



# Indian Academy of Pediatrics

**“Memorandum of Association”**

and

**“IAP Rule Book”**

**[IAP OFFICIAL CODE OF STANDARD OPERATING PROCEDURES AND GUIDELINES]**

Effective from December 08, 2024



# **Indian Academy of Pediatrics**

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**and**

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## Wall Of Fame IAP Presidents





### IAP Rule Book Committee

[standing, from left to right: Mr. Cyprian R D'Souza, Dr. Chandra Mohan Kumar, Dr. Alok Bhandari, Dr. Mahaveer Prasad Jain, Dr. Surendranath.M, Dr. Ashwani Kumar Agrawal, Dr. Ramesh B Dampuri, Dr. Jeetendra B Gavhane.

sitting from left to right: Dr. Atanu Bhadra, Dr. B.Nandeesh, Dr. Paramanad G Andankar, Dr. Yogesh N Parikh, Dr. G.V.Basavaraja, Dr. Santosh T Soans, Dr.Vasant M Khalatkar, Dr. Ruchira Maheshwari]



### IAP Constitution Review Committee- 2023

[from left to right: Dr. B.Nandeesh, Dr. Ashwani Kumar Agrawal, Dr. Jagadish Chinnappa, Dr. Vineet K Saxena, Dr. Remesh Kumar R., Dr. Upendra S Kinjawadekar, Dr. Mahaveer Prasad Jain, Dr. Jayanth K Upadhye, Dr. Surendranath.M, Dr. Alok Bhandari]

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# Foreword



**Dr. G.V. Basavaraja**  
**President 2024**  
**Indian Academy of Paediatrics**  
**Chief Editor- IAP Rule Book**

I am very pleased and honoured to write the Foreword to this 'IAP Rule Book'.

First of all, I would like to warmly congratulate the dedicated team of experts and contributors of this book. Your dedication has been instrumental in creating a very important document that will guide us in different areas with which we deal daily. This is an incredible, monumental work. It is my firm belief that this book will set a benchmark for our mother organization and will inspire and help IAP to achieve progress in all its set missions and goals in the future.

As we delve into it, you can see that this Rule Book is divided into 9 different sections, such as Academic Programs, Awards and Certificates, Conferences, Meetings, IAP Committees, Elections, Financial Management, Administrative Management, and Reporting. The contributors and experts have poured their knowledge and experience into each section, and you will encounter a blend of clarity, depth, and practical applicability in the day-to-day functioning of the Academy at every level.

I am sure that this Rule Book will indubitably serve as a valuable reference along with the Memorandum of Understanding to ensure transparency and more clarity. My heartfelt thanks to the team of experts and contributors under the leadership of my Co-Chief Editors, Dr. Vasant M Khalatkar and Dr. Upendra Kinjawadekar. Managing Editors: Dr. Santosh Soans, Dr. Mahaveer P Jain, Dr. Bakul Jayant Parekh, Dr. N Gnanamurthy, Executive Editors: Dr. Yogesh N. Parikh, Dr. Atanu Bhadra, Dr. Nandeesh B, Administrative Editors: Dr. Paramanand Andankar, Dr. Ruchira Gupta, Dr. Jeetendra Gavhane, Dr. Ashwani Kumar Agrawal, Dr. Alok Bhandari, Dr. M Surendranath, Dr. Chandra Mohan, Dr. A. Centhil, Dr. Ramesh B Dampuri, Dr. Ramesh Choudhary and Chief Advisor Mr. Cyprian R D'Souza who have exquisitely made this Rule book with so much attention to detail.

I thank Dr. Yashwanth Rao Patil for proofreading the IAP Rule Book and Mr. Praveen Singh of Microlabs for his invaluable assistance in printing it.

I thank Dr. Nandeesh B from the bottom of my heart. His hard work and dedication have not gone unnoticed. He has consistently gone above and beyond to make this IAP's vision possible.

Let this Rule Book be a beacon of information for generations to come.

With best wishes and warm regards,

**Dr. G.V. Basavaraja,**  
**President - 2024**  
**Indian Academy of Paediatrics**

## Foreword



**Dr. Vasant Khalatkar**  
**President 2025**  
**Indian Academy of Paediatrics**  
**Chief Editor- IAP Rule Book**

It is a great pleasure to know that the IAP rule book is finally coming out. As we know this 'Rule Book' is a comprehensive governance manual, applicable to all the Subspecialty Chapters and the Branches of IAP, ensuring uniformity, transparency, and efficiency in the functioning of the Academy at every level.

'IAP Rule Book' has been created within the framework of, and formalizes the execution of IAP's 'Memorandum of Association', providing a clear framework for standard operating procedures to guide day-to-day operations. I would like to congratulate the team of experts and contributors to this book for creating this important document that will guide us in decision-making processes in alignment with the 'Memorandum of Association'.

The procedures outlined in this Rule Book are designed to uphold the integrity and core objectives of the IAP while facilitating the smooth implementation of its policies as mentioned in its 'Memorandum of Association'.

I firmly believe that all the 9 different sections of this book will indubitably serve as a valuable reference for our mother body. Last but not least, I genuinely thank the team under the leadership of my Co-Chief Editors Dr. G.V Basavaraja, and Dr. Upendra Kinjawadekar. Managing Editors: Dr. Santosh Soans, Dr. Mahaveer P Jain, Dr. Bakul Jayant Pareekh, Dr. N Gnanamurthy, Executive Editors Dr. Yogesh N. Parikh, Dr. Atanu Bhadra, Dr. Nandeesh B, Administrative Editors Dr. Paramanand Andankar, Dr. Ruchira Gupta, Dr. Jeetendra Gavhane, Dr. Ashwani Kumar Agrawal, Dr. Alok Bhandari, Dr. M Surendranath, Dr. Chandra Mohan, Dr. A Centhil, Dr. Ramesh B Dampuri, Dr. Ramesh Choudhary and Chief Advisor Mr. Cyprian R D'Souza who have made this mission possible.

I thank Dr Nandeesh B personally for going the extra mile while crafting this book. Thank you for consistently helping to deliver this quality work.

With best wishes and warm regards,

**Dr. Vasant M Khalatkar**  
**President 2025**  
**Indian Academy of Paediatrics**

## Foreword



**Dr. Yogesh N Parikh**  
**Secretary General 2024 & 2025**

It gives me immense pleasure to pen this foreword for the much awaited IAP 'Rule Book'. This compilation will definitely stand as a testament to our mother organization dedicated to advancing pediatric healthcare, education, and research while promoting the science of pediatrics and pursuing social objectives to benefit child health and welfare across the nation.

IAP 'Rule Book' has been created within the framework of, and formalizes the execution of IAP's 'Memorandum of Association', providing a clear framework for standard operating procedures to guide day-to-day operations and decision-making processes in alignment with the 'Memorandum of Association' by the Editorial Board and Chief Editors as Dr. G.V Basavaraja, Dr. Vasanat Khalatkar, Dr. Upendra Kinjawadekar, Managing Editors Dr. Santosh Soans, Dr. Mahaveer P Jain, Dr. Bakul Jayant Parekh, Executive Editors Dr. Atanu Bhadra, Dr. Nandeesh B, Administrative Editors; Dr. Paramanand Andankar, Dr. Jeetendra Gavhane, Dr. Ashwani Kumar Agrawal, Dr. Alok Bhandari, Dr. M Surendranath, Dr. Chandra Mohan, Dr. Ramesh B Dampuri and Chief Advisor Mr. Cyprian R D'Souza. It serves as a comprehensive governance manual, applicable to all the Subspecialty Chapters and the Branches of IAP, ensuring uniformity, transparency, and efficiency in the functioning of the Academy at every level.

This Rule Book is divided into 9 different sections: Academic Programs, Awards and Certificates, Conferences, Meetings, IAP Committees, Elections, Financial Management, Administrative Management, and Reporting. The procedures outlined in this Rule Book are designed to uphold the integrity and core objectives of the IAP while facilitating the smooth implementation of its policies as mentioned in its 'Memorandum of Association'. In any instance where the rules or standards of procedures outlined in this document may conflict with the 'Memorandum of Association', the 'Memorandum of Association' shall take precedence as the primary governing document, ensuring that the fundamental principles of the Indian Academy of Pediatrics remain uncompromised.

I hope and wish that this Rule Book not only benefits but also shapes the future of healthcare for children in India by setting the standards of our mother organization.

A handwritten signature in black ink, appearing to read 'Yogesh N Parikh'.

**Dr. Yogesh N Parikh**  
**Secretary General 2024 & 2025**



## Foreword

**Dr Santosh T. Soans**

Managing Editor - IAP Rule Book Committee  
IAP President, 2018

It is with immense satisfaction and a deep sense of responsibility that we present this maiden edition of the *IAP Rule Book*. This compilation is the result of meticulous effort, with every detail carefully considered to ensure the smooth functioning of our esteemed organization. Founded in Mumbai in 1963 with just 150 members, the Indian Academy of Pediatrics has since grown into a nationwide institution with 48,000 members, 337 district and city branches, 22 subspecialty chapters, and 8 subspecialty groups. Managing such a vast and complex organization is undoubtedly a formidable task.

Although we have a well-structured Constitution (Memorandum of Association), it does not define every procedure, nor are there established standard operating procedures or guidelines for their implementation. As a result, ambiguity has persisted in several areas of our functioning. Recognizing the need for reform, it became essential to develop a unified set of guidelines that would not only streamline processes but also interpret the Constitution itself and maintain IAP's high standards across all levels from the national to the grassroots.

During my tenure as CIAP President in 2018, as I engaged with various IAP branches across the country, it became clear that their functioning lacked consistency. Often, office bearers were unfamiliar with the proper procedures and protocols, making it evident that a familiarisation process was long overdue. To initiate this, I organized the first meeting at our central office to outline a way forward. However, as with many great initiatives, unforeseen priorities and the global disruption caused by the COVID-19 pandemic delayed the project. It was only under the dynamic leadership of the current CIAP President, Dr G.V. Basavaraja, that this initiative was revived and brought to fruition. His perseverance and dedication, alongside the support of HSG Dr. Yogesh N. Parikh, Treasurer Dr. Atanu Bhadra, President -Elect Dr. Vasant M. Khalatkar, and Immediate Past President Dr. Upendra S. Kinjawadekar, as well as all the members of the IAP Rule Book Committee, deserve our deepest appreciation. This accomplishment will surely be remembered as one of the landmark achievements of the year, substantially contributing to IAP's legacy.

A great deal of hard work has gone into this project, with the team diligently participating in 55 Zoom meetings and one physical meeting, engaging in productive discussions to ensure the book's completion this year. Everyone generously contributed their time to reach this important milestone. We owe special gratitude to Dr. Nandeesh B., who worked with a singular

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focus, shouldering much of the work. Sincere acknowledgments are also due to Dr. M. P. Jain, Dr. Ashwani K. Agrawal, Dr. Alok Bhandari, Dr. Chandra Mohan Kumar, Dr. Jeetendra B. Gavhane, and Dr. Ramesh B. Dampuri for their enthusiastic contributions during our online meetings. These collective efforts have resulted in a manual of exceptional quality. The editorial team's dedication ensured that no aspect was overlooked, creating a guidebook that addresses every conceivable challenge.

The *IAP Rule Book* clearly outlines procedures for organizational formation, defines the roles and responsibilities of functionaries, and provides a structured roadmap for every task under IAP's purview. The IAP Constitution is interpreted in full to provide a clearer understanding of its principles. I strongly urge all IAP units across the country to adopt these guidelines diligently, implementing the necessary systems to ensure consistency and efficiency. These guidelines will also serve as a valuable reference for CIAP Office Bearers and Executive Board members in the discharge of their duties. I am confident this manual will prove to be a go to resource, much like the Gita or the Bible, offering guidance whenever needed. Beyond adhering to these rules, I encourage every member to draw inspiration from the underlying spirit of service and excellence, continuously striving to elevate IAP to greater heights.

An organization's greatness is ultimately measured by the dedication and commitment of its members. While structured procedures provide the framework for smooth functioning and help prevent confusion and conflict, it is the genuine engagement among individuals that forms the lifeblood of any institution. Rules and regulations, though essential, can never replace human initiative, leadership, and collaboration. It is up to each of us to harness our inner strengths to inspire, motivate, and lead with purpose, ensuring that IAP continues to thrive as a model organization that empowers its members.

In conclusion, I once again extend my heartfelt congratulations to Dr. G. V. Basavaraja, Dr. Nandeesh. B, and our entire team on the successful completion of this milestone project. I am confident that this manual will serve its intended purpose and provide enduring value to IAP's future endeavours.



**Dr Santosh T. Soans**  
Managing Editor - IAP Rule Book Committee  
IAP President, 2018

## Introduction



**Dr. B. Nandeesh**  
**IAP Rule Book Draftsperson**

The Indian Academy of Pediatrics is a leading organization dedicated to advancing pediatric healthcare, education, and research while promoting the science of pediatrics and pursuing social objectives to benefit child health and welfare across the nation. The IAP has been a driving force in uniting pediatricians, disseminating scientific knowledge, and setting standards in pediatric care that not only benefit the general public but also shape the future of healthcare for children in India.

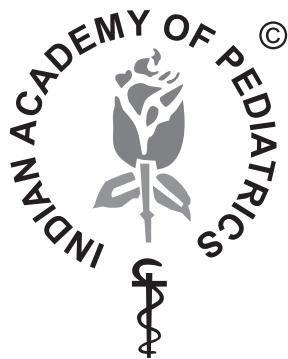
This 'Rule Book' has been created within the framework of and formalizes the execution of IAP's 'Memorandum of Association', providing a clear framework for Standard Operating Procedures to guide day-to-day operations and decision-making processes in alignment with the 'Memorandum of Association'. It serves as a comprehensive governance manual, applicable to all the Subspecialty Chapters and the Branches of IAP, ensuring uniformity, transparency, and efficiency in the functioning of the Academy at every level.

The procedures outlined in this Rule Book are designed to uphold the integrity and core objectives of the IAP while facilitating the smooth implementation of its policies as mentioned in its 'Memorandum of Association'. In any instance where the rules or standards of procedures outlined in this document may conflict with the 'Memorandum of Association', the 'Memorandum of Association' shall take precedence as the primary governing document, ensuring that the fundamental principles of the Indian Academy of Pediatrics remain uncompromised.

