should be honored every year, till the backlog is over. (for Dr. B. N. Sinha Meritorious Award) GBM December, 2011
The amount has been enhanced to RS 25,000 from Rs. 15,000/= along with a silver plaque. (E C.12.07)

(A) Hon. Fellowship of I.O.A: (G B M DECEMBER 2005)

1. A nomination committee consisting of the following should be constituted:
President/President-Elect/Editor of Journal/Hon.Secretary/ 3 Immediate Past Presidents.
2. Individual members can recommend any member.
3. The nominee should be over 70 years of age.
4. Due weightage should be given for academic contribution.
5. There should be a good regional distribution.
6. Not more than 4 Hon.Fellowships are to be awarded in a year depending on vacancies.
7. The ratio of one Hon.Fellow per 300 members should continue.

Silver Jubilee Commemoration Lecture: The Silver Jubilee Oration was instituted in 1980 to commemorate the 25 years of our association and Golden Jubilee Commemoration lecture was instituted in year 2005 after association completed 50 years. It is a mark of recognition to a member whose original, unpublished work is worthy of this prestigious award. The lecture shall be at the Annual Conference.

Conditions for applying for these awards

1. The lecturer shall be a Life Member of the Association.
 2. It shall be his personal work, preferably done in India.
 3. The subject of lecture should not have been published or presented in its present form elsewhere. He should certify to that effect.
 4. Six copies of his work as full paper, which will not exceed 45 minutes reading time with six copies of his Bio-data shall be submitted to the Hon. Secretary, before a stipulated date announced by the Secretary.
 5. A committee of five shall screen the papers submitted and the committee's decision in final.
- Hony Secretary's Note: The application for this award along with all documents should reach by 30th June of same year. The awardee will have to deliver the lecture during IOACON in same year. He will be informed regarding the selection well in advance.

PROTOCOL FOR SILVER JUBILEE & GOLDEN JUBILEE COMMEMORATION LECTURES:

- *C.V of member should not be circulated to referees for the awards. The main manuscript should not mention the name, institution and place of work of the applicant.(E.C 27-12-05).*
- *The highest and lowest marks of referees are to be deleted for calculation of average marks of each candidate for the awards (E.C. 27-12-05).*

- One copy of all submitted manuscripts are to be kept for IOA library. Rest to be returned (E.C 27-12-05).

Applications for manuscripts for the Silver Jubilee & Golden Jubilee Commemoration Lecture will be invited by the Secretary in the January issue of the News Letter. The last date for submission of abstracts to the Secretary shall be 30th June of the year of presentation.

Age: The upper age limit for Silver Jubilee Commemoration lecture is 50 years. There is no age limit for the Golden Jubilee Commemoration Lecture.

5. A Committee of five shall screen the papers submitted and the committee's decision is final. The referees for the award shall consist of the President, President-Elect and immediate three Past-Presidents. Hon. Secretary will also be one of the referee. The Secretary shall send a copy of all the manuscripts/Bio-data received to all the referees in 1st week of July. Last date of receipt of the judgement by Secretary shall be 15th August.

For uniformity of tabulation, manuscripts shall be judged according to following format:

- 1. Literature review 10 marks*
- 2. Subject matter 10 marks*
- 3. Discussion 10 marks*
- 4. Message 10 marks*
- 5. Practical application 10 marks*

Total 50 marks

The referees may recommend that none of the manuscripts were found to fulfill the criteria. If three out of five judges send this recommendation, the oration will not be presented that year. The President of I.O. A. will introduce the orator (10 minutes). At the end of the presentation the Secretary will assist him in presentation of the Silver Salver and the cash award.

Award: Silver Jubilee: Cash award of Rs. 15,000/-, a certificate and a silver salver.

Golden Jubilee: Cash award of Rs. 25,000/-, a certificate and a silver salver.

The selected manuscript shall become the property of the Association and shall be printed in original or modified form in the July issue of I. J.O. in the subsequent year. All such manuscripts shall be kept in I.O. A. Library in New Delhi Office.

The name of eponymous, fellowships and lectures should not be changed-

E. A. A. MEHTA GOLD MEDAL

For the best paper presented at the Annual Conference of Indian Orthopaedic Association by an IOA member who is less than 40 years of age. This award was instituted with the objectives of promotion of original work, and improvement in the standards of scientific research among the members of the Indian Orthopaedic Association. Late Dr. A. A. Mehta was a very young

promising Orthopaedic Surgeon who qualified from B.J. Medical College, Ahmedabad in October 1965. He worked in various capacities in Ahmedabad and then proceeded to England. After having risen to a job as Registrar in U.K. he returned to India, a very sick man. He had a carcinoma of the lung and he expired on 7th June 1970 at a very young age of 31 years. His father Dr. Ashwinkumar Mehta who retired as Superintendent of Tuberculosis Hospital near Bhavnagar, instituted this medal and it was accepted at August meeting at Viskhapatnam on 11.08.1971 when given and put in fixed deposit in the Bank of India, Ellis Bridge; Branch, Ellis Bridge, Ahmedabad.(Now transferred to Delhi) Out of the interest received on the above, a gold medal for the best paper has been given every year. It used to be twice a year before and now it is once a year.

FORMAT FOR EVALUATION

Each paper should be evaluated for

1. Content 10 points
2. Quality of Presentation 5 points.
3. Originality 5 points

In evaluating content please consider whether the material presented was factual, whether data collection was meticulous with attention to detail, whether the analysis was objective and the discussion was rational. Under quality, consider quality of slides, the style and effectiveness of presentation and maintenance of time.

Under originality, consider in addition whether additional light has been thrown on established knowledge.

(F) K.P. Shrivastava Gold Medal for best poster in IOACON :

A committee of 5 shall be nominated by President/ Hon. Secretary from amongst senior members attending IOACON for judging the papers. The timing of the visit of the panel of judges to the venue of poster exhibition shall be notified to all authors of posters. The criteria for marking shall be same as that

for A. A. Mehta Gold Medal. Awards (e) & (f) shall be declared during the valedictory function of the same conference. The award may not be given to any member in case no papers are found to be of a quality befitting the award. The judges shall testify to this effect.

(g) S.N. Baksi Award for best paper published in IJO: Criteria and method of selection are given under 11 e)

(h) Sushrut Award for Best paper in Implant Section of IOA during IOACONS.

Dr. P. Tejeswara Rao for P.G. Gold Medal

It was resolved to have a Best P.G. Paper session from IOACON 2003 Chennai to be called as Dr. P. Tejewsara Rao best P.G. Paper competition. The rules shall be the same as for Dr. A.A. Mehta Gold Medal. The candidate has to be post graduate on the first day of the main conference. The winner shall be presented a medallion and shall be given a travelling fellowship to visit 2 centre of his choice for 2 weeks from the interest on the fixed deposit.

Dr D P Baksi GOLD MEDAL is given to the best paper in the session on upper limb diseases

13. FELLOWSHIP OF I.O.A.

Foreign fellowship of IOA-

Guidelines and criteria for Foreign Fellowship of IOA

1. Only Life members of IOA are eligible.
2. Application must reach the fellowship secretary before September, 30 every year.
3. Send only Xerox copies; do not send originals as they will not be returned.
4. One set of application must contain
 - a) Personal Profile Statement
 - b) Curriculum Vitae
 - c) Relevant Authenticated Xerox copies
 - d) Relevant certificate for age proof (birth certificate, school certificates or passport).
5. A member will be selected for only one foreign fellowship. Any member who has availed an IOA foreign fellowship in the past not eligible to apply again.
6. Applicant can apply for more than one fellowship but not more than two.
7. For Communication, full details of the addressee, phone no. & E-mails must be indicated.
Note: any changes must be informed immediately.
8. Communication only in writing or e-mail is entertained.
9. Any wrong information furnished will disqualify the application.
10. The result will be informed to all the applicants.

Personal Profile statement

It is customary for all international fellowships to write a personal Profile statement

A personal profile statement is a vital part of the candidate's application for Fellowship & is his introduction to the selection committee..it is a short statement outlining his personal characteristics in his own word. It tells the reader what kind of a person he is, the attributes and qualities that he posses and the experience he has & should demonstrate his humanity & that he is capable of doing things & can inspire others around him to join in those efforts

An excellent personal profile statement must be relevant, short & to the point approx 100-200 words and contain only positive points

A personal statement is not an academic paper with the Applicant as the subject, a resume in narrative form or plea or justification for the scholarship. Most importantly, a personal statement should be authentic. So the candidate should take pains & plan out a proper personal statement

Marking Criteria for Selection:

1. Proper filling up the application form & Personal Profile Statement : Proposed 5 marks
2. Career Marking from CV : 100 marks
3. Interview : 20 marks

.....
Total : 125 marks

Career Marking Criteria for CV

Marking criteria		Marks
1.	Basic Qualification Required	13
2.	Experience.	7
3.	Publications.	30
4.	Scientific Presentations	28
5.	Special Marks	22
Total		100

Marking Criteria - 1

[A] Basic Qualification Required		Marks	Maximum permissible mark
a)	MS	5	
b)	DNB	5	
c)	D'Ortho	3	
d)	Any Recognised Super Specialty Qualification FNB/PHD/DSC	3(for this category uniform 3 marks)	
Total			13
When somebody has all three basic degrees no credit may be given for the D ortho.			

Marking Criteria – 2		
Experience		Maximum Marks
a)	3 years after MS Ortho, 1 mark each for every subsequent 3 years	5
b)	Teaching experience	2
Total		7

Marking Criteria - 3

Publications(Publications/Presentations on the same subject will be considered for marking only)		Maximum Marks
a)	IJO - 2 marks for each publication as first author and / and 2 marks for second author and 1 mark for subsequent author.	10
b)	Publication in international journals- 2 marks for each publication as first author / and 2 marks for second author and 1 mark for subsequent author.	10
c)	1 - Publication in only author/editor of book	4
	2 - Publication in -- Contribution of an chapter in an orthopaedic book (1 mark for each)	2
d)	Publication in IOA state chapter/subspecialty journal (0.5 marks for each article). Authenticated Xerox copy of the title of the journal and article required for.	4
Total		30

Marking Criteria – 4

Scientific Presentations (validation from certifying authority required)		Maximum Marks
a)	CME Lecture state chapter (0.5 marks for each lecture)	3
b)	Paper Presentation in IOACON - Only the presenter will get the credit (1 mark for each paper)	10
c)	Paper Presentation in State chapter/subspecialty conferences (0.5 marks for each paper)	7
d)	International Meets Out-Side India (1mark for each paper presented)/ International conference of national or professional bodies.	8
Total		28

Marking Criteria - 5

Special Marks (Validation Required)		Maximum Marks
a)	Academic Awards In IAOCAN (1 mark each)	3
b)	Convener of national meets (IAOCAN/Sub-Speciality)	3
c)	Awards In State Conferences (1 Mark For Each) 1/2 mark for each.	1
d)	Convener of state chapter meets/symposia and workshop.	2
e)	Any National awards/ national academic awards./outstanding social works	2
f)	Talent exhibited for the development of orthopaedic (like implant and surgical technique)/ Patented design.	2
g)	Research(2 marks for completed ICMR/CSIR research fellowship & 1 mark for each accredited research programme conducted)	5
h)	Fellowships (1 mark for each IOA sponsored inland & Foreign fellowship)	2
i)	Office bearer of IOA/president , Secretary of state chapter	2
Total		22

INTERVIEW: 20 Marks

The interviewer should take into account many aspects for the evaluation of the candidate for the suitability for the fellowship.

While Certain minimum characteristics are desirable for any award of fellowship , the Candidates should exhibit commitment to career& profession, commitment to self and commitment to society besides having a pleasing personality & positive approach to life.

During Interview Candidates Should Demonstrate:

- A considerable degree of maturity, self-reliance, self-discipline, and resourcefulness
- Initiative, drive, and a willingness to see things through to the end
- The potential to become leaders, opinion formers, and decision makers
- Strong preparation for the proposed course of study of the fellowship or research
- An outstanding track record of non-academic and academic involvement
- A commitment to community
- An intellectually well-rounded and broad set of interests with engaging personality
- Critical thinking skills
- Outstanding communication skills
- How and why a particular fellowship will enhance their career goals
- Potential to put the experience to good use
- Potential to act as an ambassador and positive representative for the scholarship awarded & for the Indian Orthopaedic Association
-

Presently the following Foreign Fellowships are available:

1. Depuy (Johnson & Johnson) Fellowship: This fellowship is sponsored by Depuy (Johnson & Johnson) to enable the selected candidates to visit and work in an arthroplasty centre outside the country for two weeks. The selected fellow will have to arrange for the centre and inform the fellowship committee. A sum of Rs.50,000/- paid by IOA/Sponsor

2. I.O.A. – R.L. Mittal Fellowship for SICOT Conference: Members of IOA who are not more than 45 years of age on the day prior to the start of SICOT congress are eligible to apply. This is available only once in 3 years where the SICOT international conference is held. An authenticated proof of age has to be submitted by the applicant.

