

## Indian Orthopaedic Association

The Blue Book of Guidelines and Protocols of the Association (Revised up to  
December 2019)



**Registered office:**

### **IOA House**

69, Tughlakabad Institutional Area,  
Behind Batra Hospital, M.B. Road, New Delhi – 110062 India  
Phone: + 911129961434 / 09897076867 (Hon. Secretary) / + 919811967820  
(CAO, IOA)

E-mail Id: [ioahousedelhi@gmail.com](mailto:ioahousedelhi@gmail.com) / Website: [www.ioaindia.org](http://www.ioaindia.org)  
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First Compilation – Dr. Sudhir K Kapoor

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Protocol Committee – Dr. S.S. Yadav, Dr. Shantaram Shetty and Dr. HKT Raza

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- a) Dr. HKT Raza, Jabalpur.
- b) Dr. Naresh Shetty, Bengaluru
- c) Dr. Ashok Vij, Agra

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Final Revision and Compilation – Dr. Sudhir K Kapoor  
Dr S C Goel

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## PROTOCOL OF IOA FOR ANNUAL CONFERENCES (IOACON)

? IOACON (Annual conference of IOA) shall be held by rotation in different zones constituted for this purpose.

### **Zonal System of IOACON**

| Zone number | States included   | Year Conference to be held |
|-------------|---|----------------------------|
| Zone I      | West Bengal, Odisha, Jharkhand, North East States       | 2019                       |
| Zone II     | Maharashtra, Goa, Gujarat, Andhra Pradesh, Telangana    | 2020                       |
| Zone III    | J&K, HP, Punjab, Haryana, Delhi, Rajasthan, Uttarakhand | 2021                       |
| Zone IV     | UP, MP, Bihar, Chhattisgarh                             | 2022                       |
| Zone V      | Kerala, Tamilnadu, Karnataka, Puducherry                | 2023                       |

? Bid will be made from the zone by rotation. If more than one bid is from same zone, then election of the bidder will be done along with IOA elections.

? If there is no bid from the zone, chance to host IOACON will go to next zone during meeting of Central-state relationship committee.

???????????????? Notification for bids will be issued with election notifications by Election Officer and voting, if required, will be with IOA elections (electronic). So bids for 2022 will have to be submitted to IOA office from Zone 4 (including states UP, MP, Bihar, Chhattisgarh) by 31<sup>st</sup> July, 2020 so that it can go on ballot.

The host chapter should be registered under Registration of Society's Act, currently applicable, and have a PAN No./ GIR No. with Income Tax Department. Bids of only affiliated chapters will be considered.

- 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 as per the Zonal system (Annexure V)



- The bid document has to be signed by the President and 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.

**Requirements to be venue city:**

(Basic requirements for Choice of City):

**1 Accommodation available** - There should be adequate accommodation available for around 4000- 4500 persons. The ideal break-up should be:

- i. Five Star accommodation for 600 persons
- ii. Four Star accommodation for 1500 persons
- iii. Three Star accommodation for 1500 persons
- iv. Two Star and below accommodation for 1500-2000 Persons.

This accommodation facility should ideally be not 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.

**2 Connection by Air, Rail, Road:** The city should be well connected by air to the metro cities at least. It should have a major Rail head with good connections all over the country.

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

**Dates of IOACONS:**

The Dates of IOACON shall be the 1st week of December (from Thursday to Saturday; CME being held on Thursday). This can be changed in extraordinary circumstances by two weeks before or after. Any change of date, or fixing any other date has to be done with prior permission of Executive Committee.

## **Duration of IOACON**

The main conference shall be of to 3 full days .Depending on the scientific programme there can be 6 or 7 halls for scientific sessions.

## **Hall and Space requirements at the venue**

**Central Auditorium:** The main auditorium should have a capacity of minimum 1500. If this can be increased to 2000 it would be better. The acoustics of the hall should be good and it should preferably be air-conditioned.

### **Satellite halls:**

- a) A minimum of two satellite halls with minimum capacity of 300 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.

An area adjacent to the main hall (within 100 - 200 sq. yard of main auditorium) for the dining hall. (An area of approximately 25,000 - 30,000 sq. feet would be required).

## **Trade Hall**

Another area of similar size /or 2-3 long rectangular halls of 6-8,000

## **Dining Area**

sq. feet and adjacent to (within 100-150 yds) of the auditorium will be required for the trade exhibition

## **Other**

### **Requirements.**

1. The venue shall be preferably located centrally in the city, or within 10 kms.
2. Adequate parking space should be available around the venue:

3. The venue should also have some area for providing "lounge space" for spouses/children
4. Adequate space should be provided for registration counters, around 30-40 in number
5. The venue should be such that it can be cordoned off from general public and is safe.
6. from security point of view, The Conference should be held in proper convention centre / built up halls.
7. Proper representation of all states in scientific programme should be ensured.
8. There should be a nominated Protocol Officer from local organizing committee for the International guests and faculty. (He/ She should be a member of IOA)
9. 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.

**(Format of Conference Annexure II)**

### **Reports 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.

j) The host for the conference shall be the State Chapter and not the city club/Association. The President and Hon. Secretary of the State Chapter have to be fully involved in the organization of the Congress.

i.

#### **Financial Status Of IOACON - IOACON Account**

Two accounts are to be opened for the IOACONS -

**Local Account:** To be operated by the Organizing 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. (3) Advertisement from souvenir .

This account will be used for day to day expenditures of up to Rs. 10 lakhs under individual heads.

#### **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, like advance for venue, catering, event manager ,trade exhibition, booking of hotels for guest faculty, etc.

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 Conference and not by IOA. Memorandum of Understanding with

event manager(s) MOU should be signed between the host chapter and the event manager(s), if the hosts are taking the services of an event manager. A copy of the same should be made available to the Hon. Secretary of IOA within a fortnight of its coming into effect. Similar MOU will have to be signed for the venue of the Conference, hotel bookings for guest faculty, and all major aspects of the conference where the expenditure is more than Rupees Twenty Lakhs under one head.

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 may be consented 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 venue and allotment to the bidder with second highest votes.

### **Contribution to I.O.A**

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) without deduction of service tax/TDS or any Govt. tax shall go to the IOA.

Savings above this amount may be divided equally between host chapter and city club for use for academic purposes only to benefit members. It may also be used for building up assets of host chapter/city club in furtherance of the professional and academic objectives of the host / city club

- a) The 10% contribution may preferably be given by 31<sup>st</sup> March of the year after the conference.

- b) Incidental charges of Conferences will go to the Benevolent Fund of IOA

**Seed Money For IOACON:**

Rs. 20 lakhs 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.

The seed money shall be returned to the IOA on the date of commencement of the Conference.

**RECEIPTS:**

a) Registration fees for main conference: it can be increased by 10% each year over the previous conference 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 2 and a 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 fees structure will be maintained irrespective of the city hosting the conference and will not be a subject for discussion in GBM except in extra ordinary circumstances. In addition, the registration fees should also include service tax as applicable.

b) Incidental charges: The incidental charges shall be increased by the executive committee by Rs. 50/-after every three years.

c)Registration fees for C.M.E. programme: The registration fees for the C.M.E. shall be increased by Rs. 200/- every three years.

d) Registration fees for workshops: the registration fees for workshop shall be increased by 500/- after every three years.

e)Registration fees for spouses and children over 8 year 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 year-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 of IOA
- v. L.D.C. of the IOA office
- vi. All Honorary Fellows of IOA (list to be obtained from Hon. Secretary/Hony 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. All members of IOA who are 65 years and above on the first day of main conference.
- xii. All Past Presidents of IOA
- xiii. Editor of IJO
- xiv. IOA office staff authorized by Hon. Secretary.
- xv. Dr. B.N. Sinha Meritorious award and Dr. B. Mukhopadhyaya life time achievement award awardees.
- xvi. Hon. Fellowship awardees.
- xvii. Presidential orator.
- xviii. Travelling fellows of IOA.
- xix. Other dignitaries of local organizing committee
- xx. Overseas ambassadors exchange fellowship fellows.
- xxi. President – Elect of IOA
- xxii. Vice President of IOA
- xxiii. Joint Secretaries of IOA

1. Tariffs for unit stall of 3 metres x 3 metres may be increased by 10% each year
2. Tariffs for special stalls are at discretion of the local organizing committee.