English shall be the official language of communication for the Indian Academy of Pediatrics, reinforcing clarity and uniformity across all chapters, branches, and official matters.

A handwritten signature in black ink, appearing to read 'Dr. B. Nandeesh'.

**Dr. B. Nandeesh**  
**IAP Rule Book Draftsperson**



# **Indian Academy of Pediatrics**

## **“Memorandum of Association”**

**Effective from August 05, 2023**

# INDIAN ACADEMY OF PEDIATRICS

## Memorandum of Association

Effective from August 5<sup>th</sup> 2023

- I. The name of the Society is the INDIAN ACADEMY OF PEDIATRICS (IAP) (hereinafter referred to as the Society).
- II. The registered office of the Society shall be located at: 1<sup>st</sup> Floor, Kailash Darshan, Kennedy Bridge, Mumbai - 400007 and

Corporate office at: Plot No.51, 5<sup>th</sup> Floor, Kamdhenu Business Bay, Sector 1, Juinagar East, Nerul, Navi Mumbai — 400706.

II (a) The registered office of the Society shall be within Mumbai Metropolitan Region. The area of operation of the Society shall be all over India.

- II (b) (i) Official website of the Society shall be "[www.iapindia.org](http://www.iapindia.org)"
- (ii) Official email of the Society shall be "[centraloffice@iapindia.org](mailto:centraloffice@iapindia.org)"

### III. AIMS AND OBJECTIVES

The Aims and Objectives of the Society duly registered under the Societies Registration Act, XXI of 1860, Maharashtra State, bearing No. BOM 127/1963 GBSD dated 3<sup>rd</sup> December 1963 and under Bombay Public Trust Act, 1950 (Bom. XXIX of 1950) at the Public Trust Registration Office of Greater Bombay Region, bearing No. F -1166 (BOM) dated 30<sup>th</sup> May 1964 are:

1. To serve as advocates for Newborns, Children and Adolescents and help their families with reference to the attainment of optimal physical, mental, psychological and social health of Children and Adolescents up to 18 years of age.
2. To encourage and advance the knowledge, study and practice of the Science of Pediatrics in all possible ways.
3. To promote scientific collaboration amongst members and make guidelines regarding standards for their professional conduct as per the code of ethics of the Medical Council of India (MCI) / National Medical Commission (NMC) / equivalent National Statutory Body and as specified under the provisions of Code of Ethics of IAP.
4. To organize, establish, conduct, superintend, control or assist the institutions for promoting directly or indirectly the practice, study and research in Pediatrics in any of its aspects by any appropriate means/platforms.
5. To establish and maintain libraries, reading rooms, laboratories and research centres for the promotion of its aims and objectives by any appropriate means/ platforms.
6. To provide facilities to members, students, and institutions for the study of or research in Pediatrics in any of its aspects by way of scholarships, fellowships, grants, endowments, etc...

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- 7. To establish, maintain, or award fellowships, prizes, certificates, and diplomas of proficiency in the science of Pediatrics, and conduct professional tests, examinations, or other scrutiny as may be prescribed from time to time, either independently or in collaboration with other bodies.
- 8. To print and publish official Journals of the Society, books, periodicals, or publications on Pediatrics and allied subjects which the Society thinks desirable for the promotion of its aims and objectives.
- 9. To organize Conferences, Lectures, Meetings, Seminars, CMEs, Exhibitions, and Training programs by physical and/or digital platforms, for the promotion of its aims and objectives.
- 10. To facilitate the formation of Branches/Sub-Specialty Chapters of the Society for promoting all or any of the aims and objectives of the Society.
- 11. To assist the Government and Public Health Institutions in the formulation and implementation of Child Health Policies.
- 12. To cooperate, affiliate with other professional bodies and engage in such other forms of activities as may be decided upon by the Society from time to time to accomplish the aims and objectives of the Society.
- 13. To formulate and provide guidelines/criteria for accreditation, examinations and curriculum for various Courses/Fellowship Programs and any other academic activities by its Subspecialty Chapters and affiliated/authorized institutions.
- 14. To start the social welfare schemes for members and their families at large.
- 15. To provide healthcare to underprivileged and differently-abled children through any of its Branches and Subspecialty Chapters and its Members.
- 16. To carry out any such charitable activities to help society, especially underprivileged and differently-abled children, victims of natural/man-made disasters/pandemics directly or through the Government and/or NGO.
- 17. To help by any means families of Armed forces of the country during war or peace for child healthcare.
- 18. To conduct and take actions as may be necessary to the attainment of the above aims and objectives or any of them.

## **RULES AND REGULATIONS**

1. The Indian Academy of Pediatrics (IAP) (hereinafter referred to as the Society) has been established for the objectives specified in the Memorandum of Association.

### **2. OFFICES**

The business of the Society shall be conducted through its respective offices.

- 2.1 The registered office of the Society shall be located at 1<sup>st</sup> Floor, Kailash Darshan, Kennedy Bridge, Mumbai - 400007 and

Corporate office at Plot No.51, 5<sup>th</sup> Floor, Kamdhenu Business Bay, Sector 1, Juinagar East, Nerul, Navi Mumbai-400706.

- 2.2 The Editorial Office of the Journal, "Indian Pediatrics" shall be situated at 115/4, Ground Floor, Gautam Nagar, New Delhi-110 049, India.

Corporate Office of the Journal, "Indian Pediatrics" shall be situated at No. 14 (Third Floor), Lobe-2, Tower-A, situated at Plot No. A-41 (known as the CORENTHUM), Sector-62, Noida, District Gautam Budh Nagar, Uttar Pradesh.

- 2.3 The Office of the "Indian Journal of Practical Pediatrics" shall be situated at No.1A, Block II, Krsna Apartments, 50, Thamizh Salai (Halls Road), Egmore, Chennai - 600 008, Tamil Nadu.

- 2.4 The Office of the "Family Benefit Society (FBS)" shall be situated at 101, Doshi Square, above Bikanervala, Hyderguda Basheerbagh Road, Basheerbagh, Hyderabad, Telangana State -500029.

- 2.5 The Office of the 'IAP Drug Formulary' shall be situated at 7<sup>th</sup> Floor, IMA House, JN International Stadium Road, Palarivattom PO, Kochi-682025.

- 2.6 More Offices as per the need of the Society, as approved by the General Body of the Society can be formed.

- 2.7 The Office of the "Indian Academy of Pediatrics-Indian College of Pediatrics" (IAP-ICP) shall be situated at the Delhi NCR region.

### **3. DEFINITIONS**

- 3.1 The fiscal year of the Society shall be from April 1<sup>st</sup> to March 31<sup>st</sup> and/or as per Government policy of the financial year.

- 3.2 Operational year of the Society shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

- 3.3 At all places hereinafter he/him/himself shall be taken to mean she/her/herself as well.

- 3.4 At all places hereinafter "member" shall be taken to mean a member of the Society.

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#### 4. MEMBERSHIP

4.1 The membership of the Society shall be of three categories namely:

- Fellow
- Life
- Associate Life

4.2 To be a 'Life Member', the following criteria are essential:

- Resident Indian Citizen.
- Post-Graduate Degree/Diploma in Pediatric Modern Medicine recognised by National Medical Commission or any equivalent National Statutory Body and registered in State Medical Council.
- Approval by the Executive Board of the Society.

4.3 Any person possessing MBBS or equivalent degree recognized by the National Medical Commission or any equivalent National statutory body shall be elected as an Associate Life Member of the Society.

Such a person shall either be:

- Resident Indian Citizen
- Eligible Non-Resident Indian or
- Eligible Foreign National of Indian/Non-Indian origin

4.4 Any existing Associate Life Member who subsequently satisfies the criteria as specified in Rule 4.2 to be a Life Member may be elected as Life Member respectively by the Executive Board at such later date after paying the membership fee if any as decided by the Executive Board.

4.5 If a person has given false information to attain the membership or subsequently to continue the membership, his membership may be denied, cancelled or revoked. The Executive Board is authorized to decide in this regard and also recommend disciplinary action against such persons.

#### 4.6 FELLOW MEMBERS

4.6.1 Any Life Member of the Society (should have been a member of the Society for ten complete years consecutively as on or before 1st January) who has, in the opinion of the Executive Board, rendered outstanding services for the furtherance of the objectives of the Society, may be elected as a Fellow Member by the Executive Board in the manner hereinafter provided. Maximum such Fellowships granted in a year shall be one per thousand members having voting rights subject to a qualifying mark of 70% as per the criteria decided by the Executive Board.

The President and the Secretary General of the Society on demitting the office shall be elected as Fellow Members of the Society (provided they have not been conferred Fellowship previously).

Honorary Fellowship can be bestowed to any non-IAP person, who has rendered his selfless services to the cause of Child Health, after approval of the Executive Board of the Society, subject to a maximum of two per year. Such Honorary Fellows shall not enjoy the Life Member's privileges including the voting rights and their names shall not be entered into the Membership Registry.

- 4.6.2 Any person who is an Associate Life Member of the Society (should have been a member of the Society for ten complete years consecutively as on or before 1st January) and who in the opinion of the Executive Board, has rendered outstanding services for the furtherance of the objectives of the Society, may be elected as a Fellow Member of the Society by the Executive Board of Society in a manner hereinafter provided subject to a limit of two per year (over and above the Fellowships awarded to Life Members). However, such Fellows shall not have voting rights.
- 4.6.3 The nominations for Fellowship shall be duly proposed and seconded by Life/ Fellow Members (should have been a member of the Society for ten complete years consecutively as on or before 1<sup>st</sup> January) of the Society in an appropriate format with recommendations for such a proposal. A Life/ Fellow Member can either 'propose' or 'second' a maximum number of 2 life Members in a particular year. Such recommendations shall be submitted to the 'Fellowship Committee' constituted for that year by the Executive Board. This 'Fellowship Committee' shall be a five-member Committee consisting of the President, the President Elect, and three preceding Immediate Past Presidents of the Indian Academy of Pediatrics. The names recommended by such Committee shall then be approved by the Executive Board.

## 5. CONTRIBUTIONS TOWARDS CORPUS FUND

The subscription for Membership of the Society shall be as follows:

- 5.1 A contribution for the Corpus Fund shall be paid, as decided by the Executive Board from time to time, by all the categories of new members on their application for membership.
- 5.2 PG students need to pay the full contribution for the corpus fund along with the application in a single payment by any mode. Those who fulfil the criteria as described in Rule 4.2 can be inducted as Life Members later on. Till such time, they shall remain as Associate Life Members.
- 5.3 A Resident Indian citizen after attaining the age of 65 years wishes to enroll himself as a Life or Associate Life member may do so on payment of 50 % of the prevailing Life/ Associate Life Membership contribution towards Corpus Fund in one lump sum.

## 6. PROCEDURES FOR MEMBERSHIP

- 6.1 A Life/Fellow Member may propose any person who fulfils the criteria laid down above in rules 4.2 and 4.3 for election as Member of the Society in the category as applicable and such proposal shall be seconded by another Life/Fellow Member.

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- 6.2 The proposal for the membership of the Society shall be made in the prescribed form. The applicable membership contribution towards the Corpus Fund should accompany the application for membership of the Society, which shall be returned if the proposal for membership of the Society is not accepted by the Executive Board.
- 6.3 The applicant shall pay the applicable membership contribution towards the Corpus Fund according to the specified membership category as per the current rates as decided by the Executive Board from time to time.
- 6.4 The office of the society shall scrutinize the proposals from time to time for the election of the members and then shall recommend such proposals to the Executive Board for approval.

## 7. **REGISTRY OF MEMBERS**

The Secretary General shall keep, maintain and regularly update a Registry and/or Computerized Record in which the names, last known local addresses, mobile numbers and e-mail ID of the Fellow, Life and Associate Life Members shall be entered with the dates of their election and cessation of membership, if any. Any entry in the Registry and/or Computerized Record of Members shall be deemed final regarding admission or cessation of membership and their respective addresses.

## 8. **RIGHTS AND PRIVILEGES OF MEMBERS**

A member shall be entitled to the following privileges;

- 8.1 To attend the Annual General Body Meeting / Special General Body Meetings of the Society.
- 8.2 To receive official communications from the Society.  
To receive all the publications of the Society in any prescribed format either free of cost or at a rate fixed by the Executive Board from time to time.
- 8.3 To attend all the meetings and conferences arranged or organized by the Society or its Branches or its Subspeciality Chapters by paying the prescribed fees if any.
- 8.4 To use the reading rooms, libraries and educational digital assets maintained by the Society and to consult and use these educational materials on such terms and conditions as may be prescribed by the regulations made by the Executive Board.
- 8.5 To enjoy any such other privileges or benefits as may be determined by the Executive Board.
- 8.6 All official communications and digital publications of the Society shall be sent only to the registered email ID as per the Registry of Members maintained with the Society.
- 8.7 An Associate Life Member/ Honorary Fellow Member shall neither be eligible to be elected to the post of Office Bearer/Executive Board Member nor shall have the right to take part in elections or vote at any Meetings or Elections of the Society or its Branches and Subspecialty Chapters.

- 8.8 Eligible voter's list shall be as per the Registry of Members as on 31st July of that year. The total number of eligible voters and each eligible voter's membership number shall be published on the official website of the Society on 1<sup>st</sup> August of that year.
- 8.9 A Life/Fellow Member shall be eligible to be elected to the post of Office Bearer/ Executive Board Member and shall have the right to take part in elections or vote at any Meetings or Elections of the Society or its Branches and Subspecialty Chapters.
- 8.10 A Member is entitled to attend the Conferences, Workshops, Lectures, Meetings, Seminars, CMEs, Exhibitions, Training Programs or any other Programs of the Society or its Branches and Sub Specialty Chapters.
- 8.11 A Life/Fellow Member shall be eligible to be nominated to the Committees of the Society.

## **9. SUSPENSIONS OF MEMBERSHIP**

A Member guilty of infamous conduct (as defined under the ethical code by the National Medical Commission (NMC) or of acts prejudicial to the interests of the Society, which also include financial irregularity in relation to the Society may be suspended.