- The applicant must possess a post graduate degree such as M.S. (Ortho.) or equivalent qualification as recognized by M.C. I.
- Acceptance of a lecture or an oral Free Paper will be essential for selection for this fellowship and proof of its acceptance has to be submitted by the applicants for this award.
- A panel of three names will be prepared and the most eligible will be finally selected.

For this fellowship, Dr. R.L. Mittal will also be one of the member of the exiting Foreign Fellowship Committee. The foreign fellowship secretary will start the process of selection at least one year in advance so as to finish in time. 6/10 copies of the application, duly completed along with the requisite documents (attested by gazetted officer or a past president of IOA i.e.degree professional experience, list of National and International publication including books along with reprints his/her best publications, presentation at regional, national and international conferences- oral (Lecture or free paper), poster, video etc. with proofs should be submitted by the applicant by registered post only.

A lump sum grant of 80% of the interest or Rs.50,000/- which ever is less will be given by the IOA as a partial financial assistance to the selected candidate, who will himself be responsible to arrange for his passport, visa, registration for the conference, travel, stay and maintenance during the conference.

The 20% of the interest of the amount saved will be added to the corpus, 50% amount can be availed by the selected candidate before the conference. Grant by IOA:

A certificate will be awarded to the fellow at the next IOA annual conference, after the SICOT meet. The fellow will submit a report within a month of his return from the conference, mentioning the benefit to him from activities of the conference as well as his contribution. He will only taken be paid the rest of the 50% of the amount of the fellowship. The report will be published in the Indian Journal of Orthopaedics.

3.Dartmouth Hitchcock Fellowship; The fellowship has been sponsored by Dartmouth – Hitchcock medical Centre, Lebanon. This will be a fellowship where the selected fellow will visit Dartmouth Hitchcock medical Centre for a period of four-six weeks. The fellowship should be below 50 years of age. The fellow will be selected by the IOA on the basis of an open competition. The expenses of the fellow will be re-imbursed by Dartmouth College. His accommodation and training and participation in a short research project will be organized by the Dartmouth College. The fellow will be expected to make one scientific presentation in the Orthopaedic department, preferably related to his experience or research in India. The fellowship training will be recognized by the ACCME in USA and will receive an appropriate certificate from the Dartmouth college. The fellow has to obtain a visitor visa (B-1) .

4.IOA- IOSUK Senior and Junior Fellowship: Dr. HKT Raza liaised with IOS UK and a proposal was passed during his tour to UK conference as president, IOA, year 2007 that one junior and one senior level fellowship along with fellow's selected by IOS. The IOA would provide Rs.50, 000/- each for the fellowship. And these fellowships have started from the year 2008. During meeting of IOA president and secretary, IOA in 2008 along with BOA President at BOA, Liverpool . The following decision were made:

a) President of BOA agreed to invite President of IOA in future its annual meetings and reciprocally all future BOA Presidents will be invited for future IOACONs.

- b) President, BOA agreed to subsidized rate of registration for Indian delegates desirous of attending BOA meeting.
- c) Formally agreed for educational exchange between two countries.

5. IOA-AOA Exchange Fellowship: Reg. this fellowship, Dr. Raza also informed that Australian Association is interested in exchange fellowship and they would provide 2 fellowships for IOA members. Reciprocating to that effort, IOA would give two travelling fellowships to Australian Orthopaedic Association members. The fund allocated to that is Rs. One lakh (Rs.50,000) each. One year IOA fellows will go there and one year their fellows will come in India. (one year gap). There is no age limit.

6. IOA-SOA Ambassadorship:

7. IOA – Hong Kong Ambassadorship

8. IOA-Thailand Ambassadorship

These ambassadorships (from 6-8) are aimed at young IOA members – till 40 years of age who would go and represent IOA in the annual conferences of above three associations. Local hospitality, accommodation and registration are provided by the host country. Economic air fare will be provided by IOA.

GLASSGOW FELLOWSHIP –

International Medical Graduate Fellowship (Joint Arthroplasty and Computer Navigation Golden Jubilee National Hospital, Glasgow, U.K.)- This is a fellowship for training of IOA members in Arthroplasty for one year. The eligibility as provided by the sponsoring hospital is as follows:

Eligibility They must be a graduate of a WHO recognized medical school and have post graduate experience and qualifications at least at the level of MRCS or higher.

A minimum of three years of clinical practice (experience) in orthopaedics is required. The candidate will be required to give reference of two overseas sponsors with whom he has worked in last 12 months and within 2 yrs respectively. The overseas sponsors would be distinguished surgeons known to the UK consultant. Relatives of the candidate may not act as sponsors. The overseas sponsors will be contacted by the college to provide a structured reference to comment on the candidate's competency in relation to the GMC guiding principles of good medical practice and candidate's clinical abilities. Those who have failed the PLAB test will not be considered for this fellowship. A pass in Academic module of IELTS to an overall score of 7 with minimum score of 7 in speaking and 6 in listening, reading and writing (This may not be required if the candidate had his language of instruction and examination for primary medical qualification in English. A proof to this will be required to provide proof to GMC.) The candidate will be required to pay for registration fees with GMC. The fellows shortlisted by the association will have an interview with board comprising among others, President/Hon. Secretary of the association and a consultant orthopaedic surgeon from the Golden Jubilee National Hospital. The fellow and supervising trainer will enter into a learning agreement with regular appraisals and some form of final assessment to confirm that trainee has received the training.

Funding

The funding of the post will be by GJNH NHS trust a regular monthly salary based on the present middle grade posts guidelines of the hospital. Salary scales for SpR are £30,992 to £46,708. Appropriate level will be set depending on the level and experience of the candidate. However if the funding is available from other sources this salary may not be given (for example funded by commonwealth or local national governments etc).

Upon selection of the candidate the paper work will be submitted to Royal College. This will, on complete satisfaction, be referred to the GMC for registration and home office for visa clearance. The GMC will carry out checks for documentation and identity. The candidate will be responsible for the fees involving GMC, Royal College and home office. The regulations are under constant review and may change from time to time.

Accommodation expenses would be the responsibility of the selected fellow .

The announcement for all foreign fellowships shall be made in the July issue of the Newsletter. Applications should be received by the Foreign Fellowship Chairman by 15th September. The Fellowship Chairman shall send a set of all application forms to each of the members of Fellowship Committee mentioned above who should return the same after screening by 15th October. The tabulated result should be presented by the Foreign Fellowship Chairman in the Executive Committee meeting during IOACON after which the results would be announced and all applicants informed by post. The Fellows shall present a short report after availing the Fellowship to the Hon. Secretary, Foreign Fellowship Chairman and Editor of I. J.O. This shall be published in the I. J.O.

Guide Lines To The Applicant

1. Only Life members of IOA, are eligible.
2. Eight sets of copies of the Curriculum Vitae, Bio-data, application and the relevant authenticated Xerox copies of the documents must reach the Foreign Fellowship Chairman before September 15th each year. Authenticated Xerox copy of Birth Certificate, School Leaving Certificate or Passport must be attached for age verification of the applicant.
3. Original Certificates must not be submitted.
4. Member selected in past for any overseas / foreign fellowship of IOA is not eligible to apply.
5. Applicant must apply for only one fellowship.
6. Any change in address / phone no. must be immediately informed to the Foreign Fellowship Chairman.
7. Any wrong information or canvassing will disqualify the applicant.
8. Only written communication will be entertained.
9. Only selected candidate will be informed.
10. Application must be sent by registered A. D. post only.
11. Authentication must be by a Gazetted officer, Head of the institute, Current President or Secretary of the State Chapter to which the applicant belongs .
12. Applicant must have a valid passport and shall obtain Visa to travel in proper time.

Criteria for Selection for Foreign Fellowships

Authenticated Xerox copies of all the certificates from the certifying authorities must accompany the application for the marks claimed by the applicant.

Selection will be according to the criteria prepared by Dr. Nirmal Mohapatra

1

Name

2

Age

3

Adress In Full With E-Mail & Ph No

4

Basic Qualification

a) D.Ortho yes No

b) MS Ortho Yes No

c) DNB Yes No

d) Any Other Super Speciality Qualification(FNB/PhD/DSc) Yes No

5

No Of Years Of Experience After MS or DNB

Teaching Experience

6

Publications

a) In IJO First Author Second Author

b) In International Journals First Author Second Author

c) Author Or Editor Of a Book (Mention Full Details With Copy) Yes No

d) Whether Contributed a chapter in any Ortho book Yes No

e) whether published any articles in state chapter/subspecialty journals. If so how many (enclose only those revelant xerox copies duly authenticated)

7

Scientific Presentations

a) Have you participated in the capacity of a lecture in CME-ICL. If so how many (enclose relevant certificates only)

b) Have you participated in the capacity of a lecture in CME state chapter. If so how many (enclose relevant certificates only)

c) Have you presented papers in IOACON if so how many (enclose relevant certificates only)(only Presenter gets credit)

d) Have you presented papers in state conference, if so how many (submit relevant documents)(only Presenter gets credit)

e) Have you presented papers in international meets outside india, if so how many(submit all relevant documents)(Presenter gets the credit)

f) Have you presented papers in international meets inside india/international conference of National or Professional Body, if so how many(submit all relevant documents)(Presenter gets the credit)

8

Special Marks

a) Have you received any awards for participation in IOACON in any capacity, if so how many.

b)

Have you convened any national meets ? If So name them.

c)

Have you received any awards for participating in state conferences in any capacity, if so mention.

d)

Have you convened any state chapter meets, symposia or workshop ? If so mention

e)

Have you received any national awards/National Academic Awards/significant and recognised social works ? If so mention them.

f)

Have you contributed in any form of talent leading to the development in the field of Orthopaedics (Like designing implants or improvement on surgical techniques)

g)

Have you conducted Reaseach for ICMR/CSIR as research fellow? Have you conducted any institutional or noninstitutional accredited Research Programme. Give details

h)

Have yoy won any Inland/Foreign Fellowships of IOA Earlier. Give Details

i)

Have you been any Office bearer of IOA or state chapter President /Secretary. Give Details

Note : Answer the questionnaire fully and submit relevant documents to support your claim in the questionnaire the submitted document applies to. For eg :- If you have received any national awards t

Signature

Date

INLAND FELLOWSHIPS OF THE INDIAN ORTHOPAEDIC ASSOCIATION

I. The Johnson & Johnson/Robert Roaf Travelling Fellowship

OBJECTIVES

To expose young orthopaedic surgeons to different orthopaedic problems and their solutions in different situations and facilities. To expose young surgeons to senior orthopaedic surgeons with a view to interact, gain knowledge of attitudes and philosophy of work, skills, organization of department and clinics etc. Establish rapport with orthopaedic surgeons for future interaction and to make lasting friendships along the way.

HOW FULFILLED?

The fellowship committee selects four young surgeons from applicants < 40 years of age by the deadline of application. Two surgeons for the three J & J fellowships are selected from the teaching stream, one from the non-teaching stream. The Robert Roaf fellow is essentially a non teaching fellow. The four fellows travel for a period between 4-6 weeks starting from the Venue of the IOACON. They visit the four metro cities viz. Mumbai, Chennai, Calcutta and New Delhi and atleast two other smaller centres, decided by rotation, during their travel.

FINANCES

Currently M/S Johnson & Johnson Ltd. sponsor the J & J Fellowship by an annual fund of Rs. 1.5 lac which is revised from time to time. The Robert Roaf fellowship gives an annual amount of Rs. The available sum of money is enough to cover the travelling expenses of the fellows from their places, through the fellowship centres and back, and to cover some miscellaneous expenses. The centres visited finance the fellows visit on their own.

APPLICATION FORMAT AND CRITERIA OF SELECTION

These are detailed separately.