3. Concession for multiple stalls is also at discretion of local organizing committee.

h) SPONSORSHIPS:

4. 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.

i) TARIFFS FOR SOUVENIR:

Tariff at the discretion of the local organizing committee.

j). MISCELLANEOUS RECEIPTS:

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

## BUDGET FOR THE CONFERENCE

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 8%
4. Printing/Stationery 8%
5. Communication (telephone/fax, e-mail, letters) 5%
6. Accommodation + Transport (dignitaries & others) 5%
7. Inaugural function and other miscellaneous expenditure like gifts/mementoes 3%
8. Entertainment/sight seeing/ladies programme 3%
9. Administration: Salary to staff/office set-up/etc. 2.5%
10. Miscellaneous contingency expenses 2.5%
11. Contribution to IOA 10%
12. Various taxes 8%
13. Savings 5%



Total 100%

**a. 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) Vice President
- 4) Hon. Secretary
  
- 5) Hon. Treasurer
- 6) Any other member of executive committee co-opted for the purpose.
- 7) 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.

**b. 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 organizing secretary in the spring 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.

## **LOCAL ORGANISING COMMITTEE**

The team organizing 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:

- Should have attended at least 6 IOACONS at the time of the bid.
- Should have preferably been Organising Secretary/ 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.

## ***INAUGURAL FUNCTION***

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 and Presidential theme of the year. 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.

## 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 President elect should be given 5 minutes to announce his views and vision.

a) Exact 90 minutes function – specific time limit to be given to each speaker including Chief Guest.

b) Only Prestigious awards to be awarded during inaugural function- like Dr BN Sinha Meritorious award, Life time Achievement award, Honorary Fellowships, Gold Medal winners of the previous year.

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

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

c. III) Dignitaries on the dais :

The total number of chairs will be 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. Organizing Secretary
8. President of host chapter.
9. Vice president of IOA

The number of chairs may be increased 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,

The President of IOA shall be seated in the centre and shall preside over the function.

3)(iv) Seating arrangements in the hall:

(a) First row on one side of the podium to be reserved for 20-25 Past Presidents of I.O.A.

(b) Award winners for that year including IOA travelling 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, Visiting Presidents of Orthopaedic Associations, 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) First rows on the other side the podium to be reserved for media persons/organizing committee members and their families

(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. He/she should recognize the dignitaries and give proper respect to IOA dignitaries. 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: - 3 minutes

- (i) President of I.O.A.
- (ii) Chief Guest
- (iii) Guests of honor
- (iv) President-elect of I.O.A.
- (v) Vice President of IOA
- (vi) Hon. Secretary of I.O.A.
- (vii) Chairman Organising Committee
- Viii) Organizing Secretary
- IX) President of the host chapter

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 and singing of I.O.A. song - 5 minutes

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

(h) Presentation of IOA awards by President of IOA (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

d. Speech by the Chief Guest -10-15 minutes

e. Votes of thanks by Organising secretary / Jt. Organising secretary - 3 minutes.

(m) National Anthem

(Preferably a team of singers to lead/Recorded)

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

#### Scientific Programme Of Conference:

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

- 1) President IOA
- 2) President – Elect IOA

- 3) Vice President IOA
- 4) Hon. Secretary
- 5) Hon. Treasurer
- 6) Two immediate past Presidents IOA
- 7) Editor of IJO
- 8) Organizing Secretary IOACON
- 9) Scientific chairman of IOACON
- 10) President of Host Chapter
- 11) Treasurer of IOACON
- 12) Chairman, Scientific Committee
- 13) Any other co-opted member which may include prominent experts in the orthopedic fields.

i. **ORATIONS:** There are at present five main orations of the IOA and they should be given prime time during the conference. Major orations – Kini Memorial, Silver jubilee, Golden Jubilee, Diamond Jubilee President’s guest lecture, President’s lecture(If President wishes to give a talk) should be held in main hall between 10.00 am to 01.00 noon of the first day of main conference. There shall be no concurrent session during these **orations**. The chairpersons for all orations shall be the President and Hon. Secretary of IOA.

a) **KINI MEMORIAL ORATION:** This will be presented by the immediate past President of the Association. The Secretary will inform the Orator at least 6 months in advance ,seeking the topic of his presentation which shall subsequently be informed to local Organizing Secretary. The oration will always be presented before the Silver Jubilee Lecture. The duration of the oration shall be 25 minutes. The President of IOA will introduce the orator and invite him for the presentation. 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 IJO in subsequent year ,after the editorial team helps the orator to modify the presentation as per IOA journal requirement

## ii. SILVER JUBILEE AND GOLDEN JUBILEE ORATIONS

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 30<sup>th</sup> 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.
- The highest and lowest marks of referees are to be deleted for calculation of average marks of each candidate for the awards.
- One copy of all submitted manuscripts is to be kept for IOA library. Rest to be returned

### **Rules and Regulations Orations:**

The lectures shall be presented during the Annual Conference of the Association 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 25 minutes reading time with six copies of his Bio-Data shall be submitted to the Secretary, before a stipulated date announced by the Secretary'.( Usually 30th June each year). If the soft copies are acceptable to the members of the committee, the number of submission copies may be reduced by honorary secretary IJO.
- 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 15thAugust
- 11) For uniformity of tabulation, manuscripts shall be judged according to following format:

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%).

These may be sub-divided by the Hon. Secretary, in consultation with editor, IJO.

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.

A Diamond Jubilee commemoration lecture to be delivered by a Nationally or Internationally renowned stalwart from any field of Medicine or a renowned Non Medical Expert to commemorate the Diamond Jubilee Conference of I.O.A. held in Jaipur in 2015. It will be delivered by the Presidents Guest i.e. the Presidents invited guest lecture will be known as Diamond Jubilee commemoration lecture

#### Other Orations

- a) Dr. Balushankaran oration on Basic Sciences and Orthopaedic Research. .

This will be delivered during the Basic Science session It will be an invited expert in the field of Basic Sciences , to be decided by the Scientific Committee.

b) Saibal Shekhar Ghosh Memorial oration on Orthopaedic Oncology. This will be delivered during the Oncology session It will be an invited expert in the field of Ortho Oncology ,decided by the Scientific Committee.

Note: The photographs and a brief Biodata of all the eminent people, in whose name various orations of IOA are there, should be maintained in the IOA office. These should be provided to the respective lecturers( Orators), when the letter of invitation is sent to them.

#### 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. B. Mukhopadhyaya, Dr. A.K. Talwalkar, Dr. M. Natrajan and Dr.K.S.Grewal.

The conference 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.

#### FREE PAPERS:

Free papers will be invited from 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
  - c) 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 6 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

The scientific chairman of the conference and his team will do the ground work for the above committee, and adhere to following principles,

- 1 .online submission module should have a system to send the submitted abstract to be forwarded to a panel of 3 judges ,in every field,
- 2 Judges should not be aware of the author or the place of the abstract
- 3 judges would mark independently and send the marking to the scientific committee,
- 4 Average of marking for each abstract should be available
- 5 The larger committee, when it meets to decide the scientific programme, would decide the cut off marks for the podium presentation and the posters

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

- 1)That he can present only one paper as main author, in each of the category.
- 2) That the paper submitted is not a repetition of paper(s) presented by them in previous IOACONS.
- 3) 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.
- 4)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.
- 5)They are not hiding their age for consideration for awards in which age is a criteria.

6) That in case the above undertaking is found to be false they agree to a suspension from presenting papers in the next three IOACONS.

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**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 Organizing 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 Organizing Secretary. The format of judgement shall be similar to the A.A. Mehta Gold Medal Competition. If the number of posters is large, the poster maybe displayed on two days and up to 30 posters may be shortlisted for a two minute oral presentation on 3<sup>rd</sup> day.

List of the Gold medal competition award of IOA

1.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 preferably 10 papers for the competition (less, if sufficient number are not found to be suitable). The maximum permissible limit is 12 papers. Selection shall be based on same format as for judgment 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 award.

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

2 Dr. K.T. Dholakia Gold Medal: This will be awarded to the best paper of the session held for this competition. There is no age limit for this award

3 Dr. R.C. Rallan Gold Medal: This will be awarded to best paper in Basic Sciences session.

4 Dr. S.S. Yadav Gold Medal: This will be awarded to the best paper in Oncology Section.

5 Dr. P. Tejeswar Rao Gold Medal: This award is for the best paper by a post graduate. Only those postgraduates who are associate members of IOA can

compete. All papers for this will be chosen by the central committee of the IOA in consultation with the scientific committee. The candidate has to be post graduate on the first day of the main conference and an associate member of IOA. 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.

6 Dr. D.P. Baksi Gold Medal: This is awarded to the best paper in upper limb session.

7 Dr. S.P. Mandal Gold Medal: This is awarded to the best paper in the field of Rational Orthopaedics session.

8 Dr. Joy Patankar Gold Medal: This is awarded to the best paper in the field of Paediatric Orthopaedics and Trauma session.