- 9.1 In the event of a written complaint being received against a Member by the office of the Society in a standard format as prescribed by it, the same shall be submitted to the Grievance Redressal Cell (as formed according to rule 31). The Grievance Redressal Cell then shall investigate the complaints made against such Members without any bias, partiality, or prejudice.

A copy of the complaints shall be sent through a registered post and to the registered email ID of the accused Member within 2 (two) weeks from the date of receipt of the complaints against such Member.

Thereafter, the accused Member shall respond to the complaints within 4 weeks by registered post to the official address and/or to the official email of the Society.

Based on the complaints and the response, the Grievance Redressal Cell shall submit its report to the Executive Board within 4 weeks.

The Executive Board by a three-fourth (3/4th) majority may decide the course of action, which also includes suspension of such accused Member for a maximum period of 12 (twelve) months. The decision of the Executive Board shall be conveyed to the accused member to his registered email/postal address. Further course of such suspension shall only be decided by a three-fourth (3/4th) majority at the General Body Meeting.

- 9.2 If any Member is convicted by the Court of Law for a criminal offense, the Executive Board may take *Suo moto* action and suspend the Member by a three-fourth (3/4th) majority. Further course of such suspension shall only be decided by a three-fourth (3/4th) majority at the ensuing General Body meeting.
- 9.3 A suspended Member may be reinstated by the decision which is first proposed by the Executive Board by a three-fourth (3/4th) majority, then passed by a three-fourth (3/4th) majority of the members present at the General Body meeting.

## **10. TERMINATION OF MEMBERSHIP**

Termination of membership can be either by resignation, removal or on death.

10.1 A Member may resign from his membership by giving a notice in writing or through his registered email. The resignation shall take effect from the date on which the notice is received in the office of the Society. In case of resignation by an Office Bearer, one calendar month notice of the resignation shall be necessary and the concerned Office Bearer shall continue to serve till a successor is elected/selected or appointed, as the case may be within 30 days.

The resignation, however, shall not absolve any such member from paying the dues and arrears if any to the Society.

10.2 A Member accused of being guilty of infamous conduct (as defined under ethical code by the National Medical Commission or equivalent code of ethics by equivalent statutory national bodies) or any acts prejudicial to the interest of the Society including financial irregularity, shall be suspended as per clause 9.1. The matter is referred to the Executive Board upon investigation if the guilt is proven beyond a reasonable doubt. After taking legal advice, the Executive Board by a three-fourths (3/4th) majority may propose to terminate the membership of the accused Member. Termination shall be confirmed at the Special General Body Meeting expressly called for the purpose or at the Annual General Body Meeting of the Society by a three-fourths (3/4th) majority.

Any recognition given to him by the Society at any time shall stand withdrawn on termination of membership.

10.3 The notice of the meeting shall contain the particulars of the charges against the Member and shall be accompanied by a written explanation, if any, submitted by the Member.

## **11. GOVERNING BODY**

The Executive Board of the Society, hereinafter referred to as 'EB' shall be the Governing Body of the Society.

11.1 The management of the affairs of the Society shall be vested in the Executive Board, which shall consist of elected/nominated Executive Board Members and the elected Office Bearers amongst the Fellow and Life Members of the Society. Special invitees/ Nominated Members shall not have any voting rights.

11.2 The Society shall have the following Office Bearers:

11.2.1 President - One

11.2.2 President-Elect - One by All India Election.

11.2.3 Vice-President - Five, one from each Zone - Elected by All India Election.

11.2.4 Immediate Past President - One

11.2.5 Secretary General - One can be anywhere from India, by All India Election.

- 11.2.6 Treasurer - One from anywhere in India - by All India Election.
- 11.2.7 Joint Secretary (Administration) - One From Mumbai Metropolitan Region, by All India Election.
- 11.2.8 Joint Secretary (Liaison) - One From Delhi, Gurgaon, Bahadurgarh, Sonipat, Ghaziabad, Faridabad and Noida, by All India Election.
- 11.2.9 Organizing Secretary of the ensuing National Pedicon shall be the Special Invitee to the Executive Board without any voting rights.
- 11.2.10 Editor-In-Chief of the Journals 'Indian Pediatrics' and 'Indian Journal of Practical Pediatrics' shall be the Executive Board Members.
- 11.3 The term of the President, President Elect, the Immediate Past President and the Vice Presidents shall be for one year, (not eligible for re-election subsequently for the same post or lower post in the hierarchy).  
The term of the Secretary General, Joint Secretaries and Treasurer shall be for two years (not eligible for re-election for the same post or lower post in the hierarchy). In case of resignation or otherwise, the concerned Office Bearers shall continue in office till a successor is elected or selected or appointed as the case may be by the incumbent Executive Board within a time-bound period of three months from the date of receipt of the resignation.
- 11.4 The President shall not seek election to the Executive Board or as an Office Bearer of the Society or its Branches/Subspecialty Chapters after assuming and demitting the post of President.
- 11.5 All the Office Bearers shall also be Members of the Executive Board.
- 11.6 One Member shall be co-opted from Defence Services by the Executive Board on the recommendations of the President amongst the members of the Society who is serving in the Defence Services. He shall also have voting rights.
- 11.7 The Office Bearers of the Society shall not hold more than one of these posts concurrently in the Society or any of the Branches or Subspecialty Chapters of the Society at any given time in their tenure.
- 11.8 The terms of all the Office Bearers and Executive Board Members shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 11.9 If any vacancy in the Executive Board, except that of Office Bearers occurs during the year other than by efflux of time, such vacancy shall be filled up as follows:
- 11.10 Irrespective of the number of vacancies from any State in the Executive Board, provided that there is no representation in the EB, then the Executive Board of the concerned State Branch shall nominate any Life Member who fulfills the criteria for becoming an EB member to the Executive Board of the Society.

However, this residual term shall not be counted as a term for re-election or eligibility for any election in the future. Such elected members shall fill up the nomination form and pay the appropriate nomination fees to the Society.

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11.11 In case of vacancies of Office Bearers, the same shall be filled up in the following way:

- (i) The President by the President-Elect.
- (ii) The President-Elect by General Elections, which has to be conducted within a period of three months.
- (iii) The Vice President is to be elected by the Executive Board amongst the Executive Board members of the same Zone.
- (iv) The Secretary General by the Joint Secretary (Admin) if the leftover term of the Secretary General is less than one year. If the leftover term of the Secretary General is more than one year, then the Secretary General has to be elected by General Elections.
- (v) The Treasurer is to be selected by the Executive Board amongst themselves if the leftover term of the Treasurer is less than one year. If the leftover term of the Treasurer is more than one year, then the Treasurer has to be elected by General Elections.
- (vi) The Joint Secretary to be selected amongst the Executive Board Members of the Society of the respective region by the Executive Board of the Society.

11.12 The term of such elected/co-opted/nominated Office Bearer shall expire on the date when the term of the original Office Bearer would have expired but for the vacancy. However, this residual term shall not be counted as a term for re-election or eligibility for any elections in the future.

## **12. FUNCTIONS AND POWERS OF THE EXECUTIVE BOARD**

- 12.1 The Executive Board shall exercise all such powers and do all such acts and things as per rules and regulations framed by the Society.  
The Executive Board shall be the decision-making body of the Society.
- 12.2 The Executive Board is empowered to take decisions needed in a situation where "Rules and Regulations of the Society" are silent on those matters. However, the Executive Board shall bring the same to the notice of the General Body in the ensuing meeting.
- 12.3 The Executive Board may appoint Conveners and other Members of the Committee on the recommendation of the President from amongst the members of the Society. No member, except the Office Bearers of the Society, shall be appointed to more than two committees of the Society at a time.  
No Member/ Office Bearer of the Committee shall be nominated to one Committee for more than two terms consecutively.  
Tenure of all such committees shall be one year.
- 12.4 The Executive Board may frame regulations consistent with these rules for regulating the procedure of the meeting of the Executive Board or its Committee, Election of the Members of the Executive Board and the conduct of the affairs of the Society.

- 12.5 The Executive Board shall have the power to terminate the appointment of the Editor(s)- in-Chief and/or Journal Committee(s) and/or its Member(s) and/or any Committee(s) appointed by it if in the opinion of its three-fourths majority of the members present, is convinced that continuation of such appointment is not in the best interest of the Society.
- 12.6 The Executive Board may appoint Secretarial, Administrative Staff, Research Officers and any other Staff for the office of the Society as deemed necessary on such remunerations and on such terms and conditions as it thinks appropriate.
- 12.7 The Executive Board shall provide a common seal for the Society and shall also provide for the safe custody of the seal. The seal shall not be used except by the authority of the Executive Board.
- 12.8 Every deed or other document to which the seal of the Society is required to be affixed shall be by the Secretary General in the presence of the President and in token of its having been so affixed, shall be signed by both the President and the Secretary General. In the absence of the President, the member officiating in his absence/authorised by the President shall undertake the responsibility to sign.
- 12.9 Every deed or other document so sealed with the common seal of the Society and signed both by the President (or member officiating in his absence/authorised by the President) and the Secretary General shall be deemed to be duly executed.
- 12.10 The Executive Board Member shall be the ex-officio Member for all the Executive Boards / Subspecialty Chapters in their respective State/District/City level Branches of the Society.

### **13. MEETINGS OF THE EXECUTIVE BOARD**

- 13.1 Meetings of the Executive Board shall be convened by the Secretary General as per directives of the President. The Executive Board shall meet at such time and place as may be necessary for the transaction of the business of the Society as directed by the President. Ordinarily, it shall meet a minimum of two times a year and any additional meeting shall be at the discretion of the President.

All such meetings shall not be sponsored by any commercial sponsors. Expenses of the meetings shall be borne by the Society only.

In cases of necessity, virtual meetings can be conducted.

- 13.2 Ordinarily, twenty-one days' notice shall be given to all the Members of the Executive Board, except in cases of emergency, where a meeting may be called at five days' notice at the expressed directives of the President. Such notices sent to the registered email ID or Mobile number (as in the Registry of Society) of the Executive Board Members shall be deemed as served.
- 13.3 **A Special Requisition Meeting of the Executive Board** may be requisitioned collectively, by not less than one-third of the total members of the Executive Board, asking for it along with the specific agenda, in writing to the Secretary General, who shall call a Special Requisition Meeting in consultation with the President, within three weeks of the receipt of such requisition by the Secretary General.

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The power to decide the date and place of such a meeting shall be with the President and the Secretary General.

If there is no quorum as mentioned in rule 13.4 for the Special Requisition Meeting, the meeting shall be dissolved.

Only the specific agenda provided for the Special Requisition Meeting shall be discussed.

Only two Special Requisition Meetings shall be permitted in a year. The agenda shall not be the same in both such meetings.

13.4 The quorum for a meeting of the Executive Board shall be 50% of the Executive Board Members, of which two must be from Office Bearers. If there is no quorum within 15 minutes of the time fixed for the meeting, that meeting shall be adjourned to a later time on the same day and place. No quorum shall be needed for an adjourned meeting except in cases of special requisitioned Executive Board meetings.

Only the specific matters mentioned in the agenda can be discussed and decided upon during the adjourned meeting.

13.5 The President shall preside at the meeting of the Executive Board. In his absence, the President-Elect shall preside. In case, both the President and the President-Elect are absent, then the Vice President (in order of Seniority by IAP membership) shall preside.

In case, the President, the President-Elect and the Vice Presidents are all absent, then the Immediate Past President shall preside. In case, the President, the President-Elect, the Vice Presidents, and the Immediate Past President are all absent, then the Executive Board Members present shall elect one amongst them to preside over the meeting.

13.6 Every question/problem/dispute submitted or aroused at a meeting of the Executive Board shall ordinarily be decided according to the majority of votes cast by the members present and voting at the meeting.

In case of equality of votes, the presiding person shall have a casting vote in addition to his vote as a member. Such a decision shall be final and binding to all the members of the Society and the parties concerned.

13.7 If the President considers a decision is required urgently, the Secretary General may circulate a proposal to all the members of the Executive Board. If the Secretary General receives an email and/or signed hard copy of approval for this proposal from a majority of members responding within the stipulated time limit given, that shall constitute a resolution as effective as one passed at a meeting duly convened and held.

13.8 In any event, if the President considers that a decision is required urgently, the Secretary General may circulate a proposal for a virtual meeting (which has to be recorded) to all the members of the Executive Board, to their registered email and/or phone number.

The resolutions taken in such meetings are as effective as one passed at a regular meeting duly convened and held.

#### **14. ELECTIONS**

14.1 All elections to the posts of Office Bearers and the Executive Board Members, unless otherwise specified elsewhere in the Rules and Regulations, shall be conducted by an Election Committee consisting of five Returning Officers (One from each Zone).

Returning Officers shall be Life Members of the Society for at least 15 years. The members of the Election Committee shall be nominated by the Executive Board and shall be ratified later by the General Body.

One Chief Returning Officer shall be chosen amongst the 5 Returning Officers by the Executive Board. The tenure of the members of the Election Committee shall be for two years at a time, and the maximum period for a member to be a Returning Officer shall be for four years.

If during the tenure of the Election Committee, there arises a vacancy for the post of Returning Officer due to any reason, the Executive Board has the authority to nominate any eligible member to that post and he shall continue for the following residual term of the Committee. This residual term shall not be counted as a term to calculate the maximum four-year period as a member of the Election Committee.

The office of the Election Committee shall be situated at the place of the Chief Returning Officer. The Election Committee shall enforce the Code of Conduct prescribed by the Executive Board.

None of the Returning Officers can contest in any General Elections of the Society for the next 2 (two) years after demitting the office.

14.1.1 The Election Committee once appointed shall become a quasi-autonomous body. Once the General Elections are declared, the Election Committee shall function autonomously to transparently conduct free and fair elections without any bias, hindrance, interference, favouritism or influence from anyone. After the conclusion of elections, the Election Committee shall submit its result or report or recommendations, only to the Secretary General of the Society.