SELECTION

The points earned by an applicant are tabulated by the inland fellowship Chairman and passed on to members of the fellowship committee for final selection. The fellowship committee comprises of

President of IO A

President elect of IOA

Two Immediate Past Presidents of the IOA

Hon. Secretary of IOA

Inland and Foreign fellowship Secretaries. Editors of the Indian Journal of Orthopaedics.

HOW TO APPLY AND TIME SCHEDULES

Nine sets of applications properly compiled as per format given and with the required certification should be submitted to the Inland fellowship Chairman by 31st March of the year of application. The application will be scrutinized and passed on to the fellowship committee for final selection and applicants intimated by 30th June of the year of application.

2. The Dr. S.S. Babhulkar Fellowship

OBJECTIVE

To expose selected young orthopaedic surgeons to subspecialist centre in Orthopaedics for a period of 4-6 weeks.

HOW FULFILLED?

Orthopaedic surgeons younger than 40 year of age can apply by the deadline of application 31 st March of each year. The selected applicant indicates the subspecialist/centre where he wishes to work. The Inland Fellowship Chairman coordinates the arrangement.

FINANCES

An initial corpus fund of 2 lakhs exists. 60-75% of the accrued annual interest (approximately Rs.Thirteen Thousand) will be spent on the fellowship to support the fellows travel and other expenses. The remaining interest shall be deposited towards the corpus fund.

APPLICATION FORMAT, CRITERIA FOR SELECTION, SELECTION AND TIME SCHEDULES

These are the same as for the J & J/ Robert Roaf Fellowship

OBLIGATIONS OF INLAND FELLOWS OF IOA

To complete the full tenure of the fellowship responsibly. To follow the guidelines provided by the Inland Fellowship Secretary and all local fellowship coordinators of the centres visited. To submit a completion report to the Inland Fellowship Secretary within a month of completion of the fellowship.

(a) Total number of WOC-SICOT-IOA fellowships shall be 10.

(b) The present system of J&J & Robert Roaf Fellowship of 2 from teaching institutions and 2 from non-teaching institutions should continue.

(c) A committee consisting of Inland Fellowship Secretary, President, Hon.Secretary and few members from non-teaching institution should monitor separate criteria for non-teaching group for the J&J, & Robert Roaf fellowships.

Selected members who cannot join the fellowship due to any valid reason should notify at least 1 month prior to commencement of the fellowship to the Inland Fellowship Chairman so that the member next on waiting list can avail of same Failure to notify will debar the member for availing any fellowship for three years.

Rules of Paediatric Fellowship:

PEDIATRIC FELLOWSHIP :

This is for a member of the IOA below 40 years of age to visit a Paediatric Orthopaedic Centre of his choice for a fortnight. Seventy percent of the corpus fund of Rupees Two Lacs shall be given to the selected candidate. (Fifty percent of this amount before the commencement of the fellowship and Fifty percent after submitting a report).

Vacancy – One per year.

Accommodation expenses would be the responsibility of the selected fellow .

General information about IOA INLAND FELLOWSHIP along with application form
(Last date for receiving application form ----- 30th June, of the respective year.....)

Applications are invited for the following inland fellowships from members of the IOA for the year

I. IOA -JOHNSON & JOHNSON TRAVELLING FELLOWSHIP Posts 3 (Two from teaching and One from non-teaching background).

- a) To expose the fellows to senior orthopaedic surgeon with a view to Interact, gain knowledge of attitudes and philosophy of work, skills, organization of department and clinics etc.
- b) No of fellowships - four
- c) The Fellows will start from the venue of the IOACON and visit the four metropolitan cities viz. Mumbai, Chennai, Calcutta and New Delhi and atleast two other smaller centers, (decided by rotation), during their travel.
- d) All the applicants should to be less than 40 yrs of age, at the time of last date for application

Please Note: Registration, accommodation and local transportation will be provided by the host of IOACON. .

II. THE DR.S.S.BABHULKAR FELLOWSHIP- one post.

- a) To expose the selected fellows to a subspeciality center in orthopaedics.
- b) No of fellowship - one
- c) Period of fellowship – 3 to 6 weeks
- Rs.25,000/- would be paid by IOA for this fellowship.

III. THE DR.G.S.KULKARNI FELLOWSHIP- one post

- To expose selected young Orthopaedic Surgeons to subspecialty centers in deformity correction, limb lengthening and reconstruction
- No of fellowship - one
- Period of fellowship – 3 to 6 weeks
- Rs.25,000/- would be paid by IOA for this fellowship.

IV. THE IOA-WOC FELLOWSHIP- 5 no. posts

a) Objectives:

Ten fellowships available for members of the IOA for sent to centers of excellence within India to be trained in a sub-speciality of their interest (Trauma, Spine surgery, Arthroscopy, Paediatric Orthopaedics, Arthroplasty, Oncology and General Orthopaedics). This is for duration of 3-6 weeks.

Post – 5 nos.

- Rs.25,000/- would be paid by IOA for this fellowship(each candidate)

b) Criteria:

Members of IOA can apply by sending a copy of their CV in the prescribed format clearly stating their field of interest and their preferred center for training. The actual dates of the fellowship will be fixed up as per the mutual convenience of the selected fellow and the center of his choice. Fellows will travel separately to the centers chosen by them.

V .IOA JMRF PAEDIATRIC FELLOWSHIP – one post

- a) To expose the selected fellows to paediatric sub specialty in orthopaedics.
- b) No of fellowship - one
- c) Period of fellowship – 3 to 6 weeks

Age Criteria for above fellowships are (except IOA- J&J fellowship)

All the applicants should to be less than 40 yrs of age, at the time of last date for application . In case if there are no applicants, then persons above 40 years may be considered for the fellowship.

VI. THE IOA ROBERT ROAF FELLOWSHIP- one post.

1. IOA member below the age of 40years
2. IOA member not from a teaching institution (University / National Board)
3. Preferably from a rural back ground where there are no medical colleges
4. Number of fellowship- ONE
5. Duration - 4 weeks
6. Attachment to a teaching institution only
7. More marks will be given for attending conferences conducted by state chapter/IOA, Papers presented in state / IOA conferences and publications etc
8. More marks will be given for the paper presented from non teaching position after he had completed post-graduation
9. Will help him to update himself for current development in orthopaedics

In summary this will be only for practicing orthopaedic surgeons who is predominately from rural back ground or not worked in teaching institution after completing post-graduation

VII. IOA – PANACEA BIOTEC RESEARCH GRANT FOR BASIC RESEARCH

IN ORTHOPAEDIC SURGERY- one grant.

- Rs.25,000/- would be paid by IOA for this .

VIII. INOR RESEARCH GRANT FOR IMPLANT / INSTRUMENT

DEVELOPMENT- one grant.

Rs.25,000 would be paid by IOA

For a short research project, analysis of which can be completed within a maximum period of 15 months. One member shall be selected and one kept as standby.

IX. DR. ASHOK SENGUPTA VISITNG PROFESSORSHIP OF IOA- one post

a) Objectives :

To avail the services of experienced and eminent orthopaedic surgeons for upgrading the standards of orthopaedic knowledge and care at the host center.

b) Criteria :

The centers desirous of availing a visiting professor must apply to the Inland Fellowship Committee of the IOA.

The responsibility of making arrangements for stay and food for the visiting professor solely rests with the inviting department.

c) Selection:

Those desirous of offering their services as a visiting professor on this scheme need to apply to the fellowship committee with

1. Detailed curriculum vitae
2. Designation: Professor / Associate professor with more than 5 years experience in this post / Consultant of more than 10 Years.
3. Field of specialization in Orthopaedics
4. Duration of stay desired (One week / < weeks)
5. Suggest three centers, which you feel, will benefit by your visit.

One set of application by the desirous institute / department and by orthopaedic surgeons willing to offer their services as visiting professors must be made to send the form to inland fellowship secretary.

Rs.25,000/- would be paid by IOA.
Application (Format) for All Inland Fellowships, IOA

Fellowship applied for:

1. PERSONAL PARTICULARS:

Name:

Age /DOB:

Address:

Phone Number (with STD):

Fax Number:

Mobile:

Email address:

IOA Membership number:

2. POST GRADUATE QUALIFICATIONS IN ORTHOPAEDICS: (with year of passing)

M.S. (Orth.)

Year:

D.N.B. (Orth.)

Year:

Other qualifications / degrees: M.Ch. (Orth.)

FRCS

PhD. Orth.

3. EXPERIENCE:

a) Present Appointment:

Nature of work and date of appointment:

No. of Orthopaedic beds:

Teaching/Non-teaching:

Specialised Work:

Research Work:

b) Past Appointments:

Nature of work and date of appointment:

No. of Orthopaedic beds:

Teaching/Non-teaching:

Specialised Work:

Research Work:

c) Teaching experience as Lecturer/Assistant Professor or above (with duration):

4. PUBLICATIONS: (Attach photocopy of each article)

I. Indexed Journal / IJO:

As main author: 1.

2.

3.

- As co-author: 1.
- 2.
- 3.

II. Non Indexed Journal:

- As main author: 1.
- 2.
- 3.
- As co-author: 1.
- 2.
- 3.

III. Books:

- As main author: 1.
- 2.
- As associate author: 1.
- 2.
- As Editor /Author of monograph: 1
- 2.
- Book chapter as contributing author: 1.
- 2
- Book chapter as co-author: 1.
- 2.

5. PAPERS / POSTERS PRESENTED PERSONALLY:

- International conferences abroad: Paper: 1.
- 2.
- Poster: 1.
- 2.
- International conferences in India/IOACON Paper: 1.
- 2.
- Poster: 1.
- 2.
- Subspecialty /State Chapter conferences: Paper: 1.
- 2.
- Poster: 1.
- 2.

6. GUEST LECTURES / LECTURES AT CME / WORKSHOPS

- International conferences abroad: 1.
- 2.
- International conferences in India: 1.
- 2.
- IOACON: 1.

- 2.
- Subspecialty /State Chapter conferences: 1.
- 2.
- 3.
- 4.

7. RESEARCH PROJECTS COMPLETED: (provide photocopy of certificate of completion)
Funded by an International /National agency, Government organization or University and should have worked for at least half the project duration or name acknowledged in the final report

- Name of Project:
- Funding agency:
- Principal and other investigators:
- Date of starting of Project:
- Date of Completion/Submission of Project Report:
- Duration of involvement in Project:

8. CONFERENCES ATTENDED:

- International conferences abroad: 1.
- 2.
- International conferences in India / IOACON: 1.
- 2.
- Subspecialty / State chapter conferences: 1.
- 2.
- 3.
- 4.

9. ORGANIZATIONAL:

Convener or Organizing Secretary of International or National/State meeting or workshops / Office bearer of

- National organization: 1.
- 2.
- 3.
- 4.

10. MEDALS, PRIZES, AND AWARDS IN ORTHOPAEDICS:

- 1.
- 2.

11. REFERENCES:

From 2 senior colleagues whom you have worked in the last three years to write independently to the Inland Fellowship

Chairman for Johnson & Johnson Fellowship.

12. OTHER DETAILS:

Date:
Place:

Signature of Applicant

Attached: 1. Bio-data/CV
2. Educational qualifications
3. Photocopies of Publications

Guidelines for Inland Fellowship to the applicant

- Only life members of IOA are eligible.
- Only applications in the above format will be accepted.
- Extra serial numbers should be added for any additional information.
- One set of hard copies of Curriculum vitae, Bio-data, application and the relevant authenticated Xerox copies of the documents must reach the IOA House, 66-67, Tughlukabad Institutional Area, Near Batra Hospital, M.B. Road, New Delhi with a soft copy to Inland Fellowship Chairman and to ioahousedelhi@gmail.com before June 30th, each year.
- Original certificates must not be submitted as they will not be returned.
- Member selected in past for any Inland Fellowship in the last 3 years is not eligible to apply.
- Applicant can apply for upto three fellowships listing their choice serially .
- Any change in address/phone no. must be immediately informed to the Inland Fellowship Chairman & IOA House, New Delhi.
- Any wrong information will lead to disqualification.
- Only written communication will be entertained.
- Only selected candidates will be informed.
- Application must be sent by Speed/Registered post only.
- Authentication by a Gazetted officer, Head of Institute, Current Secretary or President of the respective State Chapter.

COMPLETE APPLICATION WITH SOFT COPY IN CD and by mail AND AUTHENTICATED CERTIFICATES MUST BE SENT TO THE FOLLOWING ADDRESS -
Last date for receiving application form ----- 30th June of the respective year.