9 Sushrut Award: This is an award to the best paper in the field of innovations of  
Implants/instruments session

The selection of Judges and method of selecting winner for the above should be same as for A.A.Mehta Gold Medal session. The number of judges may be 3 .

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 organizing secretary shall give a list of members from host chapter for inclusion in the list of chairpersons.

One hour session of organizations like SICOT, APOA, OASAC & WOC may also be organized.

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

All free papers received on oncology, hand/Implants shall be reviewed and selected with the active participation of Chairman, Hand/Oncology/ Sections of I.O.A. Oncology/Hand/ Sessions shall be arranged with the inputs of the Chairpersons of respective sections.

**Dr. K.T. Dholakia 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 - 9.25 a.m.

(a) Dignitaries on Dais:

- President of I.O.A.
- Hon. Secretary of I.O.A.
- President of State Chapter organising the CME.
- Hon. Secretary of State Chapter
- Local Organizing Secretary
- Co-ordinator

Programme:

- Welcome of Dignitaries
- Inauguration by President
- Introduction of topic by the Co-ordinator



Welcome of Faculty members

Presidents address

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:

Avoid repetition of speakers over the years.

Encourage fresh talent from amongst younger members

A wide national spectrum.

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 a Chapter elected by the Executive Committee for two IOACONS. The State Chapter shall nominate a chairman for the quiz. 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 of questions may be modified 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. Overcrowding at various venues leading to dissent amongst delegates should be avoided. Live webcast of IOACON sessions may be done.

#### **(i) Pre-Conference Workshops:**

The venue selected for each workshop should be clean, have proper ventilation/air conditioning, 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, in each workshop the maximum limit should be hundred. Participants should be given a choice of workshops and allotment should be on "first-cum-first-served" basis.

If a workshop has less than 30 candidates, it should be scrapped and the registrants should be accommodated in other workshops/refunded the fee.

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 should have a capacity of 1500 - 2000 along with audio-visual facilities for projection in two satellite halls of capacity of 300 each. Other halls have been specified earlier.

b A podium with I.O.A. emblem displayed on it. Green, Yellow, Red reading lights (Reminder to the speaker). A stand mike, a collar mike, laser pointer, laptop 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. An electronic timer should be used.

d Mementoes, may be given to guest speakers, but is discouraged

e Two senior members of Local Scientific Programme Committee along with few Volunteers should be available in each hall

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

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

iii) Proper signages should be placed at strategic places to help in location of various halls. Color coding of halls makes identification easier.

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

(v) No member should be allowed to deliver more than three lectures – one as Oral free paper, one as guest speaker and one as video presentation including sub-specialties 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 halls.

Hospitality of Dignitaries (office bearers of IOA) for central committee meetings.

The President, President-Elect, Vice President, two immediate Past President, Hon. ~~Secretary, Hon. Treasurer and Executive officer shall be paid Economy class to & or~~ airfare/AC-II rail fare from the IOACON account. In case the President/Hon. Secretary/Hon. Treasurer are required to make extra visits similar allowance shall also be paid.

They should be provided accommodation for the central committee meetings.

Hospitality for dignitaries during the ioacon

(i) Free Accommodation 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, Vice President, Hon. Secretary, Hon. 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 in India 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 the guest, may not be paid, but accommodation and free registration shall be provided. Local sightseeing, if requested/arranged shall be charged.

### (b) Indian Guest Speakers:

- 1) Non-members of I.O.A. Economy class airfare AC II sleeper to & fro travelling allowances shall be paid.
  - a. For C.M.E./Workshop: Free registration and maximum two days free accommodation to be provided.
  - b. 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.
- 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 date 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 or 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) IOA 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.
- 7) They shall however have to pay registration fees for the Pre-Conference workshop if they desire to attend one.
- 8) Overseas exchange fellows/ambassadors shall be provided free registration and



Accommodation of 5 star level, as other international guests.

- 9) 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/senior most person of organizing committee.
- 4) The President of IOA should be escorted to the dais 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.

### **Privileges of Past Presidents of IOA during IOACONS:**

- a. Exempt from registration fees for CME and main conference.
- b. Free decent accommodation to be provided, if requested, preferably at the venue
- c. Special badges to be provided (Different colour code/size/shape/etc.) to enable easy recognition as Past President of IOA
- d. Special Lounge to be earmarked.
- e. Complimentary Banquet invitation
- f. They may be special invitees to the Executive Committee meetings, but without voting rights.
- g. A special meeting of all the Past President with the office bearers of the IOA shall be organized during the IOACON: This shall be for one to two hours in any convenient hall at the venue of the IOACON. Invitation for the same shall be sent in advance by the Hon. Secretary to all Past President of IOA mentioning the venue, date and time of the meeting. The agenda shall be drawn up by the President, President-Elect and Hon. Secretary.

### 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 may be 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 to be 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. 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, Dr. D.P. Baksi award for best paper in upper limb session,

National P.G. Quiz, Dr. A.A. Mehta and Dr. K.P.Srivastava Gold Medal awards, 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 Surgicals 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, sightseeing tours, sub-specialty meetings, etc.
- 21.Importance 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. Invitation for abstracts from 1<sup>st</sup> January. Abstracts are to be submitted on IOA website and not on IOACON website.
2. Dispatch of final announcement brochure – 31<sup>st</sup> March.
3. Last date for receipt of Abstract 30<sup>th</sup> April.
4. Last date for submission of Silver Jubilee and Golden Jubilee Commemoration Lectures manuscripts (to be sent to Hon. Secretary of IO A). - 30<sup>th</sup> June
5. Last date for receipt of full papers/Registration without late fees -15<sup>th</sup> August
6. Last date for informing members regarding acceptance of papers for presentation. -15<sup>th</sup> September
7. Last date for registration with late fees - 31<sup>st</sup> October

8. 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, sightseeing 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 15<sup>th</sup> 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.

- b. Copy of the final programme
- c. Meal coupons
- d. Invitation to the inaugural function
- e. Details of registration
- f. Writing pad
- g. Jotting pen
- h. Invitation to the banquet (if registered)
- i. Delegate name badge

- j. Information brochures of facilities like transporting arrangements, spotting map of the venue, other miscellaneous information.
- k. Conference Souvenir

Other complimentary items 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.

- f. 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. To save time, a central place may be designated, where the speakers can collect their certificates, immediately after the presentation.

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/Vice President/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
- l) Anecdotes/jokes/etc. (optional)
- m) List of past award winners of I.O.A. (Optional)

#### VII) IOA Awards:

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

- 1) Dr. B.N. Sinha Memorial Meritorious Award.
- 2) Dr. B. Mukhopadhyaya Life time achievement award, (if any)
- 3) Honorary Fellowship of I.O.A. (if any)
- 4) Dr. Prashant Kanabar Meritorius award
  
- 5) Dr. A. A. Mehta Gold Medal of I.O.A.
- 6) Dr. K.P. Shrivastava Gold Medal of I.O.A.
- 7) Dr. S.N. Baksi Gold Medal
- 8) Sushrut award for best paper in implants section
- 9) Dr. K.T. Dholakia Gold Medal  
Dr. R.C. Rallan Gold medal
- 10) Gold Medal

Dr. P. T. Rao

- 11) Gold Medal Dr. Joy Patankar
- 12) Gold Medal Dr. S.P. Mandal
- 13) trophy for best chapter of IOA. Dr. A.K. Gupta
- 14) Jhunjhunwala trophy for best small chapter of IOA Dr. H.R.
- (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.

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 be the main hall of the conference. The dais will have seats for the following: -

- a) President
- b) President - Elect
- c) Vice-President
- d) Hon. Secretary
- e) Jt. Secretaries
- f) Treasurer
- g) Organising Secretary
- h) President of host chapter

- I. Proper Public address system is essential. A podium will also be required.
- II. Time: It will be from 11.00 am -11.45 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 organizing 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
  - a. President gives his comments regarding the conference and its Organization.
- b) President invites delegates (one from each of the 5 zones) to speak on their experience during the conference.
- c) Reply to the feelings of delegates by the Organising Secretary.
- d) 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).

- e) 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.

#### **N. Trade Exhibition:**

A trade exhibition will be organized 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. 10% escalation is permissible each year over previous year. 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**

##### **III. Executive Committee Meeting:**

The executive committee meeting shall be held one day before 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.

- IV. 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, Vice-President. Hon. Secretary, Treasurer, Joint Secretaries 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.

V. Meeting of Editorial Board.

VI. 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.

a. Meeting of implants committee: The same room can be utilized at different time on the same day.