##### **14.1.2 Recounting of Votes:**

Any contestant who desires to get the recounting of votes (e-voting/postal ballot) in his contested post, shall make a written request to the Chief Returning Officer within 48 hours from the time of the declaration of election results. The recounting shall be done at the sole discretion of the Election Committee.

14.1.3 Once the elections are declared by the Election Committee, the Code of Conduct as formulated by the Executive Board from time to time shall apply to all the contesting candidates until the Election process is completed.

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- 14.1.4 A Member desiring to contest the Elections for any post in the Society, if is holding any post in the Society or any of its Branches or Subspeciality Chapters; shall temporarily recuse himself from the responsibilities of that post which he has occupied in the said office, until the Election process is completed
- 14.1.5 Any Member desirous of contesting for any post in the Society must have cleared all his accounts for the period in which he had held any post in the Society or its Branches, or Subspeciality Chapters before filing the nominations. Such a declaration shall be given by him along with his nomination papers.
- 14.1.6 A Life Member shall not simultaneously contest for more than one post in the Society at a time.
- 14.1.7 Hierarchy of posts in the Executive Board shall be [in order of Senior to Junior posts]:
  1. The President, The President-Elect, Immediate Past President
  2. The Vice President, the Secretary General, Treasurer, the Joint Secretaries
  3. Executive Board Member
- 14.2 The election of the Office Bearers and the Executive Board Members of the Society shall be held by secret ballot / E ballot, as per the guidelines issued by the Executive Board / General Body from time to time.
- 14.3 The President-Elect, the 5 Vice Presidents, The Secretary General, Joint Secretaries, the Treasurer and all the Executive Board Members (except the nominated ones) shall be elected by all the Life & Fellow Members of the Society from amongst themselves.
- 14.4 A Fellow/Life Member contesting for the post of President -Elect should have been a Member of the Society for 15 (Fifteen) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served as an Executive Board Member for a period of at least 2 (two) terms before contesting for the post of President-Elect. The Vice Presidents, Secretary General, Joint Secretaries, Treasurer and the Organizing Secretary of PEDICON (Only after submitting the Interim/Provisional accounts of PEDICON as on 31<sup>st</sup> March of the same year, duly certified by the Chartered Accountant), Editor-in-Chief of the journals of the Society shall not seek elections for the post of President-Elect till the completion of their present scheduled term in the office.
- 14.5 A Life/Fellow Member contesting for the post of Vice President should have been a member of the Society for 10 (Ten) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served on the Executive Board for at least two complete terms before contesting for the post of Vice President.

14.6 A Life/Fellow Member contesting for the post of The Secretary General should have been a member of the Society for 10 (Ten) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served on the Executive Board for at least two complete terms before contesting for the post of the Secretary General.

14.7 A Life/Fellow Member contesting for the post of the Treasurer should have been a member of the Society for 10 (Ten) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served on the Executive Board for at least 2 (two) complete terms before contesting for the post of the Treasurer of the Society.

14.8 A Life/Fellow Member contesting for the post of the Joint Secretary should have been a member of the Society for 10 (Ten) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served on the Executive Board for at least two complete terms before contesting for the post of the Joint Secretary of the Society.

14.9 A Fellow/Life Member contesting for the post of Executive Board Member should have been a member of the Society from the same State where he is contesting, for 7 (Seven) complete years consecutively as on 1<sup>st</sup> January to be eligible to contest for the ensuing elections. In case a new State is formed, original state membership tenure shall be counted.

The term of the elected members to the Executive Board other than the Office Bearers shall be of a period of one year. There shall be a ceiling of three years of continuous membership, and there shall be a gap of one year for them to become eligible to contest again for the post of Executive Board Member. However, this gap is not applicable to contest for the post of Office Bearers. A Member can be an Executive Board Member for a maximum total period of 4 terms.

14.10 A member contesting for the post of the Secretary General shall be resident anywhere in India. To be elected by an all India election.

14.11 A member contesting for the post of Treasurer shall be resident anywhere in India. To be elected by an all-India election.

14.12 A Member contesting for the post of Joint Secretary (Liaison) shall be a resident of Delhi, Gurgaon, Bahadurgarh, Sonipat, Ghaziabad, Faridabad and Noida for continuous 5 years as on 1st January. To be elected by an all-India election.

14.13 A Member contesting for the post of Joint Secretary (Administration) shall be a resident of the Mumbai Metropolitan Region for continuous 5 years as on 1<sup>st</sup> January. To be elected by an all-India election.

14.14 The Vice President candidate must be a Life Member of the Society from any of the States or Union Territories of that Zone.

**East Zone:** West Bengal, Assam, Meghalaya, Mizoram, Tripura, Manipur, Nagaland, Arunachal Pradesh, Sikkim, Jharkhand, Bihar, and Odisha.

**West Zone:** Maharashtra, Gujarat, Goa, Dadra and Nagar Haveli, Daman and Diu.

**North zone:** Jammu & Kashmir, Ladakh, Punjab, Himachal Pradesh, Chandigarh, Uttarakhand, Delhi (National Capital Territory of Delhi), Haryana, and Rajasthan.

**South Zone:** Kerala, Tamil Nadu, Puducherry, Andaman and Nicobar, Lakshadweep and Karnataka.

**Central zone:** Andhra Pradesh, Telangana, Madhya Pradesh, Chhattisgarh, and Uttar Pradesh.

14.15 Any Life / Fellow Member contesting for the post of Executive Board Member from a particular State/Union Territory shall be a resident and member of the Society from the same State/Union Territory. To be elected by that State/Union Territory Voting.

14.16 **Nominations for the post of Editor-in-Chief of Indian Pediatrics** shall be invited from amongst the Life Members of the Society from anywhere in India. This shall be advertised in all the publications of the Society and by mass mail to all the members at a scheduled time. The nominations shall then be scrutinized by a Committee appointed by the Executive Board, and the Editor-in-Chief shall be appointed/elected by the Executive Board as necessary.

The eligibility criteria for Editor-in-Chief:

- i) He must have served in the same Journal (Indian Pediatrics) for at least 6 years either in combination or in isolation as a member of the Editorial Board, Executive Editor, Associate Editor and/or Managing Editor.
- ii) Shall have published at least 50 research publications in PubMed-indexed Journals.

14.17 **Nomination for the post of Editor-in-Chief of the Indian Journal of Practical Pediatrics** shall be invited from amongst the Life Members of the Society from anywhere in India. This shall be advertised in all the publications of the Society and by mass mail to all the members at a scheduled time. The nominations shall then be scrutinized by a Committee appointed by the Executive Board, and the Editor-in-Chief shall be elected and appointed by the Executive Board as necessary.

The eligibility criteria for Editor-in-Chief:

- i) He must have served in the same Journal (Indian Journal of Practical Pediatrics) for at least 6 years either in combination or in isolation as a member of the Editorial Board, Executive Editor, Associate Editor and/or Managing Editor.
- ii) Shall have published at least 50 research publications in PubMed-indexed Journals.

**14.18 The Executive Board Members shall be elected as follows:**

The Executive Board Members from each State/Union Territory shall be elected by the Fellow/Life Members of the respective States/Union Territory only. The number of State/ Union Territory-wise Executive Members shall depend on the strength

of eligible voters (Fellow and Life Members of the Society) as on 31<sup>st</sup> July of that particular year from the concerned States/Union Territory which shall be as follows:

100 to 500	-	One Executive Board Member
501 to 1250	-	Two Executive Board Members
1251 to 2250	-	Three Executive Board Members
2251 to 3250	-	Four Executive Board Members
3251 to 4250	-	Five Executive Board Members
4251 to 5250	-	Six Executive Board Members
5251 to 7250	-	Seven Executive Board Members

In the case of Maharashtra, one seat shall be reserved for the Mumbai Metropolitan Region.

The number of Associate Life Members and Post Graduate Student Members shall not be counted while calculating the membership strength of each State/Union Territory for this purpose.

The North-Eastern States shall have their representation in Executive Board as follows:

1. One Executive Board Member from Manipur and Tripura collectively.
2. One Executive Board Member from Meghalaya, Mizoram, Arunachal Pradesh, Nagaland and Sikkim collectively.

Any State/Union Territory, when eligible for an Executive Board seat as per the desired membership strength shall automatically be given the Executive Board seat in the forthcoming elections.

14.19 Any member who has any complaint related to the elections shall give the same in writing or through his registered email addressed to the President of the Society within 21 days of the declaration of the results.

#### **14.20 Election Tribunal;**

A five-member Election Tribunal shall be constituted every year by the Executive Board in their first meeting, consisting of an Immediate past President at the time of the tribunal as the Chairperson and the President at the time of the tribunal as co-chairperson, and one past Chief Election Returning Officer, and any 2 past presidents of the society.

The complaint regarding the election firstly shall be addressed by the Grievance Redressal Cell, which shall give its report within one week to the office of the Society. If the complainant is not satisfied with the report of the Grievance Redressal Cell, then the matter shall be referred to the Election Tribunal.

The Election Tribunal shall submit its report within 2 weeks to the office of the Society. The decision of the Executive Board shall be final.

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The complainant shall deposit Rupees One Lakh only at the time of the complaint. In case the complaint is found to be genuine, the money deposited shall be refunded to the complainant. Otherwise, the actual expenses incurred by the Election Tribunal shall be deducted from the deposit amount and the balance amount, if any, shall be refunded to the complainant.

14.21 Any dispute shall be subject to the Mumbai Metropolitan Region Jurisdiction only.

## **15. ASSETS AND LIABILITIES OF THE SOCIETY**

- 15.1 The authority to deal with all the assets, movable or immovable, belonging to the Society shall be vested in the Executive Board. However, any sale /purchase of the Society property and mortgage of any immovable property of the Society can only be done as per the Bombay Public Trust Act and with the permission of the General Body.
- 15.2 All money received by or on behalf of the Society shall be deposited forthwith in a scheduled bank or scheduled banks selected by the Executive Board and shall not be withdrawn from bank or banks except under the authority of and in the manner prescribed by the Executive Board.
- 15.3 Any money not immediately required for the Society may be invested by the Executive Board in such a manner as it may deem fit and according to the regulations of the Public Trust Act.
- 15.4 Without prejudice to the generality of the foregoing powers, the Executive Board shall have the powers:**
  - 15.4.1 To acquire by purchase, lease, gift, or otherwise, with or without conditions, any property movable or immovable and whether subject to any special trust or not, for any one or more of the objectives of the Society.
  - 15.4.2 To borrow or raise money in such a manner or on such terms as the Society may think fit and according to the regulations of Public Trusts.
  - 15.4.3 To act as trustees and to undertake or execute any trust or agency which may directly or indirectly be conducive to any of the objectives of the Society.

## **16. THE JOURNALS OF THE SOCIETY**

The Journals of the Society shall be called:

1. Indian Pediatrics;
2. Indian Journal of Practical Pediatrics;
3. Indian Pediatrics Case Reports (IPCaRes);
4. Child India

The Editors-in-Chief shall be in charge of their respective Journals of the Society. Tenure of all the Editors-in-Chief of the Journals shall be for three years. They can re-contest for the post of Editor-in-Chief.

16.1 The Editors-in-Chief shall be assisted by their respective Journal Committees, the composition of which shall be as follows:

- a. The Editor-in-Chief (1)
- b. The Executive Editor (1)
- c. The Managing Editor (1)
- d. The Associate Editors (7)
- e. Executive Members (12)

Eligibility criteria and selection criteria for members of the Journal Committee except that of Editor-in-Chief shall be decided by the Executive Board.

Either the Managing Editor or Executive Editor shall be from the Delhi-NCR region for Indian Pediatrics. Either the Managing Editor or Executive Editor shall be from Chennai for the Indian Journal of Practical Pediatrics.

16.2 The members of the Journal Committee shall be appointed by the Executive Board ordinarily for a period of three years on the recommendations of the respective Editor-in-Chief of the Journals.

16.3 The President of the Society shall be overall in charge of the Journal Committees maintaining the editorial independence of the Editorial Board. The Editorial Advisory Board for each Journal comprising 10 Members and the Secretary General of the Society as ex-officio shall be appointed by the Executive Board for one year from amongst the Life and/or Fellow Members of the Society on the recommendations of the Editor-in-Chief of respective Journals and approval of the Executive Board.

#### **The functions and powers of the Journal Committee**

16.4 The Journal Committees shall assist their respective Editor-in-Chief in the regular publication of the Journals.

16.5 The respective Journal Committees shall meet physically/virtually a minimum of four times a year or as and when needed as decided by the Editor-in-Chief.

16.6 The respective Journal Committees shall assist their Editor-in-Chief and the respective Editorial Advisory Board to scrutinize all the articles received for publication and edit, pass, or refuse them for publication.

16.7 The respective Journal Committees shall be responsible for the arrangement of the business of the Journal, its printing, securing advertisements, circulation, and distribution of the Journals among members and/or subscribers and others.

16.8 The Journal Committees shall have the power to select referees and collaborators for their respective Journals.

16.9 The Journal Committees shall set apart adequate space in any issue of their respective Journals on concurrence with the Executive Board, for publication of any matters relating to the Society.

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16.10 The Journal Committees shall prepare an annual budget for their respective Journals and submit it for consideration and approval of the Executive Board of the Society every year and also have powers to submit supplementary budgets as and when the need arises.

16.11 The respective Journal Committees shall prepare an Annual Statement of Accounts and Balance Sheet showing the financial position of the Journals, get it audited by the Auditors and submit it for adoption by the Executive Board.

16.12 The Journal Committees shall prepare an annual report of the working of their respective Journals and submit the same to the Executive Board for such action as it deems fit.

16.13 The Editor -in-Chief with Managing Editor and Executive Editor shall have the powers to open the accounts in the scheduled banks as approved by the Executive Board. Any two of the aforementioned officials can be signatories to operate the accounts for various purposes concerned with their respective Journals according to the budget estimates approved by the Executive Board.

**16.14 Indian Pediatrics Case Reports (IPCaRes):**

IPCaRes is a Journal of the Society.

IPCaRes shall be managed by the Editorial Board of Indian Pediatrics (IP).

Indian Pediatrics shall fund the journal for the initial five years (2021 -25), and subsequently, its financial viability shall be assessed by the Executive Board of the Society.