To
The Chairman

Inland Fellowship Committee
And One copy to IOA Office at
IOA House, Plot No. 69
Tughlakabad Institutional Area
Behind Batra Hospital, M.B. Road
New Delhi-110062.

LAST DATE FOR APPLICATION:

The announcement for all Inland Fellowships of I.O.A. shall be made in the January issue of IOA News letter by the Hon. Secretary. All applications should be received by the Secretary Inland Fellowship Committee by 30th June of same year. He shall send a set of application forms to each of the members of the Fellowship Committee consisting of:

1. President
2. President-Elect
3. Hon. Secretary
- 4 Inland Fellowship Secretary
5. Foreign Fellowship Secretary
6. Two editors of I. JO.
7. Immediate Two past-Presidents of I.O.A.

The committee members should screen the applications and submit that report by 30th April. The Inland Fellowship Chairman shall tabulate the result and inform all the Executive Committee members in May. The approved results shall be announced and intimated to all applicants through post . For all the Inland Fellowships, the Inland Fellowship Chairman shall be responsible for arranging the visit of Fellow to various centres. For the Johnson & Johnson & Robert Roaf Fellowship the funds obtained from the Company shall be utilized for the travelling expenses of the fellows. The fellowship shall usually start from the venue of the IOACON & shall be for 4-6 weeks duration. The fellows shall be entitled to free registration and stay during the conference.

On successful completion of the Fellowship the Fellows shall have to submit an official report to the Hon. Secretary, Chairman Inland Fellowship Committee and Editor of I.J.O. The same shall be published in the I. J.O.

THE DR. ASHOK SENGUPTA VISITING PROFESSORSHIP OF IOA

I. OBJECTIVES

To avail the services of experienced and eminent Orthopaedic surgeons for upgrading the standards of Orthopaedic Knowledge and care at the host centre.

II. FUNDS AVAILABLE

A corpus of Rs. 2 lakhs exists and the interest accruing there from would be utilized for the expenses of the visiting professor. This would amount to approximately Rs. 19 – 20 thousand annually. (70% of interest is to be utilized).

SELECTION OF CENTER

The centers desirous of availing a visiting professor must apply to the Inland fellowship Committee of the IOA. The application will state the following: Whether the institution is run by Government/Local Body/trust or is a private institution. Is it a teaching or non- teaching institution, number of beds for Orthopaedics and Traumatology. Department Structure and hierarchy, Number of professors / associate professors / assistant professors and residents.

Specialized work being carried out in the department, if any. Research project being carried out, if any.

7. Desired field of expertise of the visiting professor.

8. Duration of stay desired (one week / 2 weeks)

9. Can you make arrangements for the reception and comfortable stay of a visiting professor ?

10. Suggest three names of visiting professors.'

11. Why do you require services of a visiting professor ?

EXPLANATIONS

7. Fields of expertise available

Arthroplasty/ Arthroscopy/

General Orthopaedics/ Hand /

Microsurgery

Ilizarov

Oncology

Orthopaedic Research

Paediatric Orthopaedics

Spine Surgery - Adult / Paediatrics

Sports Medicine Traumatology

9. The responsibility of making arrangements for lodging and boarding for the visiting professor solely rests with the inviting department. IOA has no funds to sanction on this account.

10. The fellowship committee is not bound by these suggestions. These are purely recommendatory in nature.

SELECTION OF THE VISITING PROFESSOR

The IOA shall select a visiting Professor and the Professor can select the place he wishes to visit for one week. Rs. 20,000/- would be paid to visiting Professor and IOA will pay Rs. 10,000/- to the host.

Teaching Schedule:

Clinics (OPD) and ward rounds, Surgery, Lectures and non didactic teaching e.g. Videos, technique discussion etc.

Case presentation

Journal club / presentation by staff

Pre and post operative conferences.

Discussion of research projects / publications etc.

5. The visiting professor and the head of department of the institute visited will submit a report to the Inland Fellowship Committee. This would cover the benefits accruing from such a programme and suggestions as to how this can be made more effective. The visiting professor will send in his report an assessment of the visited department and the HOD of the visited department will give a feed back on the utility and effectiveness of the visiting professor.

HOW TO APPLY AND TIME SCHEDULES

Eight sets of applications by the desirous institute / department and by Orthopaedic surgeons willing to offer their services as visiting professors must be made to Hon.Secretary I.O.A as per schedule announced in Newsletter of I.O.A.

GRADING SYSTEM FOR INLAND FELLOWSHIPS - MAXIMUM MARKS = 100

1. POST GRADUATE QUALIFICATIONS IN ORTHOPAEDICS 5 marks
Recognised qualifications : M.S. Orth./ D.N.B. Orth. (2 marks each)
Other qualifications / degrees : M.Ch. Orth. /FRCS/ PhD. Orth. (1 mark each)
2. EXPERIENCE 10 marks
Year after PG Qualifications 1 mark year Maximum Marks 7
Teaching experience as Lecturer / Asst Professor above 1 mark year Maximum Marks 3
3. PUBLICATION 40 marks
 - I. Indexed Journal / IJO Maximum 20 marks
5 marks per publication as main author
3 marks per publication as co-author
 - II. Non Indexed Journal Maximum 10 marks
2 marks per publication as main author
1 marks per publication as co-author
 - III. Books Maximum 10 marks
10 marks per book as main author
5 marks per book as associate author
10 marks per book as editor / author of monograph
5 marks per book chapter as contributing author
3 marks per book chapter as co-author
4. PAPERS / POSTERS PRESENTED PERSONALLY 10 marks
International conferences abroad 3 marks per paper / poster
International conferences in India / IOACON 2 marks per paper / 1 mark per poster
subspeciality / state chapter conferences 1 mark per paper / ½ mark per poster
5. GUEST LECTURES / LECTURES AT CME / WORKSHOPS 10 marks
International conferences abroad 5 marks per lecture
International conferences in India 5 marks per lecture
IOACON 3 marks per lecture
Subspeciality / state chapter conferences 2 marks per lecture
6. RESEARCH PROJECTS COMPLETED 10 marks
Funded by an International / National agency, government organization or University.
5 marks per completed project
7. CONFERENCES ATTENDED 5 Marks
International conferences abroad 2 marks per conference
International conferences in India / IOACON 1 mark per conference
Subspeciality / State chapter conferences ½ mark per conference
8. ORGANIZATIONAL 5 marks
Convenor or Organizing Secretary of International or National meeting or workshops / Office bearer of
National organization. 2 marks / post held
Convenor or Organizing Secretary / state level meeting / Office bearer of National organization.
1 mark / post held
9. MEDALS, PRIZES, AND AWARDS IN ORTHOPAEDICS 5 marks
IOA medal. Prize or award 2 marks
Subspeciality /University/National organization/International organization/Others 1 mark each
(To be used in case of tie up of marks)
(In case of dispute of interpretation under any heading, the decision of the fellowship committee

will be final)

14. Application for Membership

(a) Subscription for life members

Life membership: Rs. 5,000/-

Provision for full membership i.e. annual membership has been discontinued.

(b) Eligibility for Membership. (As given in Constitution).

(c) Method of Application: Persons desirous of becoming members of the Association shall submit a standard application form duly proposed and seconded by two members of the Association to the Hon. Secretary. The demand draft for the subscription amount and a photocopy of application form shall be sent to the Hon. Treasurer.

(d) Action taken by Hon. Secretary/Hon. Treasurer: These officials shall prepare a list of all applicants for any given year in consultation with each other and present the same for approval in the General Body Meeting during IOACON.

(e) Date from which membership is affected: The membership shall come into effect from the day following the date of the General Body Meeting.

(f) Membership number shall be allotted only after approval of membership by the general body. The Hon. Secretary shall inform the member of such acceptance along with a membership certificate mentioning his membership number. The number should be mentioned by the member in all correspondence with I.O. A. office bearers. The life membership number of deceased members shall not be reallocated to new applicant.

(g) Action regarding updating of Membership/Hon. Treasurer shall update the membership/ mailing list by following actions:

1. Applications for change of address from members.

2. The address of deceased members shall be deleted from mailing list.

However their membership number and name shall continue on the list.

3. Repeated return of mail from untraced members: The addresses of such members shall be deleted after 3-4 consecutive return of mail and "untraced" mentioned against their names in mailing list. New address, as and when received, shall be reinserted whenever it is received by I.O. A. office.

The responsibility of updating the list shall be of the Hon. Treasurer and Joint Secretary in consultation with Hon. Secretary.

(h) Status of those who have applied for membership but waiting for ratification in next Annual General Body Meeting:

- (i) Registration fees for IOACON/other scientific activities: Person who have applied for life membership of IOA till at least 2 months before commencement of the scientific activity shall be eligible for registration at same fees as members of I.O. A.
- (ii) They shall receive the IOA Newsletter/Journal after 4 months of their application having been received by I.O.A. office.
- (iii) They shall not be eligible to contest for any post, appointment to any office/committee of I.O.A. They shall also not be eligible for any awards/fellowships of the Association till such time that their membership is ratified by the AGM. Thus they shall not be eligible for any of the above for the whole duration of IOACON in the year of their application.
- (iv) I.O.A. Ties/Identity Cards/Lapel pins/etc.: Efforts shall be made to get these IOA articles prepared for the members and distributed free of cost or put up for sale on subsidized costs.

NEW PROTOCOL FOR MEMBERSHIP –

Life Members will apply for membership through the State Chapters as it will be mandatory for all to become members of both IOA & State Chapters from 2015.

Membership forms to be collected by State Chapters with two multi city cheques, one towards the state membership fee and the other for Rs. 5,000/- (Five thousand only) payable to Indian Orthopaedic Association, New Delhi. The state chapters will forward the application form and cheque after due ratification to IOA House, New Delhi.(Constitutional amendment is required).

5. Executive Committee Meetings :

(a) Drawing up an agenda: The Hon. Secretary shall draw up the agenda for the summer meeting by 31st March and for winter meeting at least 1-1½ months before IOACON and send it to the President for approval. After approval the final agenda shall be circulated by post along with announcement for the meeting to all members of executive Committee. "Agenda notes" or short background regarding various items on the agenda may also be sent for first hand information of members so that they come prepared for discussion. The agenda should consist of:

1. Obituaries, if any
2. Confirmation of minutes or last executive committee meeting.
3. Hon. Secretary's report for the term.
4. Treasurer's report.
5. Financial report (interim or final) of previous Conference by Organising Secretary who shall be a special invitee to the meeting.
6. Budget proposals for next Conference & preparations. Report by Organising Secretary who shall also be a special invitee.

7. Report of any Sub-Committees of I.O. A., by Chairman of the Committee, or his representative.
 8. Reports of the Fellowship Secretaries.
 09. Report of Hand, Implant. Oncology Sections.
 10. I.O.A Awards for the year.
 11. All other important matters requiring concurrence of Executive Committee for running of the Association.
 13. Important issues raised by Executive members/other members which the President/Hon. Secretary feel important for discussion.
 14. Progress report of all programmes undertaken.
- (b) Frequency of Executive Committee Meetings:
At least three a year.
1. Summer meeting
 2. Winter meeting
 3. Meeting after IOACON valedictory function.

Executive Committee Meeting - It was also resolved that the executive Committee meeting in future should be held at IOA house only. E C MEETING 6.4.08

- *EC Meetings to be increased to two (besides the one during the IOACON): March and July – passed (General Body Meeting, 2012)*
- *There should be four E.C. meetings in a year – The spring meeting would be in last week of July/1st week of August.*
- *Suggestions for agenda of E.C meeting to be invited well in advance. Notice of E.C meeting with agenda and agenda notes should be circulated to all members at least 6weeks ahead of the proposed date of the meeting by the Hon.Secretary.*
- *The first E.C meeting during IOACON will be held one day prior to the C.M.E. Protocol for conduct of E.C. meeting:*
- *Hon. Secretary read out protocol for the conduct of current meeting. Five minutes would be spent on each agenda (with 10 minutes for the very important decisions).*
- *There would be voting if there was no consensus on any issue. Members should be brief in their presentation.*
- *Maximum number of nominated members in E.C Committee should be 20. (Maximum of only 7 nominations each year should be allowed).*
- *All decisions of E.C should be ratified by GBM.*

(c) Venue, date and time:

1. Summer meeting: I.O. A. House. Usually on 3rd Sunday of May (may be changed according to circumstances) From 10.00am to 4.00pm with a short break for lunch.