VII. 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 50 persons will be required for the meeting.

IV) Other Committee Meetings:

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

Best thesis award:

. The presenter should be an associate member and the supervisor should be a member of IOA

- 1) The thesis which have been submitted to respective Universities /NBE in the previous two years of the year of the Conference may be submitted for consideration of this award.
- 2) The cut of date for submission is 30<sup>th</sup> June of the year of the conference.
- 3) A short summary of the thesis in maximum 2000 words shall be submitted along with the thesis in electronic format. This shall be sent by Hon. Secretary to the President/President-Elect/immediate two past President of IOA/Editor of IJO for shortlisting of awardees. The final selection shall be made during the meeting of Central committee in August.
- 4) The selected candidate shall be invited to give a short presentation of 12 minutes with 3 minutes extra for discussion during the IOACON.
- 5) Criteria for the marking should be provided by the editorial board of I

Protocols for scientific activities of IOA in collaboration with other organizations:

activity of IOA like Workshop/ Instructional Course/Fellowship/Publication President A Standing Scientific Committee of IOA consisting of President, President-Elect, Immediate two Past, Hon. Secretary and Editor of IJO may also initiate activities in collaboration with other organization. Concurrence from executive committee may be obtained by the President.

a. Protocol for starting any new, etc, (Given separately elsewhere).

### Basic Sciences Section:

A committee for basic sciences& research shall function under a Chairman.

Organizing committee of IOACON will liase with the Chairman of this section to organize a session during the IOACON. It shall also co-ordinate 1-2hr session in Annual Conference of affiliated Chapter of IOA.

There should be instructional Course Lecture (4 to 8) on various current topics during the IOACON. The lectures shall be of Twenty minutes duration and shall be delivered by a member of the IOA who has published/recognized work in the field. Repetition of topics shall be avoided in subsequent conference.

Directory Committee:

A directory committee shall function 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. This way the elections would be smooth and this should be a permanent feature every year.

## 2. PROTOCOL FOR IOA BUILDING:

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

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.

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.

Tariff for the rooms shall be: attached.

- 1) Double bed room with toilet/ Rs. 1000/-
- 2) Double bed room – Rs. 800/-
- 3) Single room – Rs. 500/-
- 4) Dormitory (Single person) Rs. 300/-

(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 Executive officer 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 newspapers 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, Hon. Treasurer . 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

Executive Officer

- I. He shall be responsible for the overall day to today functioning of the IOA House and the office.
- II. He shall scrutinize all correspondence received and make suitable replies in consultation with Hon. Secretary, Jt. Secretary.

- III. He shall maintain and keep updated 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 getting the accounts of the office audited each year and submission of same to Income Tax authorities and Registrar of Societies. New Delhi.
  - VIII. Help Central committee in its functions.
  - IX. Answering calls of members from Delhi and outside.
  - X. Any other work assigned to him by office bearers of the Association.
- Office Clerk: He shall function under the supervision of the Executive Officer. 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 equipment /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 hailing from Delhi 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 from Delhi.

(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. These should be kept in a bank locker.

- 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 with fortnightly /monthly reports to the President/ Hon. Secretary. In case of any difficulty, Administrative officer may consult Hon. Secretary before replying. A copy of all letters sent out by Administrative officer 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 Hon. 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. The audited account of the relevant year should be circulated before the GBM, to all the members, four weeks prior to the IOACON. 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 shall be responsible for maintaining all records concerning accounts.
- d) Membership lists and updating of same: The administrative officer shall maintain and update the list of life members of the Association and their updated addresses

The Treasurer and Joint Secretary from Delhi of the Association shall supervise this function. A voters list of all life members shall be supplied to the election officer by 30<sup>th</sup> June each year.

A list of change of addresses of members shall be notified every month by the Executive 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.300/-

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 of 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. 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.

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.
- V. Any other activity in the interest of the Association and its members.

Note: Alternatively, these functions may be given to Chairmen of International Liaison Committee.

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

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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. 40% of the funds shall be provided by the Association whereas at least 60% 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) Spring 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/economy air 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: (Dr. S.N. Baksi award)  
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, which can be expanded by the editorial team. The managing editor shall compile all replies and present the result in the summer executive committee meeting.

**Dr. S.M. Tuli award shall be given to best case report. Same as above**

To get good quality articles

**Editors of all state chapters should be requested to send their best papers for the above two awards.**

1. The editorial board may request the office bearers of different state chapters to send good papers presented in their annual conferences to editor of I.J.O.
2. The editor may also write to all sub specialty organizations for quality articles
3. An effort should be made by Post Graduate teachers to encourage their post-graduates to make full papers before submitting their thesis.

The Monitoring /Advisory committee for IJO would consist of – Is this committee working??

- a) 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 decisions about 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

A Should have published at least 5 articles as first author in International Journals or/and in Indian Journal of Orthopaedics



B 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.

C 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

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

B 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.

C 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.

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

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

B 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

A 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).

B Should have participated in research method workshops as faculty/participant.

C Should have actively participated in editorial work of IJO/any reputed national or international journal, preferably indexed (not a State level or local journal). IOA members should apply to various positions in large number with detailed CV mentioning 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. Mukhopadhyia 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. Mukhopadhyia 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. MUKHOPADHYIA LIFE-TIME ACHIEVEMENT AWARD**



**The award shall be cash prize of Rs. 25000/- and a Silver plaque.**

c) Hon. Fellowship of I.O.A:

- 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) Senior well known persons of prominence in the field of orthopedic specialty.
- 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. These recommendation should be strictly followed.**

d) Silver Jubilee and Golden Commemoration Lectures: 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 25 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 (with the consent of the Hon. Secretary, soft copy may be substituted).
- 5) A committee of five shall screen the papers submitted and the committee's decision in final. Hon. 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.

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 referees. The Secretary shall send a copy of all the manuscripts/ received to all the referees in 1st week of July. Last date of receipt of the judgement by Secretary shall be 15th August. The C.V. of candidate should not be sent to referees.

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 highest and lowest marks of referees are to be deleted for calculation of average marks of each candidate for the award.**

**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 (3 to 5 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, as suggested by editorial team, 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. Ashwin Kumar 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.

i) 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. Tejewara 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.

j) Dr. D.P. Baksi Gold Medal for Best Paper in upper limb. This shall be a gold medal for bestpaper in upper limb session during IOACONs.

k) Dr. S.N. Baksi Award for best paper published in IJO: Criteria and method of selection are given under 10(e)

l) Dr S M Tuli award for best case report published in IJO

l) Sushrut Surgical Awards for Best paper in implant Section of IOA during IOACONs.

m) Dr. Prashant Kanabar Meritorius award of IOA for the Past Hon. Secretary of IOA: from retrospective effect from Past Living Hon. Secretaries of IOA

Awardees should be informed well in advance regarding date and time of for the award, award shall be received in person by awardee. If he or she cannot come in the IOACON it will be awarded next year. Awards /cheques shall not be posted or sent by courier. No fellowship awardee will be felicitated without getting successful completion report which shall be published in IJO/IOA News letter. All awards should be properly worded as per importance. Strict adherence to protocols and guidelines and criteria are to be followed for all awards. Important awards like Dr.B.N.Sinha meritorious award Dr. B. Mukhopadhyaya Lifetime achievement award and Hon. Fellowships of IOA should be decided in Spring Executive Committee meeting of IOA.

**FELLOWSHIP OF I.O.A. Foreign fellowship of IOA-**

**Each foreign fellowship of I.O.A. shall carry a grant of Rs. One Lakh only.**

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<sup>th</sup> every year.
- 3) The applications have to be submitted on line.
- 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 5 years is 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) Applicant must have a valid passport and shall obtain Visa to travel in proper time. Criteria for Selection for Foreign Fellowships

10) Any wrong information furnished will disqualify the application.

11) 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 possesses and the experience he has. It 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

□ Presently the following Foreign Fellowships are available:

1. Deputy (Johnson & Johnson) Fellowship: This fellowship is sponsored by Depuy (Johnson Johnson) to enable to the selected candidates to visit and work in 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 avail 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 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.

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. Online applications are accepted now

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 then 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. IOA- IOS UK 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 fellows 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 ,to its annual meetings and reciprocally all future BOA Presidents will be invited for future IOACONS.

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

The final written agreement was signed between IOS UK and IOA ,when Dr SKS Marya was the President and Dr Sudhir Kapoor was the Hon. Secretary

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. Economy class air fare will be provided by IOA.

#### GLASSGOW FELLOWSHIP –

International Medical Graduate Fellowship (Joint Arthroplasty and Computer Navigation at 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 .

***This fellowship has been temporarily suspended***

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.