The Editor-in-Chief of Indian Pediatrics shall present the proposed Editorial Board of IPCaRes to the Executive Board of the Society for approval, each year during the first Executive Board of the Society meeting. Editor of IPCaRes shall be appointed for a period of two years by the Editor-in-Chief of Indian Pediatrics, from amongst the Associate Editors of Indian Pediatrics.

The composition of the IPCaRes Editorial Board shall be as follows:

- a. Editor - 1 (tenure 2 years)
- b. Executive Editor -The Editor-in-Chief of Indian Pediatrics (ex-officio)
- c. Managing Editor -1
- d. Associate Editors - 5 (1 from each zone)
- e. National Advisory Board - 5 (one from each zone, tenure 1 year)
- f. International Advisory Board - 5

The National Advisory Board shall have all 5 members from that year's Executive Board Members of the Society.

IPCaRes issues shall be made available as a soft copy version to all the Members of the Society at the Society's website. Print copies shall only be available to paid subscribers.

The Editor-in-Chief of Indian Pediatrics shall present the report of IPCaRes in each Executive Board meeting of the society, as part of the Indian Pediatrics Journal report.

## **17. POWERS OF THE PRESIDENT**

- 17.1 The President shall be overall in charge of all the activities of the Society and shall be consulted by the Secretary General on all issues.
- 17.2 The President shall have the power to formulate an 'IAP Presidential Action Plan' for the year to which he is officiating and form various committees with the approval of the Executive Board.
- 17.3 The President may correspond with the Government, National and International Bodies and Individuals on important issues. Copies of the exact correspondences shall be forwarded to the Office of the Society.
- 17.4 The President shall preside over all the conferences and meetings of the Society. In his absence, President-Elect shall preside.

In case, both the President and the President-Elect are absent, the Vice President (in order of seniority by IAP membership) shall preside.

In the absence of the President, President-Elect, and all Vice Presidents, the Immediate Past President shall preside.

If the President, the President-Elect, the Vice Presidents, and the Immediate Past President are all absent; then, the Executive Board Members present shall elect one amongst themselves to preside over the meeting.

## **18. POWERS AND FUNCTIONS OF THE SECRETARY GENERAL**

- 18.1 In all matters pertaining to the working of the Society, the Secretary General shall act in concurrence with the President before implementing and communicating the decision. In case of an emergency and the absence of the President, the President Elect should be consulted.
- 18.2 The Secretary General shall comply with all the rules and regulations of the statutory bodies under which the society is functional.
- 18.3 The Secretary General shall keep the President informed about all the important matters relating to the Society and shall send a copy relating to important Society correspondences to the President and the President-Elect for their perusal and comments.
- 18.4 Subject to the 'Rules and Regulations' of the Society, the Secretary General shall be responsible for carrying out the directions and decisions of the President and the Executive Board and in particular he shall:

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- 18.4.1 convene meetings of the Society and the Executive Board whenever necessary or called upon to do so by the President and/or any other Requisition Meeting as specified elsewhere in the bylaws.
- 18.4.2 have administrative control over all the affairs of the Society.
- 18.4.3 be in charge of all the correspondences of the Society.
- 18.4.4 document and keep accurate minutes of all the meetings of the Society, Executive Board, and the Committees thereof and post them on the official website of the Society. He shall provide any non-confidential information of the affairs of the Society to the Members on their request for the same.
- 18.4.5 prepare an Annual Report of the Society.
- 18.4.6 be overall in charge of all the assets of the Society.
- 18.4.7 be responsible for all the financials of the Society in conjunction with the President and the Treasurer.
- 18.4.8 pass all the bills for payment on behalf of the Society after consulting the Treasurer. In case of any difference of opinion, the matter shall be referred to the President. The President shall resolve the difference of opinion and inform such matters to the Executive Board. Further, if in case, the same does not resolve, the matter shall then be referred to the Executive Board and the decision of the Executive Board shall be final and conclusive.
- 18.4.9 have powers to incur non-budgeted expenses for any of the purposes of the Society up to a limit of Rs.5,00,000/- in total, in one financial year, in concurrence with the President and the Treasurer. Any non-budgeted expense over and above Rs. Five Lakh in total in that administrative year has to be approved by the Executive Board and Finance Committee.
- 18.4.10 be an ex-officio member of all committees of the Society.
- 18.4.11 perform all such other duties as are incidental to the office with the help of the Joint Secretary (Administration).
- 18.4.12 sign or authenticate on the advice of the President, all notices, communications, memoranda, and other papers/documents of the Society.  
When so signed and authenticated by the Secretary General, it shall be conclusive. In case of any difference of opinion between the President and the Secretary General, either of them can refer the matter to the Executive Board to resolve.

## **19. POWER AND FUNCTIONS OF THE TREASURER**

- 19.1 The Treasurer shall be responsible for keeping up -to-date accounts of the Society and maintaining all the account books regularly. The Treasurer in conjunction with the President and the Secretary General shall also be responsible for all the financial transactions during their tenure.

- 19.2 The Treasurer shall dispose of the bills for payment as sanctioned by the Secretary General and only on his written instructions.
- 19.3 The Treasurer shall have the right to point out any error or discrepancy in the order of payment made by the Secretary General and refer the order back to him with his remarks. In the event of disagreement persisting between the Secretary General and the Treasurer, the matter shall be then referred to the President. If the disagreement is not resolved by the President, the matter shall be referred to the Executive Board for resolution with majority and such decision taken by the Executive Board shall be final.
- 19.4 The Treasurer shall in consultation with the President and the Secretary General, prepare a budget of the estimated receipts and expenditures of the Society for each year and present the same for approval of the Executive Board.
- 19.5 The Treasurer shall get the accounts of the Society audited by the auditors appointed by the Society and submit the same to the appropriate statutory bodies within the specific period as applicable under the laws of the land.
- 19.6 The Treasurer shall prepare an Annual Statement of Accounts and Balance Sheet showing the financial position of the Society, get it audited by the auditors appointed at the Annual General Meeting of the Society, and submit it for adoption by the Executive Board and General Body. He shall be jointly responsible with the President and the Secretary General for all the financial affairs of the Society in his tenure.
- 19.7 No expenditure shall be incurred unless the same has been included in the Annual or Supplementary Budget and approved by the Executive Board; except by the Secretary General as defined in rule 18.3.9. In cases of emergency, the expenditures can be allowed only after approval by the President of the Society.

## **20. POWER AND FUNCTIONS OF THE JOINT SECRETARIES**

- 20.1 Joint Secretary (Liaison) to coordinate and execute the assigned duties by the President, the Secretary General and/or Executive Board with the Government and other agencies in Delhi (National Capital Territory of Delhi) and submit the reports if any thereof, every quarter to the Executive Board of the Society.
- 20.2 Joint Secretary (Administration) at Mumbai Metropolitan Region.
  - 20.2.1 The Joint Secretary (Administration) shall carry out all such incidental administrative work at the office of the Society in Mumbai as required for the smooth functioning of the office, as advised and approved by the Secretary General except any work related to finances where the Treasurer has to advise and direct him. He shall visit the office of the Society regularly for the same.
  - 20.2.2 In case of vacancy of the post of the Secretary General other than by efflux of time, the Joint Secretary (Administration) shall take over as the acting Secretary General for the remaining period as stipulated in Rule 11.10.

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## 21. GENERAL BODY MEETINGS

An Annual General Body Meeting of the Society shall be held not later than March 31<sup>st</sup> of every year.

21.1 At the Annual General Body Meeting, the following businesses shall be transacted:

1. Confirmation of the minutes of the last Annual General Body Meeting.
2. Consideration and adoption of the Annual Report of the Society.
3. Consideration and adoption of the Audited Statement of Accounts.
4. Approval and appointments of the Finance Committee, the Election Committee, ACVIP (Advisory Committee on Vaccines and Immunization Practices), and any other important Committees as deemed necessary by the Executive Board.
5. Appointment of Auditors and fixing their remuneration.
6. Appointment of Legal Advisors.
7. Any other business, notice of which has been circulated with the agenda.
8. Any other business of which 30 days' notice has been given to the Secretary General in writing.
9. Any other business with the permission of the Chair.

21.1.1 No business shall be transacted at any Annual General Body Meeting unless a quorum is present at the commencement of the meeting.

21.1.2 A strength of 1/10th of total Life and/or Fellow members of the Society shall form a quorum for the Annual General Body Meeting. If within half an hour of the time fixed for the meeting quorum is not present, the meeting shall stand adjourned to a later time on the same day at the same place. The quorum shall not be needed for an adjourned meeting. Only matters mentioned in the agenda can be discussed and passed in the adjourned meeting.

### **SPECIAL GENERAL BODY MEETING**

21.2 The President may when he thinks necessary, or on resolution of the Executive Board shall call a Special General Body Meeting.

On receipt of a requisition of not less than 500 Life and/or Fellow members stating the object of the meeting addressed to the Secretary General, the President shall call a **Requisition Special General Body Meeting** of the Members of the Society.

Three weeks' notice shall be given to the members of such meetings and notice should specifically mention the objectives for which the meeting has been requisitioned.

In the case of requisition, the meeting shall be held within 45 days of receipt of the requisition. Only the objectives raised in the requisition shall be discussed at such meetings.

The power to decide the date and venue shall be collectively with the President, Immediate Past President, President Elect, Vice President (Senior most by IAP membership) and the Secretary General.

- 21.3 At all Special General Body Meetings, 100 Life and/or Fellow members shall form a quorum. If there is no quorum within half an hour of the time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and same place. No quorum is needed for the adjourned meeting. Only matters mentioned in the agenda can be discussed and passed in the adjourned meeting.
- 21.4 At all Requisitioned Special General Body Meetings, 500 Life and/or Fellow members shall form a quorum. If there is no quorum within half an hour of the time fixed for any Requisitioned Special General Body Meeting, the meeting shall be dissolved.
- 21.5 A question may be submitted in a meeting by the members present and voting can occur for the same. In case of a tie, the Presiding Person of the meeting shall have a casting vote in addition to his own.
- 21.6 Subject to any law for the time being in force and subject to the powers vested in the Executive Board, the Executive Board shall give effect to the resolutions passed at the Annual General Body Meeting, Special General Body Meeting and Requisitioned Special General Body Meeting.
- 21.7 A statutory notice shall be sent at least 21 days before any Annual General Body Meeting / Special General Body Meeting/ Requisition Special General Body Meeting to all the members. This notice shall be sent by email and/or SMS to the latest email ID and/or mobile number recorded in the Registry of Members.  
A notice sent by email and/or SMS shall be deemed to have been served. In addition, these statutory notices can be printed in Indian Pediatrics and/or in Academy Today (The official bulletin of the Indian Academy of Pediatrics).

## 22. BRANCHES

- 22.1 Indian Members of the Society may group themselves in an order of the following hierarchy:
  1. State Branches
  2. District Branches
  3. City Branchesprovided these branches register with the concerned Statutory Body of that State and enter into a 'Memorandum of Understanding [MOU] with the Society (IAP) and have a required number of members as mentioned in rule 22.4, for forming a Branch for furtherance of the objectives of the Society.
- 22.2 **Foreign Branches:** A group of 15 such members as defined in rule 4.3 from any particular country can form a Branch and it shall be known as the 'Associate Branch of Indian Academy Pediatrics, (Country name to be mentioned)', provided they register with the concerned Statutory Body of that Country and enter into a 'Memorandum

of Understanding [MOU]’ with the Society (IAP) for furtherance of the Objectives of the Society.

- 22.3 Herein after, Branch of Society shall mean to include all four i.e., State Branches, District Branches, City Branches, and Foreign Branches. They shall follow all the Rules and Regulations of the Society. The Branch shall be formed after being duly approved by the Executive Board of the Society.
- 22.4 The Society shall recognize Branches formed on a State wise basis known as State Branches to give grants for academic activities. However, a local area of more than 25 Life and/or Fellow Members may form a District Branch and a local area of more than 15 Life and/or Fellow members can form a City Branch on recommendations of that State Branch subject to the consent and approval of the Executive Board of the Society.

In rare cases, this rule can be waived by the Executive Board where there is a lack of required members in a particular area.

- 22.5 Subject to the rules and regulations of the Society, each branch shall be free to govern itself in such manner as it thinks fit and for that purpose from time to time shall make the rules and regulations in line with the rules and regulations of the Society. Modifications of rules and regulations shall be within the framework of the constitution of the Society and the Society Act and other Laws, Rules and Regulations applicable in that area, and upon execution of an updated Memorandum of Understanding with the Society to that effect.
- 22.6 The Office Bearers and the Executive Board of the Branches shall be constituted as per their Memorandum of Association and Memorandum of Understanding of the Branch with the Society.
- 22.7 The Office Bearers and the members of the Executive Committee/Board of the Branches shall be elected by secret ballot/postal ballot papers/e-voting.
- 22.8 The Executive Board Members of the Society shall be the nominees on the Executive Committee/Board of their respective State, District and City Branches with voting rights.
- 22.9 The President and the Secretary General of the Society shall be Ex-Officio Members of all Branches of the Society.

The Vice President of the Society shall be an ex-officio member of all the Branches of the Society in their respective Zone.

- 22.10 The President and the Secretary of the State Branches shall be nominees on all District and City Branches of the Society in their respective States.
- 22.11 Members residing or practicing or employed in an area as per the latest addresses given to the Society where Branch exists may also be associated with any other Branch of the Society without voting rights.

22.12 Each Branch shall submit to the office of the Society by 31<sup>st</sup> October of each year an Interim Report as well as an Annual Report of its activities together with an Annual Statement of Accounts and copies of the same shall be sent to the respective State Branch.

22.13 All District/City Branches of the Society shall function in conjunction with the State Branches and the Society.

22.14 Each Branch of the Society shall display the logo of the Society, the registration number of the Society and the name of the President and the Secretary General of the Society on their letterhead.

The pattern of Office Bearers in Branches shall be similar to that in the Society. Only Life/Fellow Members of the Society shall be eligible to become Office Bearers/ Executive Members of the Branch or to take part or to vote in elections of the Branches.