2. Winter meeting: Venue of IOACON: On the day-of C.M.E. programme. From 10:00 am to 4.00pm with short break for lunch.

(b) Arrangement to be made:

1. Summer meeting: Responsibility Joint Secretary of Association.

Board room preparations:

(i) Adequate seating arrangement (Approx. 60)

(ii) Display of agenda/ Agenda notes on notice board

(iii) Adequate photocopy of agenda/agenda notes for the members. Photocopies of other documents if required e.g. Treasurer's report, budgetary proposals.

(iv) Public address system along with an extra cordless mike.

(v) Note pads/ball point pens for all members.

(vi) Arrangement for lunch for all members in the basement or Hall on ground floor,

(vii) 2nd class AC to & fro fare/ Apex Air fare shall be paid to all members attending the meeting from outside Delhi. For Delhi members, this fare shall be paid for attending the winter meeting.

2. Winter meeting: Responsibility Organising Secretary of IOACON. Same arrangement as above shall be made. 4 volunteers shall be arranged to assist in the meeting. Lunch may have be provided at venue of meeting.

(e) Conduct of the meeting :

(i) Punctuality shall be maintained for commencing the meeting.

(ii) Attendance shall be maintained in a register and report with the Hon. Secretary.

(iii) The President of the I.O. A. shall conduct the meeting with assistance from Hon. Secretary who shall advise him on all issues raised.

(iv) Each item shall be discussed for 5 -10 minutes according to importance. In case of difference of opinion the Hon. Secretary shall formulate a resolution on which there shall be voting by raise of hands The resolution may be carried or defeated by a simple majority.

(v) On all issues the verdict of the President shall be final. He shall have the privilege to continue a discussion or ask for a majority vote.

(vi) The minutes of the meeting shall be written by the Joint Secretary under direction of Hon. Secretary. Wherever possible exact language of the resolution shall be taken down. The proceedings of the meeting shall also be tape-recorded for future reference and clarifications.

(f) Follow-up action after the Executive Committee Meeting:

(1) Summer Meeting: The minutes of the meeting shall be properly finalised by Hon. Secretary and sent to President for approval in June. These shall be circulated to all members in the July News Letter. Action on all decisions taken in the committee shall be carried out by the Hon. Secretary, who shall write to all concerned. Work delegated to Executive Committee members

by President/Hon. Secretary should be completed and "action taken" report submitted within a certain time frame.

(2) Winter Meeting: The minutes shall be properly finalised by Hon. Secretary before the General Body meeting and shall be duly approved by President before presentation in the General Body Meeting. The minutes of both the executive committee meetings shall be presented in the G.B.M. for approval,

(g) Extra-Ordinary Executive Committee Meeting:

May be called by President at any time preferably with a minimum 10 day notice. This shall be for urgent matters, which cannot be put off till time for regular meetin

16. General Body Meeting:

(a) Drawing up an agenda :

1. Obituaries.
2. Confirmation of Minutes of previous General Body Meeting.
3. Confirmation of minutes of Executive Committee meeting held on last day of previous conference.
4. Confirmation of minutes of summer and spring Executive Committee meetings.
5. Confirmation of minutes of Extra-ordinary executive Committee meeting (if any were held).
6. Hon. Secretary's report.
7. Treasurer's report.
8. Report of various committees and business arising from it.
9. Financial report of previous conference.
10. Interim budget and accounts of current conference.
11. Report of progress of next IOACON.
12. Honorary Fellowships of I. O. A. if any.
13. Confirmation of other awards of I.O. A.
14. Venue of IOACON to be held after 2 years.
15. Any other matter deemed essential to be discussed and ratified by the G.B.M.
16. Ratification of membership of new applicants for life and full membership.
17. Any other matter with the permission of the chair.

(b) Venue, date & time:

The Main Hall, at IOACON venue. On the second day of Main Conference i.e. two days after C.M.E. usually from 4.00 pm onwards.

(c) Procedure for informing members:

The Hon. Secretary shall circulate the agenda in the October/November issue of the News Letter.

(d) Arrangements to be made:

Responsibility : Organising Secretary of IOACON: The main hall of IOACON shall be the venue of the meeting with capacity for seating 1200 persons. 8 chairs with a podium for IOA officials shall be required on the stage. Extra tables will be required for documents. A public address system with table mike on podium, two stand mikes in aisle and at least 2 cordless mikes will be required. A computer with computer operator, an LCD projector with screen shall be used for display of resolutions. 4-6 volunteers shall be in attendance for helping the Hon. Secretary. Drinking Water outside the hall shall be made available. An electronic timer, if possible shall be made available in the Hall.

(e) Conduct of the Meeting :

(i) Punctuality shall be ensured whenever possible.

(ii) Attendance shall be taken in the Register or on specially prepared sheets, which shall be pasted on the register after the meeting.

(iii) The President shall conduct the meeting with assistance from Hon. Secretary.

(iv) Discussion on any particular matter shall under ordinary circumstances be allowed for a maximum period of 10 minutes after which the President shall frame a resolution which shall be put to vote by raise of hands. The resolution may be carried by a simple majority. The President may allow a longer discussion on crucial issues. However, no issue may be discussed for longer than 20 minutes.

(v) The President shall have the authority to invite any member to present his views, or debar any member from further discussions in case of failure to maintain decorum in the meeting.

(vi) The minutes of the meeting shall be recorded by the Joint Secretary under direction of Hon. Secretary. The proceedings may also be recorded on audio tapes for future reference.

(f) Follow-up after the meeting:

The Hon. Secretary shall finalise the minutes and send to the President for approval immediately after the IOACON. These shall be published in the January News Letter along with minutes of Executive Committee meeting and of meetings of all other committees. Action on decision taken shall be carried out by Hon. Secretary and other members of Executive Committee as the case may be.

(g) Extra Ordinary General Body Meeting:

The criteria for convening the meeting are as enshrined in the Constitution and rules of the Association.

17. Protocol for functioning of office bearers: The functions of all the office bearers are well enshrined in the constitution. Based on these the Calendar of activities of the office bearers shall be as follows:

(a) President:

- (i) Take over as President during valedictory function of IOACON. Present a brief summary of activities he plans to undertake in his term.
- (ii) Preside over the executive committee meeting immediately following the valedictory function. Nominate members to vacant posts of Executive Committee and plan activities for next year. Approve minutes of the meeting.
- (iii) Preside over the meeting of the central committee for subsequent year's IOACON
- (iv) Visit IOA office in Delhi to take stock of affairs
- (v) Issue instructions and follow-up preparations for IOAICL.
- (vi) Attend State Chapter Conferences and nominate Hon. Secretary, President-Elect or other office bearers to represent the I.O.A in such meetings. Send messages with passport size photograph for souvenir of state chapter conferences
- (vii) Closely monitor the preparations for the IOACON including nomination of foreign and Indian Faculty, Scientific programme, budgets, venue arrangements, workshops, CME programme etc. His word shall be final on matters of dispute.
- (viii) Call for and approve the agenda for the summer executive committee meeting. This should be done by end of March in consultation with Hon. Secretary.
- (x) Preside over the executive committee meeting in May. Approve of the minutes for publication in the July issue of News Letter.
- (xi) Preside over any workshop/seminar/symposia held under banner of the I.O.A.
- (xii) Attend the Central Committee meeting for IOACON to approval of the final scientific programme, selection of free papers, finalization of faculty, approval of venue and arrangements for the conference, etc. Shall be one of the signatories for accounts of IOACON (Sponsorship account) .Any fund to be withdrawn from this shall have to be with his approval. Submit President address for IOACON, passport size photo, message for souvenir.
- (xiii) Preside over the IOACON:
 - (a) Visit venue of all the workshops to see arrangement and greet the participants and thank the faculty.
 - (b) Preside over the inaugural function of C.M.E. Programme.
 - (c) Preside over and conduct the Executive Committee meeting.
 - (d) Preside over the Inaugural Function of IOACON. Present the Presidential address during inaugural function.
 - (e) Chair the session of Kini Memorial oration and Silver Jubilee and Golden Jubilee commemoration lecture. Introduce the orators and present the medallion/silver salver after the oration.
 - (f) Preside over and conduct the Annual General Body Meeting.
 - (g) Preside over the Valedictory Function.
- (xiv) Govern the functioning of the office bearers and of all the committees of I.O. A.

(xv) Approve the Annual Budget of I.O. A submitted by Treasurer and also sanction any funds necessary for the day to day functioning of IOA office/Hon. Secretary's office/other committees.

The President can ask for a referendum from Executive Committee members on important issues which require urgent action. The quorums for such a referendum shall be fifty percent of Executive Committee members with voting rights. The motion should be properly framed and circulated by e-mail along with explanation of the details of the issues concerned. Motion will be considered to have been carried if more than fifty percent vote in favour of the resolution within 15 days of the posting of the e-mail.

(b) President-Elect:

(i) He shall deputize for the President in his absence.

(ii) He shall be the election officer for the I.O.A elections for that year and shall obtain the full list of members of I.O.A from the Hon. Secretary. He shall draw up a schedule for elections and get it printed in January and July issues of News Letter along with information of all vacant posts for which elections shall be due. The July issue shall also carry the notice of Elections and Nomination forms. He shall thereon be responsible for scrutiny of nominations, finalization of names of contestants, printing, distribution, collection of ballot papers and counting of votes. He shall subsequently declare the results in the Annual General Body Meeting.

(iii) He shall be a member of the Central Committee for IOACON and attend its meetings

(iv) He shall advise the President on matters of importance in miming the affairs of the Association,

(v) Prepare a list of activities to be pursued during his forthcoming term as President to maintain continuity.

(vi) If requested by the President or if separately invited, he shall attend the Annual Conferences of State Chapters.

(vii) He may be requested by the President to directly govern the activities of some of the committees of I.O.A.

(vii) He shall be present during valedictory function of IOACON to take over charge from the President as the next incoming President.

(c) Vice-Presidents:

(i) Shall deputize for official functions of I.O.A in absence of President/President-elect.

(ii) Shall be given responsibility of co-ordinating activities of the various committees, and to govern their functioning. Various committees shall be put under their charge by the President.

(iii) They shall co-ordinate efforts for membership drive of the Association.

(iv) The President may nominate one or both Vice-Presidents to co-ordinate activities on behalf of I.O.A in times of major calamities/disasters.

(d) Hon. Secretary:

There are a number of functions enshrined in the constitution for the Hon. Secretary, which are not repeated here. The following shall be his usual calendar of activities in a year as a fulfillment of the above functions/ powers.

(i) Arrange for a meeting of the executive committee immediately after the valedictory function. If it is his first year of office he shall seek guidance from the incoming President and outgoing Hon. Secretary on the agenda for the meeting.

(ii) Shall direct the Joint Secretary to record the minutes of the meeting which he shall later finalise, get it approved by the President and publish in January News Letter.

(iii) Arrange for a meeting of Central Committee for subsequent years' IO ACON immediately after the above-mentioned executive committee meeting. Make note of all decisions taken for future reference.

(iv) If it is the first year of office get the minutes of the previous executive committee and General Body meetings for implementation of resolutions carried thereon. Even in 2nd and 3rd year of office this is an important function.

(v) Publish the January issue of News Letter and circulate to all members by 15th of February. The standard format of contents being followed since 2000 is satisfactory.

(vi) Write to all Chairpersons of Committees/all others concerned regarding implementation of all the resolutions carried in Executive and General Body Meetings.

(vii) If it is his first year of office: Ensure that all documents are properly collected and charge is taken over by him from previous Hon. Secretary. These documents may either be deposited in IOA office (if not required for day to day functioning) or shifted to the residence of Hon. Secretary for future reference for his functioning.

(viii) Attend Annual Conferences of State Chapters if so invited/ send messages for their Souvenirs.

(ix) Prepare a list of all Life members of the I.O.A .

(xi) Enquire from Inland Fellowship Secretary regarding application received for that year's fellowship and to finalise and send to all members of the committee.

(xii) Maintain separate files for all activities of I.O.A and duly file all correspondence for easy retrieval on demand by President/other office bearers.

(xiii) Draw up an agenda/ get approval of the President and circulate to all members of executive committee giving notice for the May meeting (end of March) .To attach "agenda notes' if possible.

(xiv) Prepare all files/papers for the executive committee meeting (April/early May).