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INLAND FELLOWSHIPS OF THE INDIAN ORTHOPAEDIC

ASSOCIATION Each Inland Fellowship of I.O.A. shall carry a

grant of Rs.50.000/-

## I. IOA Inland 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 below 40 years of age by the deadline of application. Two applicants from the teaching and two from the no- teaching would be selected. 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** Economy class airfare/second AC rail fare is arranged by IOA. local hospitality and other local arrangements are done by host city chapter

### **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 fellowship Committee Chairman. Editors of the Indian Journal of Orthopaedics.

### **How to apply and time schedules**

Application is now online

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.

#### **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. The expenses above 13 thousand will be borne by IOA.

#### **APPLICATION FORMAT, CRITERIA FOR SELECTION, SELECTION AND TIME SCHEDULES**

These are the same as for the IOA Travelling 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 .

### 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.

### V. THE IOA-WOC FELLOWSHIP- 10 no.

posts a) Objectives:

Ten fellowships available for members of the IOA for visit 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 – 10 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**

To expose the selected fellows to paediatric sub specialty in orthopaedics.

b) No of fellowship- one

c) Period of fellowship – 3 to 6 weeks

### **Vii. IOA Research Grant For Basic Research In Orthopaedic Surgery- One Grant.**

Rs one lakh- would be paid by IOA for this .

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.

### 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](mailto:ioahousedelhi@gmail.com) before June 30<sup>th</sup>, 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. Now online application is accepted
- 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 Chairnan

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 30<sup>th</sup> 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) 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 30<sup>th</sup> 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. ASHOKE 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.'

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.

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 feedback 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

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)

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

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 c hapter 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

Subspecia lity / 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)

Application for Membership subscription for life :Rs5000

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

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. The membership application form shall include a copy of the applicant's Aadhaar card.

b) 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.

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

d) Membership number shall be allotted only after approval of membership by the general body. The Hony. 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.

e) 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.
- 4) 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.

**5. Executive Committee Meetings:**

**g. Drawing up an agenda: The Hon. Secretary shall draw up the agenda for the Spring meeting by 15<sup>th</sup> February and for winter meeting at least 1-1/2 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 of 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 Organizing Secretary who shall be a special invitee to the meeting.
6. Budget proposals for next Conference & preparations. Report by Organizing 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.
9. 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.
12. Important issues raised by Executive members/other members which the President/Hon. Secretary feel important for discussion.
13. Progress report of all programmes undertaken.

**b) Frequency of Executive Committee**

**Meetings: At least three a year.**

**1) Spring meeting**

**2) July/August meeting**

**3) Winter meeting**

**4) 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. July/August meeting: one additional Executive Committee meeting may be organized for specific issues. Only one of the chairmen of there committee which have matters to be discussed shall be invited for the meeting similarly state representatives may not be invited for this meeting. (July- August meeting)**

- **There should be four E.C. meetings in a year – The spring meeting would be in last week March each year.**
- **Notice of E.C meeting with agenda and agenda notes should be circulated to all members at least 6 weeks ahead of the proposed date of the meeting by the Hon. Secretary.**
- **Second meeting shall be in last weeks of July/first week of August**
- **The first E.C meeting during IOACON will be held one day prior to the C.M.E. Protocol for executive committee meeting.**



- Hon. Secretary shall 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 is 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) **Spring and July/August meeting: I.O.A. House. Usually in last week of March (may be changed according to circumstances) From 10.00am to 4.00pm with a short break for lunch.**
- 2) **Winter meeting: Venue of IOACON: One day before C.M.E. programme. From 2 pm onwards.**

**(b) Arrangement to be made:**

**1. Spring/July/August meetings: 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 photocopies 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 Organizing 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 audio/video recorded for future reference and clarifications.

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

- 1) Spring Meeting: The minutes of the meeting shall be properly finalized 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) July/August meeting: The minutes shall be finalized by Hon. Secretary approved by President and

published in September to November issue of News letter

- 3) Winter Meeting: The minutes shall be properly finalised by Hon. Secretary and shall be duly approved by President before presentation in the General Body Meeting. The minutes of all four the executive committee meetings shall be presented in the G.B.M. for approval ( Including post- valedictory function Executive Committee meeting)

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 for regular meeting

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 , spring and the winter meeting 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 find 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/video 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.

Decision pertaining to Protocols of IOA that are taken in the General body meeting have to be ratified in the next General body meeting before they can be enforced.

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. 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
- vi. 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.
- vii. 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.
- viii. Preside over the executive committee meeting in May. Approve of the minutes for publication in the July issue of News Letter.
- ix. Preside over any workshop/seminar/symposia held under banner of the I.O.A.
- x. Attend the Central Committee meeting for IOACON to approve the final scientific programme, selection of free papers, finalization of faculty, approval of venue and arrangements for the conference, etc.
- xi. 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



- xii. Submit President address for IOACON, passport size photo, message for souvenir.
- xiii. 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.
- xiv. 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.

xv.

**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 , 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.

**B. President-Elect:**

- i. He shall deputize for the President in his absence.
- ii. He shall be a member of the Central Committee for IOACON and attend its meetings. He shall advise the President on matters of importance in miming the affairs of the Association,
- iii. Prepare a list of activities to be pursued during his forthcoming term as President to maintain continuity.
- iv. If requested by the President or if separately invited, he shall attend the Annual Conferences of State Chapters.
- v. He may be requested by the President to directly govern the activities of some of the committees of I.O.A.
- vi. He shall be present during valedictory function of IOACON to take over charge from the President as the next incoming President.

**C. Vice-President:**

- 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. He shall co-ordinate efforts for membership drive of the Association.
- iv. 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.
- v. 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.
- vi. He shall there on 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
- vii. He shall be member of Central Committee for IOACON.
- viii. He shall take over as President-Elect during the valedictory function of IOACON.

**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' IOACON 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 .

- x. Enquire from Inland Fellowship Secretary regarding application received for that year's fellowship and to finalise and send to all members of the committee.
- xi. 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.
- xii. Draw up an agenda/ get approval of the President and circulate to all members of executive committee giving notice for the end of March to attach 'agenda notes' if possible.
- xiii. Prepare all files/papers for the executive committee meeting (April/early May).

- xiv. 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 (March).
- xv. 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 mis- spelt names, etc. And provide certificates to life members.
- xvi. Attend all meetings mentioned in previous lines along with President/President-elect and maintain proper minutes for future reference and for publication in July News Letter if required (May).
- xvii. Attend the Executive Committee meeting in July/August 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.
- xviii. 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)
- xix. Prepare final minutes, get the same approved and publish all minutes in July News Letter. (June-July).
- xx. Publish the Notice of Elections + Nomination form in July Newsletter and post before stipulated date.
- xxi. Co-ordinate and arrange for a meeting of Central Committee for IOACON in late August for finalization of Venue, Scientific programme etc.
- xxii. 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).
- xxiii. Inform Hon.Fellows and IOACON organizers of free registration for the former (September).
- xxiv. Monitor, preparations for IOACON of same year as well as early preparations of IOACON for subsequent year (September-December).
- xxv. Draw up agenda for Executive Committee meeting/Annual General Body meeting and get approval of President (October).

- xxvi. 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.
- xxvii. Circulate the notice, agenda and agenda notes to all executive committee members (November).
- xxviii. Send following to the organizers of the Conference :Recent passport size photograph Message for Souvenir Secretary's Annual Report for Souvenir
- xxix. Request for setting up a temporary I.O.A office in prominent place in venue of conference along with details of requirements.
- xxx. Apprise all concerned about 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) 2Executive Committee meeting.
- 3) 3Inauguration of Main Conference.
- 4) Orations: Kini and Silver Jubilee Commemoration Lecture.
- 5) Meetings of Centre State Relations Committee, Editorial Board, Inland / Foreign Fellowship Committee, etc.
- 6) Annual General Body Meeting.
- 7) 8Valedictory function.
- 8) Executive Committee meeting.
- 9) Central Committee meeting for subsequent years IOACON (November).

(xxxii) 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,
- ii. 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: -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).
- iii. Installment for running of Hon. Secretary's office and printing of the News Letter.
- iv. Send money for the next Annual conference of I.O.A.
- v. Other miscellaneous expenditure for IOA office etc

- vi. Attend the meeting of Central Committee for IOACON after the above mentioned executive committee meeting.
- vii. 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.
- viii. 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
- ix. 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.
- x. 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.
- xi. 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.
- xii. 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 .
- xiii. Provide funds to the President-elect for the conduct of I.O.A. elections (July).
- xiv. 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.)
- xv. Write to all office bearers and chairpersons seeking budgetary requirements for next year September)
- xvi. 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.
- xvii. To ensure that the audited accounts of previous year are published in the July or October November issues of the News Letter.