#### **22.15 FUNCTIONS OF BRANCHES**

22.15.1 All Branches of the Society must ensure that the members of the Society represent on State/District level, Governmental / Semi -Governmental / Non- Governmental agencies / Organizations / Voluntary Health agencies and on any other forums and make known the Society's policies and views on Child Health.

22.15.2 All Branches of the Society shall work for the fulfilment of the Aims and Objectives of the Society. However, the Executive Board may regulate any programs if it deems necessary.

22.15.3 All Branches may publish health educational materials, books and periodicals in concurrence with the Society's policy and not contrary to it.

22.15.4 All Branches shall be required to maintain records of all their activities in a format as prescribed by the Society and furnish the same to the Society along with Annual Report as and when called for.

22.15.5 There shall be a meeting between Office Bearers of the Society with the Presidents and the Secretaries of all Branches of the Society at the Annual National Conference of the Society.

22.15.6 All branches shall be required to submit proposed activities to be taken up by them for the succeeding year. Any subsequent change/addition in the program should be intimated to the Society by 15th of every month.

22.15.7 A Branch may be derecognized if it acts against the objectives of the Society or brings discredit to the Society. After being given a chance to the Branch concerned, such a recommendation for derecognition of the Branch shall be made by the Executive Board which has to be ratified at the subsequent Annual General Body Meeting of the Society.

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- 22.15.8 All the Branches shall sign a Memorandum of Understanding (MoU) with the Society, in a format as prescribed by the Executive Board from time to time.
- 22.15.9 The Society may award President's Shield/ any other Awards to State, District and City Branches for meritorious services as per the guidelines given by the Executive Board from time to time.
- 22.15.10 All Branches shall abide by the rules and regulations of the Society. In case of any dispute relating to the working of the branches, the same shall be brought to the notice of the Society and the decision of the Executive Board in such disputes shall be final and binding on all the Branches.

## **22.16 FINANCES OF BRANCHES**

- 22.16.1 The Office Bearers of the Branch shall get the Branch registered under Statutory Bodies of the Government at a local level where the Branch Office is located.
- 22.16.2 The Branch shall maintain regular Books of Accounts and get the same audited by a Chartered Accountant and ensure compliance with the provisions of the Income Tax Act, 1961 as required by the Government of India/State Government/Semi Government/Local Statutory Authorities and other applicable statutes as required from time to time.
- 22.16.3 All the Branches shall submit to the Society a copy of the Audited Accounts and the Annual Report of the previous financial year, not later than October 31<sup>st</sup> of each year.
- 22.16.4 The Branch shall raise funds as per the Guidelines of the Society.
- 22.16.5 The Executive Board of the Society or its nominee reserves the right to inspect the Books of Accounts and documents maintained and audited by the Branch.
- 22.16.6 A contribution of Rupees Ten Thousand or any other amount as decided by the Executive Board of the Society from time to time, shall be made to the Society from the savings/surplus of the Conferences of the Branches.
- 22.16.7 In the event of dissolution of the Branch for any reason whatsoever, the residue of funds and assets of such Branches shall be donated and transferred to the Society.

## **23. ANNUAL CONFERENCE OF THE SOCIETY**

- 23.1 There shall be an Annual National Conference of the Society (Pedicon) organized by invitation to conduct scientific programs and to convene Executive Board Meeting and Annual General Body Meeting of the Society.  
Bid for the same shall be invited by the office of the Society at least two years in advance.

Conduct of the Annual National Conference shall be in accordance with the Standard Operating Procedures issued by the Executive Board from time to time.

23.2 There shall be an Annual Zonal Conference of the Society every year at each Zone, presided by the Vice-President of that Zone. These conferences shall be clubbed with the Annual Conference of the State Branch hosting the Zonal Conference and Annual Conference of one of the Sub-Specialty Chapters of the Society.

The Vice-President of that Zone, Chairperson of the concerned Sub-Specialty Chapter, President of the State hosting the Zonal Conference and Organizing Secretary of the Zonal Conference shall decide the scientific programs of the conference amongst themselves by consensus.

These Zonal Conferences shall be without frills as far as possible.

The profit from the Conference shall be shared as follows: 20% by the Society, 20% by participating Chapters, 20% by the State Branch hosting the Conference, and 40% by the Local/City Branch.

Any dispute regarding any matter shall be referred to the Executive Board of the Society whose decision shall be binding to all concerned.

23.3 An invitation for the National Annual Conference of the Society-Pedicon, can be extended by a recognized Branch of the Society. However, before extending the invitation by the recognized Branch of the Society, a prior formal General Body Meeting of the members of that Branch should be called to elect the Organizing Chairperson, Organizing Secretary and Treasurer for the event so that they get the full support and active participation of all the members of the Branch.

The bidding local Branch should submit the bid to the Society with a copy to the State Branch. In the event the State Branch bids for the conference; in such a case, the State Branch should mark the copy of the bid to the local Branch of the host City.

The bidding Branch must have its own PAN Card Number, Registration under 12AA of Income Tax and also the branch shall be registered with the Registrar Society/Public Trust Authority/any other Statutory Body or Authority as per rules and regulations of the local State Government.

The bidding Branch must submit audited accounts of the Branch for the last 3 financial years (the year ended last 31<sup>st</sup> March and the preceding two years). Along with the bid, a Demand Draft for the bidding fee as prescribed by the Executive Board of the Society in favour of "Indian Academy of Pediatrics", payable at Mumbai, or NEFT/RTGS transfer to the account of "Indian Academy of Pediatrics", has to be submitted.

The bidding Branch must submit a detailed budget for the event along with the bid.

Failing to submit all the above, bid of that Branch shall be rejected summarily and shall not be considered for scrutiny by the Committee appointed by the Executive Board.

The bidding Branch must not have any arrears to the Society.

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23.4 The venue for the Annual Conference shall be selected by the Executive Board among the bids received as per the procedure specified hereinafter:

For the scrutiny of the bids received, the President shall form a Committee comprising 5 members with the approval of the Executive Board; out of which, two must be previous Organizing Secretaries of the National Conference of the Society- PEDICON, and at least two Executive Board Members. This committee shall scrutinize the bids for all papers in order, can visit the venue (at the cost of the bidding branch), can take the opinion of some event management company, and then shall decide on the final Branches for bidding.

The Executive Board in its next meeting shall decide the venue of the conference, by voting if necessary.

23.5 The defined Standard Operating Procedures (as defined by the Executive Board from time to time) to be followed for the conference shall be communicated as an annexure to the invitation for the bid.

A memorandum of understanding (MoU) shall be signed by the Organizing Secretary, Organizing Chairperson and Treasurer of the Organizing Committee of the PEDICON, President, and Secretary of the organizing City or State Branch as the case may be, and Secretary General and Treasurer of the Society regarding contribution to Corpus Fund, sharing of the profits, internal and external audit of the event by the office of the Society/ Organizing Committee and transfer of the funds within a stipulated time with sharing of any financial liabilities to be shared by the Society and hosting Branch proportionately.

Every year, the Society shall publish the estimated budget for the next year's Pedicon and the Audited Accounts of the previous year's Pedicon in its Annual Report for approval by the General Body.

23.6 The Organizing Secretary shall submit a separately Audited Statement of Accounts of the Conference to the Executive Board of the Society through the Secretary and the President of the bidding Branch within the next financial year after the Conference is over. (eg. Pedicon 2017 shall get its accounts audited in the year ending 31<sup>st</sup> March 2018 and finally submit it to the Executive Board. These final accounts shall be published in the Annual Report of the Society in 2019). After a final audit, all the accounts related to the Pedicon shall be closed and whatever funds are left, shall be transferred to the host Branch.

23.7 **Any International Conference by the Society or any of its Sub-Specialty Chapter or any State/ City Branch** shall be organized only after the approval of the Executive Board of the Society. For any such International event, the Executive Board of the Society shall choose the venue by inviting the bid. The Executive Board of the Society shall choose the Organizing Team, Scientific Program, and dates in discussion with the concerned Branch of the Society. Any such event without the approval of the Executive Board shall not be an official event of the Society and such organizers Sub-Specialty Chapters and/or State and/ or Local City Branches shall not be allowed to use the banner and logo of the Society. Any violation shall follow appropriate punitive action as decided by the Executive Board of the Society, against the Organizers.

**24. SUBSPECIALITY CHAPTERS OF THE SOCIETY**

24.1 A minimum of 2% of the total membership strength of the Society, which fulfils the criteria as prescribed by the Executive Board from time to time is required for the formation of the Subspecialty Chapter of the Society at the time of application.

The Executive Board shall grant recognition to the Subspecialty Chapter at its subsequent meeting held after receipt of the application. A specific objective for the formation of a Subspecialty Chapter must be specified in the application, which must not conflict with any other existing Subspecialty Chapter.

A Memorandum of Understanding approved by the Executive Board of the Society, regarding the use of the Logo of the Society, Membership, Registration of the Chapter, Finances, submission of the Annual Report including the Membership list, any change in the constitution of the Subspecialty Chapter, role of Indian Academy of Pediatrics-Indian College of Pediatrics, Conferences shall be signed by the Secretary of the concerned Subspecialty Chapter and Secretary General of the Society.

Fresh Formation of groups is prohibited. However, existing groups shall continue to function till they become chapters in due course.

**24.2 AIMS AND OBJECTIVES OF THE SUBSPECIALITY CHAPTERS OF THE SOCIETY**

1. To establish and promote knowledge and interest in different Pediatric Subspecialties.
2. To promote and conduct research in Pediatric Subspecialties.
3. To impart specialized training in Pediatric Subspecialties
4. To identify and establish specialized Pediatric Subspecialties' Training Centres.
5. To organize scientific meetings on Pediatric Subspecialties.

**24.3 Rules and Regulations of Subspecialty Chapters**

24.3.1 Subspecialty Chapters of the Society shall be known as: "Indian Academy of Pediatrics—....(name of the Subspecialty to be mentioned)... Chapter".

24.3.2 The Office Bearers of the Indian Academy of Pediatrics Subspecialty Chapters shall get the Subspecialty Chapters registered under the prevailing pertinent Acts as required by the Statutory Bodies of the Government at a local level where the office of the Subspecialty Chapter is located.

24.3.3 Members shall be enrolled by the Executive Committee of the respective Subspecialty Chapters of the Society. Membership shall be of three classes, namely:

- a) Life
- b) Associate Life
- c) Affiliate Life

24.3.4 Only those who are Life/Associate Life Members of the Society are eligible for Life/Associate Life membership respectively of the Indian Academy of Pediatrics Subspecialty Chapters.

Non-IAP members having an interest in the subject could be taken as Affiliate Life Members of the Subspecialty Chapter.

24.3.5 Only Life members of the Subspecialty Chapters shall have voting rights in their meetings or participate in elections or become Office Bearers or Executive Members of the Chapter. However, other category members can be co-opted on the Executive Committee of the Chapter by the Executive Committee of the Chapter, but without any voting rights.

24.3.6 **Office Bearers:** Each Indian Academy of Pediatrics Subspecialty Chapter shall have the following Office Bearers:

- a) Chairperson - One [tenure for one calendar year]
- b) Secretary - One [tenure for two calendar years]
- c) Treasurer - One [tenure for two calendar years]
- d) Five or in multiples of five-Executive Committee Members from amongst Life Members of the concerned Chapter, one or more but equal from each Zone. [tenure for one calendar year]

The Office Bearers and the Members of the Executive Committee of the Indian Academy of Pediatrics Subspecialty Chapters shall be elected from amongst the Life Members of the respective Indian Academy of Pediatrics Sub-Specialty Chapters by secret postal ballot papers /e-voting.

No member of the Society can be an Office Bearer of more than one Subspecialty Chapter at any given time.

No member of the Subspecialty Chapter can become Office Bearer on the same post for more than 2 tenures.

24.3.7 The Indian Academy of Pediatrics Sub-Specialty Chapter shall raise funds as per the guidelines given by the Executive Board of the Society from time to time.

24.3.8 The Indian Academy of Pediatrics Sub-Specialty Chapter shall maintain regular books of accounts and get the same audited by a Chartered Accountant and ensure compliance with the provisions of Income Tax Act, 1961 as required by the Government of India/State Government/Semi-Government/Local Statutory Authorities and other applicable statutes as required from time to time.

24.3.9 The Executive Board of the Society or its nominee reserves the right to inspect the Books of Account and documents maintained and audited by the Indian Academy of Pediatrics Sub-Specialty Chapter.

24.3.10 The Indian Academy of Pediatrics Sub-Specialty chapters shall submit a copy of the audited accounts, membership list, updated copy of their Memorandum of Association, and the Annual Report to the Society not later than October 31<sup>st</sup>, every year for the year ended March 31<sup>st</sup>, failing which the chapter shall not be allotted any symposium in National Conference (PEDICON) of the Society and shall not be considered for any Awards/prizes of the Society.

24.3.11 A contribution of Rupees Ten Thousand or any other amount as decided by the Executive Board of the Society from time to time, shall be made to the Society from the savings/surplus of the Conferences of the Sub-Specialty Chapters.

24.3.12 All Indian Academy of Pediatrics Sub-Specialty Chapters shall be required to project "Indian Academy of Pediatrics" as the parent organization in their Memorandum of Association. They shall publish the names of the President, the Secretary General, and the Treasurer of the Society in all their publications and stationery.

24.3.13 All Indian Academy of Pediatrics Subspecialty Chapters shall restrict their academic activities to their respective specialty only. All Subspecialty Chapters shall be a member of the Indian Academy of Pediatrics-Indian College of Pediatrics (IAP-ICP) and shall be affiliated with the IAP-ICP for their training programs, courses, publications and their fellowships.

24.3.14 A joint meeting of Office Bearers of the Society with the Chairperson and Secretaries of all Indian Academy of Pediatrics Sub-Specialty Chapters shall be held during the Annual Conference of the Society or as per the calendar of events issued by the Executive Board of the Society.

24.3.15 A Member of the Executive Board of the Society shall be deputed as a nominee of the Executive Board of the Society in the Executive Committee of Subspecialty Chapters.