- (xv) Correspond with Chairman of Centre State Relations Committee, Co-ordinator of C.M.E., Editors, Organising Secretary/Local co-ordinator of IO ACON to arrange meetings on the day preceeding the executive committee meeting in Delhi (April).
- (xvi) During these 4 months and subsequently receive and maintain a directory of all new applications for membership letters from members for change of address, correction of misspelt names, etc. And provide certificates to life members.
- (xvii) Attend all meetings mentioned in (xvi) along with President/President-elect and maintain proper minutes for future reference and for publication in July News Letter if required (May).
- (xix) Attend the Executive Committee meeting, assist the President to conduct the same, make available all relevant documents according to the agenda and direct the Jt. Secretary to record the minutes.
- (xx) Give written directions regarding all aspects of the conduct of IOACON to local co-ordinator/ organising secretary to avoid confusions. (During Executive Committee meeting in May)
- (xxi) Prepare final minutes, get the same approved and publish all minutes in July News Letter. (June-July).
- (xxii) Publish the Notice of Elections + Nomination form in July Newsletter and post before stipulated date.
- (xxiii) Co-ordinate and arrange for a meeting of Central Committee for IOACON in late August for finalization of Venue, Scientific programme etc.
- (xxiv) Draw up a list of Award winners for that year including Fellowships and inform the winners that they would receive the award during inaugural function of IOACON (September).
- (xxv) Inform Hon.Fellows and IOACON organizers of free registration for the former (September).
- (xxvi) Monitor, preparations for IOACON of same year as well as early preparations of IOACON for subsequent year (September-December).
- (xxvii) Draw up agenda for Executive Committee meeting/Annual General Body meeting and get approval of President (October).
- (xxviii) Publish the October-November issue of news letter and post by 15th November. News letter to include notice and agenda of the AGM and statement of audited accounts of previous year received from the Treasurer.
- (xxix) Circulate the notice, agenda and agenda notes to all executive committee members (November).
- (xxx) Send following to the organizers of the Conference:
- (a)Recent passport size photograph.
 - (b)Message for Souvenir.
 - (c)Secretary's Annual Report for Souvenir.

(d) Request for setting up a temporary I.O.A office in prominent place in venue of conference along with details of requirements.

(e) Details of various official functions of I.O.A during IOACON along with requirements for the same.

These are as follows :-

1. C.M.E. programme inauguration.
2. Counting of ballot papers.
3. Executive Committee meeting.
4. Inauguration of Main Conference.
5. Orations: Kini and Silver Jubilee Commemoration Lecture.
6. Meetings of Centre State Relations Committee, Editorial Board, Implants Committee, Inland / Foreign Fellowship Committee, etc.
7. Annual General Body Meeting.
8. Valedictory function.
9. Executive Committee meeting.
10. Central Committee meeting for subsequent years IOACON (November).

(xxx) Arrange for and carry out all functions noted above during IOACON. The Hon. Secretary should remain for maximum period in IOA office to enable members to register their problems in person. (During IOACON).

He shall have to prepare final minutes of the executive committee meeting, get the same approved by President and present the same in the AGM. During the inaugural function he shall have to coordinate the full function with local organizers and the Joint Secretary especially the presentation of Awards. Along with the above he shall govern the IOA office with regular visits to Delhi and maintain all-important records in order.

(e) Treasurer : His duties are enshrined in the constitution. Based on these the following shall be his calendar of activities.

(i) Attend the executive committee meeting after Valedictory function, study the proposed budget for the next year and get approval of the President for disbursement of funds for the next quarter. This shall include the following: -

1. Funds for I. J.O. If possible 50% of Funds sanctioned from IOA office for printing of I.J.O. next year should be given. (This does not include funds to be raised through advertisements).
2. Installment for running of Hon. Secretary's office and printing of the News Letter.
3. Send money for the next Annual conference of I.O.A.
4. Other miscellaneous expenditure.

- (ii) Attend the meeting of Central Committee for IOACON after the above mentioned executive committee meeting. Draw up budgetary proposals for the next years IOACON in consultation with other members of the committee and draw up a plan for generation of funds for the conference and nature of foreseen expenditure under different heads. Create an account in the name of IOACON Sponsorship Account for that year with himself, the President, Local co-ordinator/ organizing secretary. He shall be responsible for disbursement of funds from this account and monitor all expenditure in connection with conference.
- (iii) to interact with Hon. Secretary and build up a list of all new applications for membership for ratification in next A.G. M. (Throughout the year.)
- (vii) To keep an account of all expenditure on IOA Building in consultation with president, Hon. Secretary Jt. Secretary and Chairman, Building Committee of I.O.A.
- (viii) Prepare the accounts of the Association and get the same audited in March/April. The duly audited accounts should be presented in summer executive committee meeting.
- (ix) Submit the Income Tax returns on behalf of the Association after the accounts are audited. (Make recommendation for the appointment of auditors as the case may be).
- (x) Provide funds to the President-elect for the conduct of I.O.A. elections (July).
- (xi) Attend the meeting of Central Committee for IOACON and review position of income/ Expenditure. Disburse funds required for the next 3-4 months in connection with the conference (late August.)
- (xii) Write to all office bearers and chairpersons seeking budgetary requirements for next year (September)
- (xiii) Prepare a tentative budget for next year for presentation in executive committee meeting during IOACON as well as the AGM. To also submit a report of expenditure during the year.
- (xiv) To ensure that the audited accounts of previous year are published in the July or October November issues of the News Letter.
- (xv) To Maintain an account of all receipts from hiring of rooms/halls of I.O.A. House and expenditure thereof.
- xvi) To carry out any other duty that may be assigned to him by the President/Hon. Secretary.
- (f) Joint secretary: The Joint Secretary shall function with directions from the Hon. Secretary. He shall be responsible for day-to-day functioning of the I.O. A. office. His duties shall include the following:
- (i) Control over the duties of the Executive Secretary (when appointed), other Office staff, caretaker, librarian etc.
- (ii) To see that all facilities in I.O. A. House including electricity supply, water supply, etc are in working order for stay of IOA officials and members.
- (iii) To control the allotment of rooms in I.O. A. House to members.
- (iv) To record the minutes of all executive and general body meetings.

(v) To maintain a record of all awards of I.O.A. To get various medals, silver salver, mementoes, certificates prepared for I.O. A. awards during IOACON inaugural function and to supervise the same during the function along with the Hon. Secretary.

(vi) To scrutinize the day to day incoming correspondence to I.O. A. office and reply to them in consultation with the Hon. secretary.

(vii) To help the Hon. Secretary with maintenance of till I.O. A. records in I.O. A. House and retrieve them as and when required.

(g) Executive Members: The executive committee members representing various states shall be responsible for informing the Hon. secretary of activities in their state, help in enrolling I.O.A.members from their state and render advise and suggestions to Hon. secretary for better functioning of the I.O.A.

His tenure shall be for 3 years in the committee. The tenure shall not be dependant on the tenure of the chairman of the committee unless the committee itself is dissolved.

New Protocol:

The President & Hon.Secretary of the Association shall be allotted Rs. Four Lac and Rs. Two Lac per annum for various activities and functions.

18. Protocol for Elections :

(a) Election Officer:

The President-elect shall be the election officer for the year of his office. He shall maintain the highest degree of integrity in the conduct of this solemn duty.

(b) Schedule of Elections:

The President-elect shall build up a schedule of elections in consultation with President and Hon. Secretary'. The schedule shall ideally be published in both the January and July issues of the News Letter along with the posts for which elections are to be held. The allotment of Executive members from each State Chapter depends upon the following formula.

0 74 members NIL

75 149 members 1

150 249 members 2

250 and above members 3 (maximum)

The schedule for elections should be the following if IOACON is in 1st week of December.

(i) Last date for nomination forms to be sent along with announcement of election in July News Letter. 10th August

(ii) Last date for receipt of nomination papers by election officer 31st August

(iii) Last date for informing list of contestants. 10th September

(iv) Last date for withdrawal 20th September

(v) Last date for sending sample ballot papers to all contestants (by courier) 30th September

- (vi) Last Date of receipt of approved ballot papers 10th October
- (vii) Last Date for dispatch of Ballot Papers 20th October
- (viii) Last Date for request for Duplicate Ballot Papers 10th November
- (ix) Last Date for receipt of Ballot Papers 25th November
- (x) Counting of Ballot Papers will be in IOA House, 7 to 10 days prior to IOACON.

The dates may be adjusted according to the final dates of the IOACON.

(Representatives of contestants should be present and give an undertaking to abide by all the rules formed by the election officer)

Representation of Disputes regarding election process shall be entertained within one month of the official declaration of results in the Annual General Body Meeting.

(c) Standard Proforma of the Ballot Paper and various other paraphernalia sent to all the members.

(i) Main Ballot Paper

PROCEDURE FOR VOTING

You have a numbered ballot paper, an identity slip and 2 envelopes, a larger envelope marked A and a smaller envelope marked B. Please follow the under mentioned procedures carefully to avoid cancellation of your valuable vote.

1. Put 'X' mark against the name of your choice in the box provided against the name of the candidate in the ballot paper. The ballot should not earn any other mark. Put 'X' mark for only the candidates you wish to elect as mentioned depending upon number of posts.
2. Keep this paper in the smaller envelope marked 'B' and seal it. Only the ballot paper is kept in this envelope and nothing else.
3. Fill the identity slip. (Absolutely essential)
4. Keep this identity slip and the smaller envelope marked 'B' containing the ballot paper in the bigger envelope marked A.
5. Seal the envelope marked 'A' and affix the required postal stamp preferably under registered post or under postal certificate and post it to my address given above. After sealing envelope 'A' please put your signature across the flap.
6. Please mention your name membership number and state on the envelope marked A. (Absolutely essential). Last date of receipt of the ballot paper at my residence is.....
7. Collection of ballot papers by candidates or their representatives should be strongly discouraged.

Please post the ballot yourself for free use of your franchise.

8. Request for duplicate ballot papers should be sent only by members (not by contestants) by fax, e-mail to Election officer.. ... by... .. date...

9. Use of two or more ballot papers by same member will invalidate all of them.

(iv) Proforma for Identity Slip

THE INDIAN ORTHOPAEDIC ASSOCIATION IDENTITY SLIP

I, the undersigned member of The Indian Orthopaedic Association hereby declare that the enclosed

voting paper is my sole ballot paper for this election of The Indian Orthopaedic Association to be held in

October-December (year of election)

Life Membership No.:

Name:

Permanent Address:

(With pin code & telephone Nos.) (Signature)

(v) Proforma for main envelope.

THE INDIAN ORTHOPAEDIC ASSOCIATION
ELECTIONS 2001

UPC

No.

To,

.....
.....
.....

From:

Name & Address of

President Elect & Election Officer

(vi) Proforma for Envelope 'A'

THE INDIAN ORTHOPAEDIC ASSOCIATION

To,

.....
.....
.....

From:

Name

Membership No. LM/FM

State of Membership

(size of envelope 'A' to be slightly smaller than main envelope)

(vii) Proforma for Envelope 'B'

THE INDIAN ORTHOPAEDIC ASSOCIATION

BALLOT PAPER ONLY

Please do not put any paper/letter/cheque/identity slip inside

(Size is roughly postcard size)

(d) Ballot papers shall be sent under certificate of posting to all life members including those residing in foreign countries and to full members who are not in arrears for more than 2 years.

Proper state

wise/ membership number wise record of this shall be maintained by election officer and produced on demand as proof of such posting.

The record of number of the ballot paper sent to individual member shall also be maintained alongside. (The top of the ballot paper bearing the number shall however be torn off before final counting of votes to maintain secrecy of the elections. During this period the record books shall not be opened.

(e) Circumstances for invalidation of votes.

(i) A member who has used more than one ballot paper.

(ii) Putting a signature on ballot paper.

(iii) Putting any mark on ballot paper apart from mandatory (\) in the box provided.

(iv) Putting more (x) marks than number of vacancies against each post.

(v) If no identity slip accompanies the Envelope 'B'

(vi) If identity slip does not bear authentic signature of the member.

(vii) If the Envelope 'A' does not carry signature of member across the flap after being sealed.

(viii) If envelope 'A' does not carry Name, Membership Number and Name of State to which member belongs.

(f) Procedure for receipt of ballot papers by election officer:

The election officer shall maintain a date wise record of all ballot papers received by him. Ballot papers shall be received only by post or courier services. Only ballot papers of members from same city as Election Officer shall be entertained by hand delivery.