- xviii. To Maintain an account of all receipts from hiring of rooms/halls of I.O.A. House and expenditure thereof.
- xix. To keep all asset of the Association including FDRs, property papers, MOUs with Companies, organizations in a bank locker.
- xx. To carry out any other duty that may be assigned to him by the President/Hon. Secretary

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**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 administrative officer, 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. 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.
- v. To scrutinize the day to day incoming correspondence to I.O. A. office and reply to them in consultation with the Hon. secretary.
- vi. 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.

**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/her tenure shall be for 3 years in the committee. The tenure shall not be dependent on the tenure of the chairman of the committee unless the committee itself is dissolved.

Protocol for funds to office bearers:

The President & Hon. Secretary of the Association shall be allotted Rs. Five Lakhs and Rs. Three lakhs. per annum for various activities and functions. They should submit the details of expenditure to the Hon. Treasurer, at the end of the year

**Protocol for Elections :**

- i. Election Officer: The Vice President 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.
- ii. Schedule of Elections:

The Vice President 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.

74 members NIL

149 members 1

249 members 2

and above members 3 (maximum)

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

a Last date for nomination forms to be sent along with announcement of election in July News Letter

10th August

b Notice for registration of name of I.O.A. members for online voting by 21<sup>st</sup> August

c Last date for receipt of nomination papers by election officer 31st August

d Last date for informing list of contestants. 10<sup>th</sup>

September e Last date for withdrawal 20<sup>th</sup>

September

f Last date for sending sample ballot papers to all contestants (by E-mail) 30<sup>th</sup>

September

g. Last Date of receipt of approved ballot papers 10th October  
h. date of commencement of online voting 20<sup>th</sup> October end of online voting 19<sup>th</sup> November

i. Counting of votes shall be before the start of IOACON, in the IOA house.

(Representatives of contestants should be present during the counting. They should give an undertaking to abide by all the rules formed by the election officer, before the counting starts. Results would be declared officially, during the GBM.

j. Representation of Disputes regarding election process shall be entertained within one month of the official declaration of results in the Annual General Body Meeting. After this period no representation will be accepted.

k. Jurisdiction for the legal dispute would be only in Delhi.

### **Oath Of Office**

I \_\_\_\_\_ having been elected to  
\_\_\_\_\_ of the Indian Orthopaedic Association do solemnly take  
the office of \_\_\_\_\_ 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**

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.

### **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. 10 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 /awards in future





### **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.

Interest, from Fixed Deposits.

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.

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.

### **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.

Detailed report of all committees shall be published separately in the News letter of the Association and not with minutes of Executive Committee meetings or General Body Meetings.

The NEWS LETTER of I.O.A should be sent online to all members. It should not be printed to save funds.

~~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.~~

~~Basic Sciences Committee should be regrouped into the Orthopaedic Research—~~

### **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. Registration with the applicable Registrar of Society, own Pan number, a properly drafted constitution, a democratically elected executive and a minimum of 75 members is the minimum requirement. 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."

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. 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:

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.

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

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

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

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.

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

State Chapter report should be by power point presentation of 5 slides.  
Chapters affiliated to IOA as of 2018.

- 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. Telangana
- XIX. Jharkhand
- XX. Puducherry
- (x x) Karnataka
- xx1 J&K

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. The IOA representative to the state Annual Conferences should be any of President, President-elect, 2 Vice-Presidents, Hon. Secretary and Hon. Treasurer.

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 300 members should have a separate competition for award of a ‘Best Chapter Trophy’ as they cannot compete with bigger chapters.

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 outside 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 1.0. 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 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.

D. City clubs/societies/ associations shall not be recognised as State Chapters.

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.

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.

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.

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.

### **Protocol for a legal cell/members grievances/Ethics Committee**

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., Vice President Hon. Secretary, Treasurer and Joint Secretaries. 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.

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 in Delhi, 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 economy airfare. 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.

### **Rural orthopaedics society**

:

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.

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.

**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.

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.

In future, the incidental charges received from all annual conferences shall go to the benevolent fund. This has come into effect from 2006 conference.

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.

**IOA endorsement of products:**

**IOA should not endorse any product.**

## **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.

### **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.

### **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.

### **Blue Book of IOA and Future Guidelines**

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.

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 .

All rules in bluebook are subject to change after ratification in 2 GBM and such changes shall be part of the protocol.

The blue book shall be uploaded on the website of I.O.A. for benefit and information of all members.

The blue book shall be revised at a maximum interval of five years to incorporate decisions taken in the Executive and General Body meetings and new activities introduced.

(a) Protocol for nomination of a member A on any committee to represent the I.O.A 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.

Miscellaneous protocols not covered above. Protocols for miscellaneous activities of the I.O.A which have not been covered above 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.

#### **Protocols for accepting invitation to be Guest Nation for Overseas Conference**

The IOA President/President Elect/Vice President/Hon. Secretary of IOA may accept an invitation for IOA to be a Guest Nation when on a trip overseas, subject to confirmation.

An official invitation letter addressed to President of IOA has to be requested from the International/National Organization which has given the verbal invitation.

The invitation letter, as far as possible should also include the following:

Airfare being offered/or not for President, and other office bearers

Separate session/Guest lectures being included in scientific program for IOA members in their conference.

Waiving of Registration fees and invitation to President (+ spouse) other IOA members for Social programs.

Free Accommodation shall be provided for IOA President/ other office bearers/ IOA representative or not.

Topics for the lectures to be selected by Organizers, or IOA.

On receipt of such a letter a committee consisting of the President, President Elect, Vice President, Hon. Secretary, two Past Presidents and Treasurer can have a discussion on Skype and confirm the invitation if the matter is urgent. If not, it should be included in the agenda for the next executive committee and accepted.

The selection of speakers for such a conference from amongst the IOA membership should be done in such a way as to include a wide spectrum of our membership.



Having a few members to represent the association again and again should be avoided.

### **Protocols for inviting National Orthopaedic Association as Guest Nation for IOACON**

National Orthopaedic Associations from across the world may be invited as “Guest Nation” for our Annual Conference.

The selection of a National Orthopaedic Association should be based on the following criteria.

The history of the Association and links with the Indian Orthopaedic Association in the past.

The relation shared by that Association or its members with the IOA/IOA membership.

How the IOA/or its membership will benefit from the development of closer ties with the Association.

How the membership of the IOA shall benefit from the Guest Lectures/Sessions to be delivered/ organized by Guest Nation.

(c) The Executive Committee in its summer meeting, at least 18 months ahead of the IOACON shall invite proposal for Guest Nation from members and finalize the same in that meeting or the July meeting the same year to enable the organizers of IOACON & Guest Nation sufficient time for preparation (15 months).

(d) A formal invitation shall be sent by the President of IOA to President of the invited National Association/International organization.

(e) We should include the following:

International airfare shall not be offered.

To & for airfare from port of entry to venue of the conference shall be paid.

Registration of Maximum 4 speakers including invitation to social programs shall be waived.

Maximum 4 night accommodation shall be provided during the conference to the four speakers.

If the President of the Guest Nation is attending, Spouse registration and accommodation shall also be free.

(f) Depending upon the agreements, two Guest lecturers/session with 4 speakers shall be arranged during IOACON

(g) A short 3-5 minutes speech by the President of the “Guest Nation” may be included in the Inaugural Function of the IOACON.

### **Protocols for taking up a National Program of IOA**

National (Pan India) Programs may be taken up from time to time for the benefit of members of the Association or the general public.

The proposal for such a program may be sent by individual members/E.C. members/state chapter President or Hon. Secretaries.

Such proposal should ideally be discussed in a meeting of the Centre State Relationship Committee as the implementation of any National program shall be through state chapters.

While deciding on program the following should be taken into account.

Whether it is going to be only for a year, short term or long term

The feasibility of implementation of the program

The benefit to membership of IOA/Society.

The cost of the project: Sponsorship available or not, or whether IOA shall fund the project.

Involvement of IOA membership/ NGOs in the program.

If a sponsor is available whether an MOU for the same has been offered or not. A detailed study of such an MOU shall be undertaken to determine whether there is any clause detrimental to the short term/ long term interest of the Association

(vii) Its overall cost effectiveness.

## **Protocols for inviting overseas faculties including NRI as Guest speakers for IOACON main conference/ workshops**

Overseas faculties including NRI may be invited as Guest Speakers for the main conference of the IOACON, or CME or workshops, any two, or for all three.