The President and the Secretary General of the Society shall be Ex-officio members of all Indian Academy of Pediatrics Sub-Specialty Chapters. The nominee and the Ex-officio members shall be given due notice of all meetings of the Indian Academy of Pediatrics Sub-Specialty Chapters by the Secretary of the Chapters. The Office Bearers of the Society shall not hold any Office Bearer post in any Subspecialty Chapters concurrently.

24.3.16 Indian Academy of Pediatrics Subspecialty Chapters may publish tabloids/periodicals to promote all or any of its objectives in concurrence with the Society's policy and not contrary to it. The Subspecialty Chapter can publish its journal. It has to be published as per the guidelines and ethics prescribed by the 'International Council of Medical Journal Editors (ICMJE)'.

The Chapters may circulate tabloids/periodicals/journals to the members of the Chapters and/or to the Members of the Society (IAP) or to any

interested persons at the subsidised cost or free of cost to disseminate and update scientific knowledge on recent advances in the science of pediatrics.

- 24.3.17 All Indian Academy of Pediatrics Subspecialty Chapter shall maintain a Registry of its members.
- 24.3.18 The registration number and the logo of the Society shall be displayed on the letterhead of all the Subspeciality Chapters.
- 24.3.19 To promote all or any of its objectives, the Subspecialty Chapters may form State Branches or appoint State Coordinators. Such Branches/ Coordinators shall be an organ of the State Branches of the Society. Subspeciality Chapters shall not form their City or District Branches.  
Existing City or District Branches of the Subspeciality Chapters shall be dissolved and reorganised into or merged with their respective State Branches.
- 24.3.20 **Annual Convention;** Each Sub Specialty Chapter can conduct its own Annual National Conference either alone or preferably with any one of the Zonal Conferences.
- 24.3.21 On all matters of dispute, decisions of the Executive Board of the Society (IAP) and/or General Body of the Society (IAP) shall be final and binding.
- 24.3.22 Subject to Rules and Regulations of the Society, for matters not provided for in these Rules and Regulations, each Subspecialty Chapter shall be free to govern itself in such manner as it thinks fit and for that purpose to make from time-to- time rules and regulations not inconsistent with the rules and regulations of the Society and such rules and regulations and modifications shall be subjected to ratification by the Executive Board of the Society.
- 24.3.23 In the event of dissolution of the Chapter/Group for any reason whatsoever, the residue of funds and assets of such Chapters/Groups shall be donated or transferred to the Society as applicable.

## 25. FAMILY BENEFIT SOCIETY

Hereinafter referred to as FBS.

Office of FBS shall be located at 101, Doshi Square, above Bikanervala, Hyderguda - Basheer Bagh Road, Basheer Bagh, Hyderabad, Telangana State -500029.

### 25.1 Aims and Objectives of FBS

FBS is established for rendering financial aid to the family of the deceased members of the FBS as prescribed by the FBS from time to time.

### 25.2 Membership for FBS

Any Fellow and Life member of the society can become a member of the FBS after paying the necessary fees as prescribed by the Management Committee of FBS. Further, if an associate life member is already a member of FBS, he can continue.

### **25.3 Management of FBS**

- a) FBS shall be under the direct control of the Society (IAP) and shall work in accordance with the rules and regulations of the Society (IAP). The President of the Society (IAP) shall preside at all meetings of FBS. The President of the Society (IAP) shall oversee the conduct of the FBS meetings performed by the Chairperson of FBS at all FBS Meetings and shall guide the smooth course of the proceedings.
- b) FBS shall be managed by the Managing Committee as per the bylaws of the FBS.
- c) FBS shall have its own Advisory Board as per the bylaws of FBS.
- d) The Secretary General of the Society (IAP) and the President-Elect of the Society (IAP) shall be the Ex-officio members of the Managing Committee of FBS with voting rights. If the President of the Society (IAP) is not able to attend the FBS Meeting, he can authorise one member to attend as a representative on his behalf.

### **25.4 Administration of FBS**

- a) FBS shall have its own Memorandum of Association/Constitution which is approved by the Executive Board of the Society (IAP).
- b) FBS shall be registered with local authorities according to government rules and regulations.
- c) If any amendments to the bylaws are done by the General Body of FBS, they shall be proposed to the Secretary General of the Society and shall be implemented after the approval of the Executive Board of the Society (IAP).
- d) FBS shall execute a Memorandum of Understanding with the Society (IAP) and it shall be signed by the Secretary of FBS and Secretary General of the Society (IAP).
- e) FBS Managing Committee shall follow all the Rules and Regulations and Statutory requirements which apply to such Social Security Schemes operative in India.
- f) The Executive Board of the Society (IAP) shall appoint one Vigilance Officer as its representative for a one-year term (either from FBS members or from non-FBS members) for supervising the overall management of FBS. The Vigilance Officer shall be invited to all the Management Committee meetings of the FBS; however, he shall not have voting rights. The Vigilance Officer must report to the Executive Board of the Society (IAP) periodically in the EB Meetings of the Society (IAP).
- g) FBS Managing Committee represented by the Chairperson and Secretary of FBS shall be responsible for any legal and statutory issues arising while managing FBS. All costs incurred shall be borne by the FBS. IAP shall be absolved in all such matters.

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- h) If it becomes impossible to carry out the objectives of the FBS to safeguard the rights of members of FBS, the Society (IAP) shall take over the management of FBS and find ways to resolve the crisis in FBS.

#### **25.5 Financials of FBS**

- a) FBS shall adhere to all the regulations of the Statutory Bodies of the Government governing such financial schemes.
- b) FBS shall manage its financial activities as per the constitution of FBS.
- c) FBS shall have its own PAN card.
- d) FBS Managing Committee represented by the Chairperson, Secretary, and Treasurer of FBS shall be responsible for all financial transactions of FBS. Any financial liabilities arising out of its activities, FBS shall itself be responsible for the same. Society (IAP) shall not be responsible for any financial liabilities of the FBS at any point in the future.
- e) The Treasurer of the Society (IAP) and the Auditor of the Society (IAP) shall scrutinize and audit the accounts of FBS before submitting them to the Statutory Bodies as required by Law.
- f) The Secretary of the FBS shall submit the Annual Report and the Audited Accounts of FBS to the Society (IAP) during the Executive Board meetings of the Society (IAP) as per the invitation from the IAP Executive Board to do so.
- g) If it becomes impossible to carry out the financial objectives of the FBS Society, to safeguard the rights of members of FBS, the Society (IAP) shall take over the financial management of FBS and nominate a team of IAP Members to carry out the necessary rectification measures to rejuvenate the regular activities of FBS.

#### **25.6 Dissolution of FBS**

In the event of the dissolution of the FBS for any reason whatsoever, it shall be discussed with the Executive Board of the Society (IAP).

In the event of the dissolution of the FBS for any reason, all the funds and the assets, after liquidation, shall be compiled together and the total monetary funds, so generated, shall be equally distributed amongst the valid and alive members of the Family Benefit Society existing at that point of time – as decided by members of the Society as per dissolution clause of the FBS. This funds distribution shall be supervised by the representatives of the Executive Board of IAP.

### **26. LITIGATIONS OF THE SOCIETY**

The Society (IAP) may sue or be sued in the name of the Secretary General of the Society (IAP).

**27. DISSOLUTION OF THE SOCIETY**

The Society may be dissolved if the Annual General Body/ Special General Body Meeting expressly called for this agenda, wherein not less than three-fifths of the Members of the Society shall be present and the resolution passed with a two-thirds majority. In such an event the Society should first clear all statutory and other liabilities. Remaining Assets, whether fixed Assets, Investments, Fixed Deposits, Cash & Bank balances, and other receivables, etc... should be either transferred to any other registered Charitable Trust/ Society having similar Aims and Objectives or State Government or Central Government or any such Government Corporation or Body as notified by the State or Central Government from time to time, with the prior approval of concerned Statutory Bodies. In no circumstances any of the Society's funds or assets can be utilized for any personal use by the Executive Board Members or their associates.

In case of any dispute, the adjustment of its affairs shall be referred to the Principal Court of Mumbai Jurisdiction.

**28. ALTERATION OF THE CONSTITUTION**

The procedure of alteration of the constitution of the Society shall be considered if so desired by the Executive Board.

The Constitution of the Society shall not be altered, amended, or added to except by a resolution duly notified with 21 day's prior notice and passed at a Special General Body Meeting of the Society (at which no other business shall be discussed) by a majority of the members present and ratified one month later by another Special General Body Meeting or Annual General Body Meeting.

**29. INDIAN ACADEMY OF PEDIATRICS-INDIAN COLLEGE OF PEDIATRICS**

hereinafter referred to as IAP-ICP.

**29.1 Indian Academy of Pediatrics-Indian College of Pediatrics** shall be an integral part of the Society, hence shall not be registered as a separate Body. Indian Academy of Pediatrics-Indian College of Pediatrics shall serve as an academic activity of the Society. Administrative and Financial control of the IAP-ICP shall be vested with the Executive Board of the Society. The office of IAP-ICP shall be located in the Delhi NCR region.

All Subspecialty Chapters have to become members of the IAP-ICP to use the IAP logo, name, and certification. Such membership shall be by application to the IAP-ICP. None of the Subspecialty Chapters shall conduct any Fellowships or any other Academic Courses except through IAP-ICP. All Certifications/Publications shall be in the combined name of IAP-ICP and the concerned Subspecialty Chapter.

**29.2 Mission and Functions of 'The Indian Academy of Pediatrics-Indian College of Pediatrics'**

1. Capacity building in the specialty of Pediatrics & all its sub-specialty by training, seminars, CMEs, conferences, and different academic courses for the members of the society and other personnel associated with child health.

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2. To ensure standard and quality in different Courses, Fellowships, Certificate Courses, and other Academic Courses run by the Society and its Subspecialty Chapters.
3. Formulation of appropriate syllabi & skills for Undergraduate & Postgraduate teaching and recommending the same to NBE, MCI, NMC, UGC, different Deemed Universities, and other Universities, Colleges, and other Academic/ Educational Bodies.
4. To formulate, suggest and promote research and publication activities in the field of Pediatrics at different levels by all means.
5. To promote and ensure the standard & quality of publications of the Society and all its Subspecialty Chapters.
6. To formulate and suggest academic activities to the Society and all its Subspecialty Chapters for the immediate and long term.
7. To liaison with MCI/ NMC/ NBE/ UGC/ any other Institute or Academic Body for approval and/or recognition of courses run by IAP-ICP.
8. To coordinate/organize any other academic activities of the Society, as directed by the Executive Board from time to time.
9. To liaison with any National or International Academic/ Professional Body for the Academic activities related to the Society and its Subspecialty Chapters.
10. To establish or suggest any Fellowship/ Award/ Grants to Postgraduate Students, Teachers, and others as per directives of the Executive Board of the Society.
11. To formulate curricula for various courses, selection of the candidates, accreditation of the various centres for training, selection of guides and examiners for various courses in association with the concerned Subspecialty Chapter.
12. To conduct entrance and exit examinations for various courses in association with the concerned Subspecialty Chapter.
13. To collect various charges/fees on behalf of the Society (IAP) for entrance and exit examinations, course fees from candidates, fees for accreditation from various Institutes, and any other charges as decided by the Executive Board of the Society and its sharing with the concerned Chapters.
14. To make an MOU with any other agency for carrying out the functions enumerated above with the approval of the Executive Board of the Society.
15. To administer all incidental work/duties related to academic activities of the Society and all its Subspecialty Chapters.

### **29.3 Administrative setup of IAP-ICP**

The College shall be governed by 3 Councils, as follows:

- A. Governing Council (GC)
- B. Academic Council (AC)
- C. Executive Council (EC)

Their composition shall be as follows:

#### **29.3.1 Governing Council:**

The Governing Council shall be the supreme body of IAP-ICP to take the policy decisions and provide direction to the Executive Council and ratify the decisions of the Academic Council.

##### **29.3.1 (a) IAP-ICP Governing Council shall consist of;**

- a) 1 Chairperson - President of the Society shall be the Chairperson of Governing Council of IAP-ICP.
- b) 2 Co-Chairpersons - President-Elect and Immediate Past President of Society shall be Co-Chairpersons of the Governing Council of IAP-ICP.
- c) 1 Vice-Chancellor of IAP-ICP
- d) 1 Dean of IAP-ICP.
- e) 1 Registrar of IAP-ICP.
- f) 5 Members (one from each Zone) elected by the Executive Board of Society on the recommendation of the President, the President-Elect, and the Vice-Chancellor of IAP-ICP. They can be re-elected for one more term through the same process.
- g) The Secretary General, Treasurer, and Joint Secretary (Liaison) of the Society (IAP) shall be the ex-officio members of the Governing Council.

The Governing Council can appoint advisors on a case-specific basis for a specific term.

The Chairperson of the Governing Council shall be overall in charge of the IAP-ICP. He can direct any council for any meeting or work whenever he thinks fit, as per the charter of the IAP-ICP. He shall officiate all meetings of any council. In the absence of the Chairperson, the Vice Chancellor shall officiate the meeting.

All Office Bearers and Members of Governing Council shall have voting rights in case of any difference of opinion regarding any issue arising, Chairperson shall have the casting vote also.

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There shall be a meeting of the Governing Council of IAP-ICP with the Office Bearers of Society as and when required.

The Governing Council shall submit its report in June and December to the Executive Board of the Society.

#### **29.3.1 (b) The Vice-Chancellor of IAP-ICP**

The Vice-Chancellor of IAP-ICP shall be elected by open invitation in Indian Pediatric/Academy today, or the Society's website, for a tenure of three years by the Executive Board of the Society. He can be re-elected for one more term. He shall be the officiating Chairperson on behalf of the Chairperson.

Eligibility criteria:

1. He shall be a member of the Society for at least 10 completed years as on 1<sup>st</sup> January.
2. He shall have at least 10 years of academic experience in Postgraduate teaching.
3. He shall have experience in research and publication activities.
4. He must be self-motivated, have good leadership qualities, and have effective communicative skills.