The election officer should be in a position to detect any duplicate voting by a member by use of original and duplicate ballot papers. He should also be able to provide state wise statistics of votes polled.

(g) Procedure for counting of ballot papers:

Procedure for counting of Ballot Papers

1 The Election Officer shall request a few senior I.O. A. members to help in the counting process to maintain discipline.

2 He will read out the rules of counting of ballot papers and invalidation of votes to all contestants shall sign an agreement to abide by the rules declared prior to counting of votes to avoid unnecessary disputes while counting.

3 He will give the statistics of ballot papers sent, the state wise ballot papers received, number of undelivered ballot papers received, etc.

4 The Envelope "A" shall be opened with help of volunteers confirming name, members signature, membership no. + envelope "B" in it. Identify slip with Envelope "A" shall be kept in separate box and all envelope "B" shall be put together.

5 The envelope "B" shall be opened and all the ballot papers collected in one box. Separate boxes to be used for ballot papers for executive members from difference states.

6 The top portion of the ballot papers bearing election officer's verified signature and ballot number shall be noted and torn, off.

7 Separate slips for various posts like President/Vice -President/Hon. Secretary /Editor/Assoc. Editor shall be torn off and kept in separate boxes meant for ballot papers for each post.

8 Teams shall be divided for counting of ballot papers for each post. Each team shall be headed by one senior I.O. A. member nominated by election officer. Small boxes/trays for separation of ballots polled by each candidate (depending upon number of candidates for each post) shall be kept with each table for each post. The box containing all valid votes for that post shall be taken by the senior member who shall drop the ballot paper in the trays according to name of candidate after calling his name from the ballot paper for benefit of the representatives and an official counter of votes (Volunteer). Counting shall be maintained against each candidates name by one vertical stroke. Four vertical adjacent strokes+ one strokes across crossing the previous four shall make up 5 votes. The total number of votes polled shall then be counted. The senior member shall make a note of all votes polled on a sheet of paper supplied, seal it in a envelope after putting his signature and hand it over to the Election Officer. All documents (envelopes.) identity slips ballot papers, slips carrying ballot paper number shall be preserved and kept in locked suitcases by senior members conducting the elections and handed over to election officer.

The election officer shall oversee all these arrangements and get signature of all representatives that they are satisfied with the procedure for counting of votes.

IOA ELECTIONS:

Electronic Voting –

IOA elections to be managed only by e-voting by 2015—passed. (G B M, 2012) till that time the voting will be bimodal both by postal ballot and electronic. The Electronic voting would be conducted at the website of IOA, according to a procedure devised to the full satisfaction of the Election Officer.

Language of the oath of office

OATH OF OFFICE

I _____ having been elected to the office of _____ of the Indian Orthopaedic Association do solemnly take this oath in the name of Almighty God to maintain the ideals of the Association. The interest of the Association will always be supreme for me. I will hold in secret all documents/knowledge/information regarding the affairs of the Association. I will work for the benefit of the Association and all its members.

“So help me God”

Name

Signature:

Date:

The oath of office for the incoming President will be

I _____ having been elected to the august office of the President of the Indian Orthopaedic Association do solemnly take this oath in the name of Almighty God to maintain the ideas of the Association. I will work tirelessly to upkeep the objectives of the Association and will provide vision and leadership for the growth of the Association.

The interest of the Association will always be supreme for me. I will hold in secret all documents/knowledge/information regarding the affairs of the Association. I will work for the benefit of the Association and all its members.

“So help me God”

Name

Signature:

Date:

I will continue to be involved in the affairs of the Association even after the expiry of my term.

19. Protocol for acceptance of donations for starting Fellowships/Awards etc.: Donations may be accepted for starting academic and other activities aimed at furthering the professional knowledge/skills of members of the Association.

(a) Naming of activity: The activity shall bear the name of the Association along with that of the sponsor along with the specific nature of the activity.

(b) Donations: Donations shall be received towards the academic fund of the Association and shall be put under fixed deposit in the name of the activity. 75% of interest from the corpus fund shall be utilised for the activity each year while the rest shall be added to the corpus. This interest amount may be awarded to one member or split between 2 or more members. No awards may be given if no suitable application is received for that year.

(c) Amount of Donations: Donations for any one activity like fellowships / awards / orations etc under normal circumstances should be at least Rs. 2 lacs for starting a new activity. This shall however be subject to modification under exceptional circumstances.

(d) Donations shall be accepted only for academic purposes with no commercial liabilities for the Association. According to the new decisions, no further named fellowship /

20. Protocol for accounts of the Association.

(a) Sources of income and avenues for increasing the same: The following shall be the sources of

income for the Association for its activities.

(i) Interest, from Fixed Deposits.

(iii) Payment from Savings of IOACON (10% of the total collections).

(iv) Subscription from life member shall be put in FDR and only interest shall be utilised.

(v) Donations from life members and philanthropic organisations. For academic proposes and for building fund.

(b) Allotment of funds under various heads: The President shall be allocated a sum of Rs. 4,00,000/- for his expenses during his term of office. Similarly Hon. Secretary will be allocated a sum of Rs. 2,00,000/-. This shall include all expenditures on correspondence and his trip to attend the AAOS meeting. Any extra expenditure over and above Rs. Four Lac / Two lac shall be borne by them.

The Hon. Secretary shall submit a tentative budget to the Treasurer for the full year. This shall include expenditure on all correspondence, the Secretary's office staff, stationary, Internet and telephone expenditure, Newsletters expenditure and other expenses in running the office. This shall be passed by the President and dispersed to the Hon. Secretary in 3 monthly installments.

The Editors of I. J. O. shall also get a tentative budget passed for a full year. The Chairpersons of various sub-committees shall also submit similar budget proposals to the Treasurer at least one month before the IOACON. The Treasurer shall submit a consolidated budget for the coming year in the Executive committee meetings during IOACON for discussion and acceptance. Allotment of funds under various heads shall be made in the winter executive committee meeting.

(c) Expenditure statements:-

It is mandatory for all officials of the Association to maintain proper account of all expenditure made by them in the name of I.O.A. These shall be submitted along with original receipts for payments made for I.O.A. Activities.

(d) Appointment of auditors: -

Auditors shall be appointed by the executive committee on the recommendation of a committee consisting of the President, Hon. Secretary. Jt. Secretary and Treasurer for a period of 3 years. Their term shall commence from 1st of April of one year to the 31st of March next

year (Financial Year of the Association) Audit meeting shall be carried out in April. The certified audited accounts shall be presented in the summer executive committee meeting in July by the Hon. Treasurer.

21. Protocol for appointing of new committees for various activities:

(a) Selection of Activity:

Proposals for any new activity may be brought up for discussion and approval in the Executive Committee by the members of the Executive committee or by members of the Association through letters to the Hon. Secretary'. The Hon. Secretary, in consultation with President, President-Elect and immediate two Past Presidents shall short-list such proposals for discussion and acceptance in the Executive Committee meeting.

(b) Appointment of Chairperson of the Committees. The executive committee, on approval of constituting a committee shall appoint a Chairperson. The Chairperson of a committee should ideally be a member of the Association (Including members of Executive Committee) who is known to have knowledge, experience and interest in the field of the activity concerned. Members shall be appointed to the various sub-committees of the Association, from amongst executive committee members, to help the chairperson of the sub-Committees

(c) Term of committee:

The term of each Committee shall be for 3-year which can be extended for one more term. No chairperson shall function in same post for longer than 6 years.

(d) Specification of activity and presentation of regular reports of progress of the activity:

While appointing a new committee the specific roles of the Committee shall be established. The Chairperson shall relegate duties to the members of the Committee. Quarterly report of each Committee shall be sent by the chairperson to the Hon. Secretary. Such reports shall also be presented by the Chairpersons in executive Committee meeting whenever requested to do so.

Sub-Committees of IOA (E.C. meeting 27-11-09).0

Orthopaedic Research Foundation –

- *Rs 25 lacs corpus fund to be allotted for the O.R.F. There should be one Chairman and a five member committee (E.C meeting 23-24 November 2009).*
- *Basic Sciences Committee should be regrouped into the Orthopaedic Research Foundation (Central Programme Committee meeting 2-9-07).*
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21. PROTOCOL FOR CENTRE STATE RELATIONS:

The I.O.A. shall have duly recognised and affiliated state chapters. The state chapter shall be recognised and will function under the rules of affiliation. The affiliation shall be granted after

the chapter applies through President and Secretary on a standard form. A list of all members of the state Chapter shall accompany, such application. The duly completed application shall be submitted to Hon. Secretary who shall put the application before Executive Committee for approval following which a certificate of affiliation shall be awarded to the chapter. Such affiliation shall be for period of 10 years following which a formal application for continuation of affiliation shall be submitted. The executive committee shall have the power to withdraw affiliation if the state chapter has not been following the rules of affiliation. On a resolution passed by the executive committee the Hon. Secretary shall issue a notice to the President and Secretary of the chapter to fulfill all obligations of affiliation with intimation to him within 3 months of issuance of such notice. A chapter not complying with such a notice shall stand to be de-affiliated by a resolution in the next meeting of the executive committee.

All affiliated state chapters should carry the IOA logo along with their own on their letter heads. The letter heads should also state: “ An affiliated chapter of Indian Orthopaedic Association.”

(a) State chapters should submit their calendar of events well in advance to IOA Hon.Secretary and C.S.R.C. Chairman so that there is no overlap of conferences.

(b) The IOA representative to Annual Conferences should be President, President-elect, 2 Vice-Presidents, Hon.Secretary and Hon.Treasurer.

(c) In states who have less than 75 members as members of IOA a member from that state chapter will be co-opted to the E.C. Such co-opted members will be paid for attending the IOA Executive Committee meeting at Delhi. They will not have voting rights.

1. Strengthening of the Committee:

(a) Announcement regarding the C.S.R.C meeting should be included in the announcement of official functions of I.O.A in the Brochure of the Annual Conference.

(b) President/Hon.Secretary of the state chapters of I.O.A should present a report of the state chapter activities in this meeting.

(a) If a state chapter is not represented for 3 meetings of CSRC (Annual and Summer combined), the chapter is liable to be temporarily suspended .

(b) In IOACONS state chapter Presidents will wear their jewel of office.

(c) Lapel pins with IOA Emblem on top along with name of chapter and designation President/Hon.Secretary) will be made and distributed amongst all state chapter Presidents/Hon.Secretary.

(d) A separate webpage is to be prepared for CSRC in the IOA website.

(e) State Chapter report should be by power point presentation of 5 slides.

Chapters affiliated to IOA as of 2014 .

(i) West Bengal

(ii) U.P

(iii) M.P

(iv) Tamil Nadu

(v) Maharashtra

(vi) Gujarat

(vii) NEROSA

(viii) Rajasthan

(ix) Delhi

(x) Kerala

(xi) Bihar

(xii) Uttaranchal

- (xiii) Chattisgarh
- (xiv) Himachal Pradesh
- (xv) Orissa
- (xvi) Punjab
- (xvii) Andhra Pradesh
- (xviii) Jharkhand
- (xix) Pondichery
- (x x) Karnataka

J&K are main chapter which is still not affiliated.

IOA representative is to be duly invited by State Chapters for their meetings. The IOA President, or a senior office bearer of IOA nominated by the President will attend the meeting. Two way airfare, accommodation and other local hospitality will have to be given by the State Chapter to the IOA representative. It shall be mandatory for all affiliated State Chapters to have an IOA representative attend their Annual Conference.

Under extra ordinary circumstances the senior most IOA Executive Committee member from that State may represent the IOA. The representative should be given at least 5 minutes to present the President's theme, the special thrust programmes and drive of IOA during that year during the Annual GBM of the State Chapter.

The Executive Officer, whenever directed by the President or Hon.Secretary of IOA, will attend the state chapter conferences. The travelling allowance economy class to & fro airfare will be paid by IOA while local accommodation and registration will be borne by the state chapter

New Protocol Dr. A.K. Gupta trophy for "Best state chapter":

Chapters who have less than 100 members should have a separate competition for award of a 'Best Chapter Trophy' as they cannot compete with bigger chapters.