The names of the faculties and the final list shall be confirmed by the central committee for the IOACON. Names may be suggested by office bearers of the IOA the President, President Elect, Vice President, Hon. Secretary, Hon. Treasurer, Editor of IJO and two immediate past President. The local organizing team can also suggest names of Guest Speakers.

The faculty being proposed should have had a good experience of work in the field for which he/she is being invited. He/She should, preferably, have published literature in that field. A short bio data should be available before finalizing the list.

There should be an overall wide representation of faculties from America, Europe, Asia, Asia pacific and African regions.

Only fifty percent of the eponymous Guest lectures shall be delivered by overseas faculty.

Only 3 or 4 Guest lectures shall be by overseas faculties in Dr. K.T. Dholakia C.M.E. program.

There shall be no such limit for the workshops. However it is wise to have none, one, two or maximum 3 per workshop.

No International airfare shall be paid to the invited faculty.

Local hospitality including airport transfers, free accommodation for faculty, waiving off of registration fees for workshop/CME/Main Conference for which the person is a Guest faculty, free invitation to social events shall be offered.

Free accommodation shall be provided for faculty participating in workshop/CME for maximum two nights. For faculties who are Guest Speakers for main Conference, a maximum of four night accommodation shall be provided.

Letter of invitation to all overseas faculties should be sent by end of February of the year of the conference and letter of confirmation obtained by 30<sup>th</sup> April. Only in rare circumstances should these dates be relaxed.

A list of alternate speakers should be kept ready in case the invitation cannot be accepted.

Name of such alternate speakers, their invitation letter and confirmation should all be completed by 30<sup>th</sup> June.

A liaison/protocol committee should be appointed by the local organizers to co-ordinate the reception at the airport, transport accommodation, catering, etc. for the overseas faculties. Proper seating arrangement in the 2<sup>nd</sup> & 3<sup>rd</sup> rows of the central seating in the hall for the inaugural function shall be earmarked for the faculties.

A separate colour code may be used on their conference badges to make it easier for IOA official/organizers to recognize the faculties.

## **Protocols for removing the name of a member from the roll of the Association.**

(a) A member may be removed from the roll of the Association under the following circumstances.

He/ She is desirous of getting his/her name removed and writes to the Hon. Secretary in this regard. The Hon. Secretary shall put up the request letter to the executive committee in its next meeting and the request may be accepted subject to confirmation by the next General Body.

A member is accused of working against the interest of the Association, or of public misdemeanor, or is removed from the registry of the Medical Council of India (and there by ceases to be a practicing Orthopaedic Surgeon in India).

In such a circumstance a written complaint against such a member should be received by Hon. Secretary of IOA, or the IOA office bearers have a definite proof of any of the above mentioned to form reason (s) enough to take action against the member.

**The following action shall be taken in such circumstances.**

The Hon. Secretary informs the office bearers of IOA of such a complaint or proof against the member, and the matter is taken up in the next meeting of the executive committee. Alternatively, the President writes to the concerned member and invites him to present himself before the executive committee with his/her representation. Every effort should be made to get the full representation from the member before any action is initiated against him/her. No travelling allowance shall be paid to the member for attending the executive committee meeting.

If the member fails to present himself/herself before executive committee, or the latter is not satisfied with the representation, it may take a decision in that regard for final confirmation by the GBM the same year. Alternatively, a committee of five IOA members may be formed, or the case referred to the Ethics committee of IOA to further investigate the matter and report to the executive committee in its first meeting during IOACON, where a decision should be taken for ratification by the General Body.



### **Protocols for safe custody of FDRs and property papers of IOA**

All important papers of the IOA including fixed deposits, property papers, important MOUs with organizations / companies/ etc. should be kept in a bank locker. The Hon. Secretary & Hon. Treasurer shall initiate this process and shall obtain a locker in a National Bank. The keys of the locker shall be in the custody of the Hon. Treasurer, who shall act as custodian of all such documents. He shall produce the same before the President/Hon. Secretary/Executive Committee whenever he is requested to do so.

The keys shall be handed over to the next incoming Hon. Treasurer in the presence of the then President/President Elect/ Vice President and Hon. Secretary of IOA and a document shall be so created with the office bearers as witness of this transfer. The six officials shall personally go to the bank to personally verify the presence of all documents in the locker. A list of all documents kept in the locker shall be kept in the locker with a copy maintained in IOA office.

The Hon. Treasurer shall also ensure smooth transfer of documents in the bank along with change in name of the Hon. Treasurer.

The Hon. Secretary shall be nominated by the Hon. Treasurer in the Bank to act on his behalf in case the latter is unable to carry out his work under any circumstance.



### **Protocols for Membership of IOA in International Association.**

The Indian Orthopaedic Association may become a member of an International Organization if it is invited to do so, or if the executive committee feels that it will be in the interest of the Association to do so.

The Executive Committee shall pass a resolution in this regard, and the same shall be ratified by the General Body.

The Executive Committee shall ensure that the membership subscription dues for life membership/ Annual fees is paid through the Hon. Treasurer in time to keep the Association in good standing with the International Organization.

The General Body if it so feels, may withdraw its membership of the International Organization if the same is Proving to be against the furtherance of interest of the Association, or is detrimental to its interests.

The executive committee shall be empowered to nominate representatives to the Council of the International Organization in number, and for a tenure, as may be the provision in the constitution of the International Organization.

A review of these protocols can be under taken and decision may be taken by the executive committee depending upon changes in the constitution of the International organization of which IOA is a member.



### **Protocols for the Bone & Joint Day/Week**

The Founders day of the Indian Orthopaedic Association, 4<sup>th</sup> August shall be called the “ Bone & Joint Day”, and the preceding week culminating with the 4<sup>th</sup> August, shall be called the “ Bone & Joint week”

“The Bone and Joint Day” shall be celebrated all over the country by organizing various public awareness programmes, Guest lectures, Symposia press releases, publication of articles on various Orthopaedic diseases in Newspapers for benefit of the public, Rallies, etc.

The Bone and Joint week should be celebrated by extending the above mentioned activities throughout the week. Free operative camps/ free surgeries may be held at level of individual members/group of members throughout the week. Proper documentation of all such free surgeries should be done. The whole operative procedure including surgery, Anaesthesia charges, cost of medicine/ implants, stay in hospital, Operation Theatre charges, etc. shall be free for the patient. A short report of the same should be sent through the city club/ State Chapter to Hon. Secretary of IOA.

The PAN-India co-ordination of these activities shall be done by the Centre State Relation Committee of IOA through State Chapters and city clubs.

Credit for all such activities carried out by a State Chapter shall be included to calculate the winner of the Best Chapter Trophies (Dr. A.K. Gupta/ Dr. H.R. Jhunjhunwala.) for that year.



### **Protocols for development of Material for Public Awareness Programmes of IOA**

Material, in the form of banners, leaflets, booklets, articles, etc. may be developed by the Association for awareness of its own membership or the public: These shall be on any topic(s) perceived to be of benefit to the membership of the Association or the Society. These may be in Hindi, English or any regional language.

Such material may be developed by various committees, formed from time to time.

The material should first be circulated to all members of the Executive Committee for their comments.

All comments received by the Hon. Secretary shall be forwarded to Chairman of the Committee concerned for preparing a final draft.

The final draft shall be placed in the next meeting of Executive committee for approval. The cost involved in the project should be clearly outlined by the Chairman of the committee including Sponsorship, if any.

The final decision on this shall rest with Executive Committee: To accept the whole draft, modify it, allotment of funds, acceptance of a sponsor (with clear text of such a sponsorship), etc.



## **Protocols for PG Teaching Courses under IOA**

IOA PG teaching programme shall be carried out all over India (PAN- India) including all the corners of country 6-8 courses in number with the reasonable geographical distribution.

(Minimum 6 and maximum 8 pg courses).

One or two members from IOA PG committee as chairman/faculty of the course.

Faculty during PG teaching programme should comprise at least 4 academicians of professor rank who have experienced of being PG examiner for sufficient period.

Total delegate strength should be at least hundred other than remote areas-for example North East.

Open house discussion over pertinent and usual topics so individual participation of delegates can be encouraged.

PG teaching program shall be under general umbrella of IOA President, Secretary and PG teaching committee.

Mock Exam scenario shall be created and marking of students presenting the case shall be done so students can have basic idea of usual exam marking pattern.

A copy of PG Teaching programme could be sent to IOA office/webmaster, President & Secretary of IOA, Hon. Treasurer and IOA PG committee members, so program could be put on website and circulate throughout the country to benefit and outreach of students all over India.

IOA contribution for the courses is Rs. 1,00,000/- only as per decisions in past EC meetings and rest of the expenses will be borne by the Host of state/city.

Formal request should come to IOA office from the organizer, two-three month before for approval, with a copy to all concerned.





### **Protocols for President's Theme for the year**

The incoming President has to select a theme for the duration of his Presidency.

The theme should be announced by the President-Elect in the Summer Executive Committee of IOA for the next year when he takes over as President.

Once the theme is discussed in the Executive body it should be announced in the IOA Newsletter. The Chairmen of the Centre State Relation Committee, and the Presidents and Hon. Secretaries of the State Chapter should be informed to give them six months to start preparing for activities based on the theme.

The theme proposed should be specific so that it gives a clear direction for activities to be undertaken for a whole year. The President-Elect should also submit a short summary of the activities he wishes to be undertaken during his year as President.

Two or three chairmen may be nominated for the President's theme committee to coordinate activities, along with chairmen of Centre State Relations Committee.

### **Code of Conduct for online Elections of IOA**

All the contestants are strongly advised to strictly adhere to the code of conduct to avoid forfeiting their candidature as decided by GB.

- Every candidate is permitted a total of only three (3) appeals to any member including whatsapps, SMS or e-mail. He can choose one or more of any of these as long as the total number does not exceed 3.
- Additional campaigning allowed include one hard copy of appeal posted by the surface mail and only one telephone call to an individual voter.
- In case there is any written complaint by any member to Election Officer with documentary evidence of harassment or nuisance by any contestant, and the same is found to be true by the election officer, the candidature of the accused contestant will be forfeited and final result declared without accounting for votes cast in his favour.
- If any candidate writes derogatory or defamatory remarks in emails/Whatsapp or any social media, against the Association or any of its members, he will be disqualified from the election process and disciplinary action will be taken.
- In case any contestant or his representative or assignee is found/proven to have used unfair means (including approaching candidates with laptops or to coerce them in any other way, ask them to vote for any particular candidate openly, or, infringing anyone's privacy), attempting to cast illegitimate vote, usurp identity of any other voter to cast vote on his behalf or indulge in manipulation of any kind, his candidature will be cancelled and he will be debarred from contesting for any post in IOA for the next 5 years and an additional strict disciplinary action will be taken against him.
- Any member indulging in anti association activities and/or smearing its image in public will not be eligible to apply for a constitutional post in the very organization he has chosen to demean. Any member who indulges in these nefarious activities after the elections shall be recommended to be suspended/debarred from the IOA.
- All contestants will be required to sign a statement promising to abide by these regulations before the start of the online voting.

**Protocols Health insurance covers for office staff**

Health insurance cover shall be provided for the staff of IOA House.

This shall be as follow:

- (i) Executive officer : Rs. Five Lakhs.
- (ii) Other staff : Rs. Three Lakhs.

This amount may be increased by the Executive Committee from time to time.

The Hon. Treasurer shall ensure the payments of the premium and keep the Health Insurance Policies in safe custody

## **Additional Protocols for various committees of IOA**

Various Sub-committees may be formed by the Executive Committee of the Association for various activities. The term for which the committee shall function should also be decided.

One (or maximum two) chairperson (s) may be nominated for the committee by the Executive committee. The term of office of chairperson shall be determined by the Executive committee. A member can serve as chairperson of one committee for maximum two terms of three years each.

The chairperson (s) shall have the power to co-opt three to seven members on the committee for its smooth functioning.

The Executive Committee shall ensure that the Chairperson (s) nominated for the committee has an interest in the field and is willing to take up the responsibility.

While forming a committee, the Executive Committee shall also lay down basic guidelines and terms of reference for the committee. These may be modified, if required, from time to time.

The President – Elect and Vice President of the Association shall monitor the functioning of all the committees.

Chairpersons shall report their activities to the President- Elect/Vice President/Hon. Secretary of the Association on quarterly basis.

A chairperson may be changed if at any time the Executive committee feels that the chairperson is not active (Non- submission of reports in time or failure to attend the Executive committee meeting without proper information to Hon. Secretary).

The Executive committee may then appoint a new chairperson for the remaining duration of term of office of the chairperson being changed; alternatively the responsibility may be given to other chairperson(s) who are already in the committee to continue to function.

The following shall be the standing committees of IOA:

Centre State Relation Committee.

Inland Fellowship Committee.

International Affairs and foreign fellowship committee

UG/PG Training Committee

Membership Drive Committee

Ethics and Protocols Committee.

- Annexure: I Bid document for IOACON. }
- Annexure: II For format of IOACON. }
- Annexure: III Format and guidelines for Workshops. } **To be attached**
- Annexure: IV Application form for membership of IOA. }
- Annexure : V Zonal system for bids for IOACONS }

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.

paper presentation in national and international conferences

- h. awards and honours
- i. elected to any high posts
- j. inventing new technique and instrument to improve orthopaedic surgery in India.
- k. 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.

- l. exchange fellowship with other chapters. c) Possession of own building with good library.
- m. any welfare programmes for public.
- n. 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

**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 | 3(for this category uniform 3 marks |  |                  |
|                                  | FNB/PHD/DSC                                  |                                     |  |                  |
|                                  |  |                                     |  |                  |
| 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 )/<br>International conference of national or professional bodies. | 8             |

|       |    |
|-------|----|
| Total | 28 |
|-------|----|

Marking Criteria - 5

| Special Marks ( Validation Required ) |   | Maximum Marks |
|---------------------------------------|---|---------------|
| a)                                    | Academic Awards In IAOCN ( 1 mark each )  | 3             |
| b)                                    | Convener of national meets ( IAOCN/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 ICMR/CSIR research fellowship & 1 mark completed 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            |

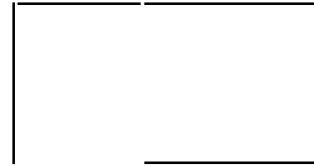
Questionnaire Application Form For Applying To Foreign Fellowships

|    |   |              |                          |
|----|---|--------------|--------------------------|
| o. | Name  |              |                          |
| p. | Age   |              |                          |
| q. | Adress In Full With E-Mail & Ph No                    |              |                          |
| r. | Basic Qualification                                   |              |                          |
| a) | D.Ortho   | yes          | <input type="checkbox"/> |
| b) | MS Ortho  | Yes          | <input type="checkbox"/> |
| c) | DNB   | Yes          | <input type="checkbox"/> |
| d) | Any Other Super Speciality Qualification(FNB/PhD/DSc) | Yes          | <input type="checkbox"/> |
| 5  | No Of Years Of Experience After MS or DNB             |              | <input type="text"/>     |
|    | Teaching Experience                                   |              | <input type="text"/>     |
| s. | Publications  |              |                          |
| a) | In IJO  | First Author | <input type="text"/>     |
| b) | In International                                      | First Author |                          |
|    |   |              | Second Author            |

|    |  |     |                          |    |
|----|--|-----|--------------------------|----|
|    | Journals   |     | <input type="checkbox"/> |    |
| c) | Author Or Editor Of a Book<br>(Mention Full Details With<br>Copy)  | Yes | <input type="checkbox"/> | No |
| d) | Whether Contributed a chapter<br>in any Ortho book   | Yes | <input type="checkbox"/> | No |
| e) | whether published any articles<br>in state chapter/subspecialty<br>journals. If so how many (<br>enclose only those relevant<br>xerox copies<br>duly<br>authenticated) |     | <input type="checkbox"/> |    |

t.

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 meetings outside

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

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

Have you convened any national meets ? If So

name  
the

b)

m.

Have you received any awards

for participating in state conferences in any capacity, if

c)

so

mention.

Have you convened any state

chapter meets, symposia or workshop ? If so

d)

mention

Have you received any national

awards/National Academic

Awards/significant recognised social works ? If so

e)

mention

them.

Have you contributed in any form of talent leading to the development in the field of

Orthopaedics ( Like designing implants or

|    |  |  |
|----|--|--|
|    |  |  |
| f) | <p>improvement on surgical techniques )</p> <p>Have you conducted Research for</p> <p>ICMR/CSIR as research fellow?</p> <p>you conducted any institution noninstitutional or national Research accredited h</p> <p>Programme. Give details</p> |  |
| g) | <p>Have you won any Inland/Foreign Fellowships of IOA Earlier. Give Details</p>  |  |
| h) | <p>Have you been any Office bearer of IOA or state chapter President /Secretary. Give Details</p>  |  |
| i) | <p>Details</p>   |  |

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



Signature

Date

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.

v. EXPERIENCE:

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:

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

w. 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.

x. 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:

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.

MEDALS. PRIZES, AND AWARDS IN ORTHOPAEDICS: 1.

2.

.

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

a. Educational qualifications

b. Photocopies of Publications