A.K.GUPTA TROPHY FOR BEST CHAPTER AWARD OF I.O.A. (Marking system)

- 1) Increase in number of members 1 point for every 3% increase in Members in state chapter (maximum up to 06 points)
- 2) 2 point for every 2% increase in life members of IOA (maximum of 10 points)
- 3) Academic Activities
 - a] National conferences
 - b] Regular state conferences
 - c] C.M.E.Programmes
 - d] Instructional courses
 - e] Hands on work shop
 - f] P.G. Crash Courses
 - g] Seminars
 - h] Clinical meetings
 - i] Quiz Programmes
 - j] Orthopaedic update programme {maximum 10 points taking in to account the importance,duration and no.of delegates who attended.
- 4) Achievement of individual members.
 - a) paper presentation in national and international conferences
 - b) awards and honours
 - c) elected to any high posts
 - d) inventing new technique and instrument to improve orthopaedic surgery in India.
 - e) writing,editing,translating any literature of academic interest.

{maximum 05 points taking in to account the place,duration,importance and the magnitude of honour}.

5} Members participating in international,national and state conferences. 03 points.

6} Journals/Newsletters/Books/posters/pamphlets. 03 points.

7} Formation of legal cell and redressal of injustice to members. 03 points.

8} Regular election of office bearers and calender of activities of the chapter 02 points.

9} Any other activities not covered (Social activities for members 02 points).

a)forming city ortho clubs.

b) exchange fellowship with other chapters.

c)Possession of own building with good library.

d) any welfare programmes for public.

e) having own slide projectors,overhead projectors,laser pointer. 04 points

10} Chapter contribution to IOA. 04 points.

11} Golden Jubilee year points – 1 point for 200 surgeries maximum 05 points

12} Golden Jubilee points – 1 point for each trauma rally,seminar,trauma awareness programme.

Criteria for Affiliation/Formation of New State/Zonal Chapters/City Clubs of IOA.

A.Existing Chapters - For affiliation.

Formal Applications to be made to the IOA through the Chairman Centre State Relations Committee.

I. List of members of chapter At least 75% should be IOA members also.

II. Copy of the constitution to be enclosed with the application

III: Registration of the Chapter with the registrar of societies is essential.

IV: The Chapter should have a minimum of 50 members.

V. The Chapter should have a PAN/GIR No. of Income Tax.

B. Formation of New Chapters.

I. Formal application to IOA through Chairman CSR Committee of IOA.

II. Minimal number of 50 members, 75% being IOA members.

III. Constitute an ad hoc Committee.

IV. A copy of the proposed constitution which must conform to the IOA constitution should be enclosed with the application.

Such New Chapters will get temporary affiliation for one year. Confirmation will be after submitting proof of (a) Registration under societies act. (b) PAN/GIR No. of Income Tax.

It shall be stipulated that failure to get affiliation to IOA or failure to follow rules of affiliation will entail the following.

a. Cannot claim representation of Executive Committee member from the State Chapter.

b. Cannot be considered for Dr. A.K. Gupta Trophy for Best Chapter award.

c.President/Secretary/IOA representative may not attend chapter scientific meetings.

d. IOA newsletter would not include news of their activities.

e. Shall not be considered for hosting the IOACON.

As far as groups out side the State or Zone such as Railway, Defence and other Central Services in Orthopaedics are concerned: they shall not have status of State Chapters but they can be affiliated to I.O. A.

The Center-State Relations Committee: This committee shall consist of the President, President-Elect, Hon. Secretary, Chairman of Centre State Relations Committee and President/Secretaries of the State Chapters. This committee shall meet twice in a year preferably a day before executive committee meeting in May and during the IOACON. State Chapters shall pay the

travelling and other allowances for President/Secretary to attend the May meeting. They may, however, nominate two executive committee members of I.O.A. from their in State to represent the chapter, since they would be attending the executive committee meeting. No travelling or other allowance shall be payable to attend meeting during IOACON.

Important Functions:

A . Membership of I.O.A Help from State Chapters: The office bearers of the State Chapters as well as state executive committee members shall be responsible for enrolling new members from their state.

In recognition of maximum membership motivation special awards may be instituted and presented each year.

B.Constitution of State Chapter of I.O.A.:- The Constitution of the State Chapter shall closely follow that of the parent Association. Minor changes in rules are permissible depending on local circumstances.

C. Criteria for establishing of State Chapters:- The State Chapters shall be according to the geographical boundaries of each State. Smaller states can join together and form a state chapter for recognition. A state chapter shall have a minimum number of 50 members with at least 75% IOA members. City clubs/societies/ associations shall not be recognised as State Chapters.

D. Funds of State Chapter and donations to parent body from savings from state chapter meetings:

At least twenty percent of savings from the state chapter meetings shall be donated to the I.O.A building fund. The rest may be split by State Chapter/Local city club for academic activities.

E. Prompt reporting of elections of office bearers of state chapter to parent body :

The Hon. Secretary of State Chapter shall inform the Hon. Secretary of I.O.A regarding the new team of office bearers within one month of the election result being declared. The Hon. Secretary of the Association shall publish the same in the IOA News Letter.

F. Reporting of Calendar of activities of State Chapter to parent body: The Hon. Secretary of State Chapter shall send a report of the calendar of activities of the chapter to the Hon. Secretary of the Association. Whenever, requested by the President/ Hon. Secretary, State Chapters should be prepared to alter dates of scientific activities to prevent clubbing of meetings on same dates by various chapters.

22. Ethics Committee:

Protocol for members to submit complaints/objections of functioning of IOA/suggestions/etc.

(a) Submission: Complaints/suggestions may be submitted to the Hon. Secretary by any member. All related documents shall also be provided along with letter. A copy of the same may also be sent directly to the President.

(b) The Hon. Secretary shall compile all such letters from members and list the same in the agenda for meeting of executive committee after approval from the President. The President shall have the authority to include or delete any representation so received. Matters requiring urgent action may require a Special Executive Committee meeting. The President and Hon. Secretary in consultation with each other shall decide if such a meeting is necessary. All other matters shall be taken up in the Executive Committee meetings.

(c) Procedure for deciding line of action/implementation. The executive committee shall decide on the course of action. If the matter pertains to a major change in policy the same shall have to be ratified by the General Body. After passing the resolution in AGM it shall be ratified in next AGM before implementation. Routine matters may be implemented after ratification in

executive committee meeting. The Hon. Secretary shall carry out action on this in a manner similar to all resolutions passed in the executive committee meetings.

23. Protocol for a legal cell/members grievances/Ethics Committee

(a) Legal Consultation: The Association shall engage a lawyer as a retainer on annual basis on payment of a fee to be mutually decided. The lawyer shall be from Delhi and all legal matters shall be under jurisdiction of Delhi High Court the appointment shall be made by a committee consisting of President, President-elect, Hon. Secretary, Treasurer and Joint Secretary. The lawyer shall advise the Chairman of the legal cell regarding all legal issues concerning the Association and all issues regarding grievances of a legal nature received from members. The term of the lawyer shall be for 3 year & appointment may be continued for terms of 3 years. The appointment may be terminated after due notice of one month if found necessary in the interest of the Association. The Committee shall have the power for this.

(b) Procedure for law suits, if any: Legal proceedings may be required at any time to safeguard the interests of the Association. Such proceedings shall be initiated only after authorization by the executive committee in its routine meetings. For matters of urgency a special executive committee meeting may be convened by the President. The Joint Secretary along with Treasurer shall be responsible to pursue all legal proceedings along with the lawyer retained by the Association in Delhi. The President/Hon. Secretary may be required to appear if need arises for which they shall be paid AC 2nd class to & fro fare. The Chairman legal cell shall also be responsible for liaising with the lawyer regarding such matters. If need arises other members from Delhi may also be appointed to coordinate such functions.

24. RURAL ORTHOPAEDICS SOCIETY :

1. Rural Orthopaedic Surgery Section of IOA was created in year 2002 under which a sum of Rupees Five Lacs every year for rural orthopaedics and CMEs held under the banner of IOA. Out of Rs. Five Lacs, Rs. 2.5 Lacs will be spent for five programmes of Rural Orthopaedics and Rs. 2.5 Lacs for 10 CME programmes. It was accepted by all the members.
2. Registration fees for IOACON for upto 5 delegates from rural areas shall be waived if their free papers are accepted for presentation. Such delegates should apply to the Hon.Secretary for the same. A committee consisting of President, Hon.Secretary, Organising Secretary of IOACON shall decide.

25. IOA Benevolent Fund:

It was decided to open a benevolent fund of IOA for members. As a beginning Rs.100/- was charged extra in IOACON 2004 for building up a core amount of Rs.1.5 lacs. A Benevolent committee of 5 immediate past-Presidents will formulate guidelines for the fund.

(a) The account was opened with a corpus fund of Rs. Five Lacs from savings of IOACON 2004 Agra. The President, Hon. Treasurer & Chairman Benevolent Fund Committee will operate the account.

(b) In future, the incidental charges received from all annual conferences shall go to the benevolent fund. This has come into effect from 2006 conference.

(c) It was discussed in the E.C. meeting that the family of a deceased member of IOA, who requests for help, will be provided Rs. 1, 25,000/- as one time help from IOA.

26. IOA ENDORSEMENT OF PRODUCTS: E C IOA should not endorse any product.

27. Limits of Delhi for appointment of Joint Secretary/Treasurer:

This should be done as per constitution to include those residing and working in the limits of the Delhi State.

28. Handicap Committee: A sub committee for Rehabilitation shall be nominated.

29. IOA song:

The IOA song conceptualized and recorded by Dr. V.T.Ingalhalikar, was accepted as the IOA Anthem for all future activities of the IOA. CD's of this song will be kept in the New Delhi office for the same. It shall be sung during the inaugural function of IOACON.

30. IOA constitution on web site :

The constitution of IOA should be put up on the website and also be circulated to the executives, for examining and suggesting changes.

31. I.O.A. DIRECTORY:

A directory of IOA members shall be published from time to time. The President elect shall oversee proper maintenance of all data for the directory. This shall be in electronic and print form.

32. M.Ch. from Seychelles- The IOA shall not recognize any post graduate course in Orthopaedics in India or abroad which is not recognized by the MCI.

33. Bone and joint day celebration-

Fourth of August shall be celebrated as Bone & Joint Day across the Country with a special programme in Delhi.

34. Protocols for Obituaries

Demise of members of the IOA can be informed to the Hon.Secretary of IOA by individual members, Hon.Secretary of the City Club or Hon.Secretary of the State Chapter or any Executive member of the IOA. The name of next of kin as well as postal address and mobile number should also be informed.

The presentation of obituaries will be taken up as the first agenda of the Executive Committee meeting of IOA after Presidents welcome speech and subsequently in the Annual General Body meeting.

One of the members of the Executive Committee may be requested to present a short summary of the achievements of each of the departed member(s).

A two minute silence will be observed to pray for the departed soul(s) after the presentations.

A resolution will be passed for a letter of condolence to be sent by the Hon.Secretary of IOA to the bereaved family within a week of the E.C. meeting/AGM.

35. Blue Book of IOA and Future Guidelines:

1. All future decisions of Executive Committee and General Body taken after the publication of the revised blue book shall be considered as guidelines and protocols of the Association. The latest decision on each topic shall be taken as the current protocol of the association.

2. Each decision of E.C/GBM which is a basic change of protocol has to be ratified by the subsequent E.C. meeting/GBM before becoming effective .

3. Guidelines for the membership drive committee: Assessment of its functioning at quarterly intervals.

4. All rules in blue are subject to change after ratification in 2 GBM and such changes shall be part of the protocol.

36. (a) Protocol for nomination of a member to represent the I.O.A on any committee/to attend conferences in India or abroad: The President in consultation with President-Elect, Vice-

Presidents, Hon. Secretary, Hon. Treasurer and Joint Secretary may nominate any member of IOA for such a role, provided that such a member has not previously enjoyed the privilege of such representation earlier/ or who has not availed of a foreign fellowship of I.O.A earlier.

36.(b) Miscellaneous protocols not covered under clauses 1-23. Protocols for miscellaneous activities of the I.O.A which have not been covered in clauses 1-23 may also be framed in the future and a supplement to these protocols published at suitable time. Activities introduced in the future shall also be governed by protocols so developed and published.

36. ©. Procedure for change of protocols: Like the constitution, these protocols shall also be subject to change by ratification in the General Body meeting convened for the purpose.

Annexure: I : Bid document for IOACON.

Annexure : II For format of IOACON.

Annexure: III Format and guidelines for Workshops.

Annexure: IV Application form for membership of IOA.