#### **29.3.1 (c) Terms of Reference of Governing Council:**

1. To provide long-term and short-term vision and mission for academics of Society.
2. To formulate a policy and design academic programs for Society.
3. To formulate policies and guidelines for quality research in Pediatrics.
4. To develop all Pediatric Subspecialties with a goal for quality research and education.
5. To prioritise issues for advocacy regarding child healthcare and any other issues related to children of the Country and take necessary actions.
6. All decisions of the IAP-ICP shall be communicated to the Executive Board of the Society by the Governing Council only.
7. To review and ratify the decisions made by AC/EC before placing such before the Executive Board of the Society.
8. To ensure implementation of all resolutions of the Executive Board of Society regarding IAP-ICP.
9. Financial management of ICP and planning self-sufficiency of the IAP-ICP for financial cost.

10. To inform the Executive Board of society from time to time regarding matters of IAP-ICP.
11. To strive for recognition of various programs (Diploma/ Fellowship/Post - Doctoral certificate) by NMC/NBE/IGNOU/any Deemed Universities and Liaison with any agency for the development of Pediatric Education and thus enhance/improve the quality care in Child Health.
12. To ensure active participation of all Subspeciality Chapters through a MOU.

### **29.3.2 Academic Council**

The Academic Council is primarily responsible for the academic activities of the College. The Academic Council can take all technical decisions to ensure standards and quality assurance of Fellowship Programs, and other academic matters referred to it by the Governing Council/ Executive Council.

#### **29.3.2 (a) The Academic Council (AC) shall constitute**

- a) Dean of IAP-ICP
- b) Registrar of IAP-ICP
- c) 5 Members (one from each zone) recommended by the Chairperson, Co-Chairpersons, Vice Chancellor, and Dean. To be ratified by the Executive Board.
- d) 5 Chairpersons or nominees of all member Subspeciality Chapters selected on rotation by the Governing Council (except the Secretary of the Chapters).

The Secretary General and the Joint Secretary (Liaison) of the Society shall be ex- officio members of the Academic Council.

A maximum of five members are selected amongst the Executive Board for a period of one year.

The maximum term for any other member of the Academic Council shall be 2 years.

#### **29.3.2 (b) DEAN of IAP-ICP**

The Dean of IAP-ICP shall be nominated on an application for a tenure of 2 years. The Governing Council shall recommend the final name out of all applicants for approval of the Executive Board of Society.

The Dean can be renominated for one more term.

The Academic Council shall be convened and chaired by the Dean of the IAP-ICP.

Eligibility criteria:

1. He shall be a member of the Society for at least 10 completed years as on 1st January.
2. He shall have at least 10 years of academic experience in Postgraduate teaching.
3. He shall have experience in research and publication activities.
4. He must be self-motivated, have good leadership qualities, and have effective communicative skills.

**29.3.2. (c) Terms of Reference of Academic Council:**

1. To formulate guidelines and rules for accreditation of various institutions for Fellowship Programs and other Courses. (Guidelines shall be submitted to Governing Council/Executive Board for approval).
2. To develop different academic programs to be run by Society and/or its Subspecialty Chapters.
3. To assist/guide Executive Council and Subspecialty Chapters to develop curriculum and examination guidelines for all programs.
4. To review and suggest standards of academic instruction in the Undergraduates and Postgraduate programs in Pediatrics.
5. To frame guidelines/protocols for different research projects as suggested by the Governing Council.
6. To facilitate/manage all academic matters referred by the Governing Council or Executive Board of the Society through the Executive Council.
7. To report all matters about fellowship programs to Governing Council.
8. Suggesting and working for recognition/ accreditation of various programs (Diploma/Fellowship/Post-Doctoral Certificate) by NMC/ NBE/IGNOU/ any Deemed Universities.

**29.3.3 Executive Council**

The Executive Council shall be the Executive wing of IAP-ICP.

**29.3.3 (a) The Executive Council (EC) shall constitute**

- a) 1 Registrar
- b) All 5 Zonal Vice-Presidents of Society (Tenure shall be one year).
- c) 5 Secretaries of amongst subspecialty Chapters of the Society selected on rotation by the Governing Council (Tenure shall be 2 years)

- d) Five Members to be nominated by the IAP Executive Board, one in each committee (their tenure shall be one year).
- e) 5 Members to be nominated by the Governing Council, from Delhi-NCR (their tenure shall be 2 years).

#### **29.3.3 (b) Registrar of IAP-ICP**

The Registrar of IAP-ICP shall be nominated on an application for a tenure of 2 years.

An application for Registrar of IAP-ICP shall be approved by the Executive Board of Society based on the recommendation of the Academic Council and ratification by the Governing Council.

Registrar of IAP-ICP can be renominated for one more term in continuity through the same process.

The Executive Council meeting shall be convened and chaired by the Registrar. Eligibility criteria:

1. He shall be a life member of the Society from Delhi-NCR for at least 10 years as on January 1<sup>st</sup>.
2. He shall have experience in good administrative and organisational skills.

#### **29.3.3 (c) Terms of Reference of Executive Council:**

1. The Executive Council shall be responsible for day to day running of the College activities and implementation of decisions taken by the Governing Council/Academic Council.
2. Coordinating activities of all committees.
3. Communication with the Academic Council /Governing Council.
4. Coordinating with all member Subspecialty Chapters and various committees of the Executive Council of IAP-ICP for quality and timely progress.

#### **29.3.3 (d) Executive council shall have the following subcommittees:**

1. Curriculum Committee
2. E-Learning committee
3. Accreditation committee
4. Evaluation & Examination committee
5. Review and Certification Committee

and any other subcommittees as decided by the Governing Council.

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Each of these committees shall consist of ten members elected by Governing Council. The term of these committee members shall be 3 years and they can be reappointed for one more term.

**29.3.3 (d) (i) Curriculum Committee shall consist of**

- i. Vice President - Chairperson (shall be changed every year)
- ii. 5 Secretaries of member Subspecialty Chapters (selected on rotation by the Executive council and shall be changed every year)
- iii. 2 members amongst EB nominated by the IAP Executive Board (shall be changed every year)
- iv. 2 members amongst non-EB Members nominated by the Governing Council (shall be changed every 3 years)

**Terms of Reference for Curriculum Committee**

- a. Provide guidelines on the development of curriculum to Subspecialties/ UG/PG/ other Branches of Society.
- b. Ensure that the curriculum is comprehensive, structured, and relevant to the needs of the subspecialties, students, and community.
- c. Oversee the faculty involved in curriculum building.
- d. Fine-tune the curriculum with the help of experts.
- e. Ensure that timelines are met.
- f. Review the curriculum periodically to ensure that it is up to date.

**29.3.3 (d) (ii) E-learning committee shall consist of**

- i. Vice President - Chairperson (shall be changed every year)
- ii. 5 Secretaries of member Subspecialty Chapters (selected on rotation by the Executive council and shall be changed every year)
- iii. 2 members amongst EB nominated by the IAP Executive Board (shall be changed every year)
- iv. 2 members amongst non-EB Members nominated by the Governing Council (shall be changed every 3 years)

**Terms of Reference for E -learning Committee**

- a. Implement e-learning in the delivery of components of the curriculum.
- b. Evaluate and implement the learning management systems (LMS) to deliver content.
- c. Review and suggest innovative ways to enhance teaching and learning on the digital platform.

**29.3.3 (d) (iii) Accreditation committee shall consist of**

- i. Vice President - Chairperson (shall be changed every year)
- ii. 5 Secretaries of member Subspecialty Chapters (selected on rotation by the Executive council and shall be changed every year)
- iii. 2 members amongst EB nominated by the IAP Executive Board (shall be changed every year)
- iv. 2 members amongst non-EB Members nominated by the Governing Council (shall be changed every 3 years)

**Terms of Reference for Accreditation Committee**

- a. Evaluate the capability of organisations to host and deliver academic programs developed by the IAP-ICP / IAP.
- b. Create a checklist in terms of staff, infrastructure, resources, and financials necessary to implement the courses and programs.
- c. Deploy experts to verify the availability of essential items of the checklist in the organisation.
- d. Recommend accreditation to the Academic Council/ Governing Council.
- e. Review and recommend reaccreditation after the lapse of the time frame of accreditation.

**29.3.3. (d) (iv) Evaluation & Examination committee shall consist of**

- i. Vice President- Chairperson (shall be changed every year)
- ii. 5 Secretaries of member Subspecialty Chapters (selected on rotation by the Executive council and shall be changed every year)
- iii. 2 members amongst EB nominated by the IAP Executive Board (shall be changed every year)
- iv. 2 members amongst non-EB Members nominated by the Governing Council (shall be changed every 3 years)

**Terms of Reference for Evaluation & Examination Committee**

- a. Set standards for periodic evaluation of the student [formative] and the Program.
- b. Qualifying examination [summative] standards should be objective and comply with international standards.
- c. shall ensure that the evaluation is standardised across all centres.

**29.3.3. (d) (v) Review and Certification Committee shall consist of**

- i. Vice President- Chairperson (shall be changed every year)
- ii. 5 Secretaries of member Subspecialty Chapters (selected on rotation by the Executive council and shall be changed every year)
- iii. 2 members amongst EB nominated by the IAP Executive Board (shall be changed every year)
- iv. 2 members amongst non-EB Members nominated by the Governing Council (shall be changed every 3 years)

**Terms of Reference for Review and Certification Committee**

- a. shall review the standards of the process of all other committees.
- b. shall process the conduct of convocation and certification of qualifying students.
- c. shall act as an ombudsman to resolve any conflict that may arise.
- d. shall coordinate the conduct of qualifying enhancement courses for the organisation.

**29.3.4 Meetings of IAP-ICP:**

Meetings of all Councils/ Committees can be physical/virtual. The quorum for every meeting shall be more than fifty percent of the members. If there is no quorum, the meeting can be adjourned and reconvened. A quorum is not necessary for such adjourned and reconvened meetings.

**29.4 Financials of the IAP-ICP**

- 29.4.1 IAP-ICP shall be supported financially by the Society (IAP). Governing council must strive for a financially self-sufficient IAP-ICP. All the financial responsibilities of IAP-ICP lie with the Governing Council.
- 29.4.2 IAP-ICP shall not take any sponsorship from any pharmaceutical company.
- 29.4.3 Accounts of IAP-ICP shall be with the accounts of IAP. The IAP-ICP shall prepare an annual budget and submit it for consideration and approval of the Executive Board every year. The IAP-ICP shall have the option to submit supplementary budgets for consideration and approval by the Executive Board of the Society (IAP).
- 29.4.4 The IAP-ICP shall prepare an Annual Statement of Accounts and Balance Sheet showing the financial position of IAP-ICP, get it audited by the Auditors of the Society and submit it for adoption by the Executive Board.

29.4.5 The IAP-ICP shall have the power to operate banking accounts in scheduled banks approved by the Executive Board with PAN number of Society (IAP) and to spend money for various purposes listed above according to the budget estimates approved by the Executive Board. Such accounts shall be operated by the Vice Chancellor, Dean, and Registrar jointly with any two out of these three shall be the signatories for banking purposes.

### **30. POWERS AND FUNCTIONS OF VICE PRESIDENTS OF THE SOCIETY [IAP]**

- 30.1 To preside over the Zonal conference of his Zone.
- 30.2 Senior Vice-President by IAP Membership shall preside over the meetings/conferences of the Society as mentioned in rules 13.5 and 17.4 in the absence of the President and President-Elect.
- 30.3 Senior Vice President by IAP Membership shall officiate as President of the society in case the post of President and President -Elect both are vacant, till the scheduled arrangements as per rule 11.11 are made.

### **31. GRIEVANCE REDRESSAL CELL**

A Grievance Redressal Cell consisting of 7 members shall be suggested by the President and approved by the Executive Board of the Society. It shall be formed every year to look into any complaint or grievances of any member of the Society. Two Past Presidents who are Immediate predecessors to the Immediate Past President and one member from each of the 5 zones (these members shall not be the members of the Executive Board of the Society) shall form this Cell. The immediate Predecessor of the Immediate Past President shall be the chairperson.

The process and proceedings of any complaint should be completed within 6 weeks and its recommendations and proposed action to be submitted to the Executive Board of the Society.

### **32. IAP Drug Formulary**

32.1 The Office of the 'IAP Drug Formulary' shall be situated at: 7<sup>th</sup> Floor, IMA House, JN International Stadium Road, Palarivattom PO, Kochi-682025.

However, in pressing or inevitable circumstances the Executive Board of the Society may decide on shifting elsewhere if it feels deemed necessary. Such a decision shall need to be ratified by the General Body.

32.2 Nominations for the post of Editor-in-Chief of the IAP Drug Formulary shall be invited from amongst Life members of Society from anywhere in India. This can be advertised in all three publications of the Society i.e., Indian Pediatrics, Indian Journal of Practical Pediatrics, and Academy Today at a scheduled time. The nominations

shall then be scrutinized by a committee appointed by the Executive Board, and the Editor-in-Chief shall be appointed/ elected by the Executive Board as necessary. The eligibility criteria for Editor-in-Chief are that he/she must have served the IAP Drug Formulary or any other reputed indexed journal for at least 6 years in combination or isolation as a member of the Editorial Board, Executive Editor, Associate Editor and / or Managing Editor.

The tenure of the Editor-in-chief of the IAP Drug Formulary shall be two years. The Editor-in-Chief of the IAP Drug Formulary can be re-elected.

**32.3** The Editor-in-Chief of the IAP Drug Formulary shall be assisted by the editorial committee, the composition of which shall be as follows:

- a. The Editor-in-Chief
- b. The Executive Editor
- c. Executive Members (5; One from each Zone)
- d. Secretary General of the Society as ex-officio.
- e. Chairperson of the Computer and Medical Informatics [CMIC] as ex-officio.
- f. Secretary of the Computer and Medical Informatics [CMIC] as ex-officio.

**32.4** President of the Society shall be overall in charge of the editorial Committee of the IAP Drug Formulary

**32.5** The Executive Editor and members of the Editorial Committee of the IAP Drug Formulary shall be appointed by the Executive Board ordinarily for a period of two years on the recommendations of the Editor-in-Chief of the IAP Drug Formulary

**32.6 The Functions and Powers of The Editorial Committee of the IAP Drug Formulary:**

**32.6.1** The Editorial Committee of the IAP Drug Formulary shall be responsible for the arrangement of the business of the Formulary, its printing, web posting, updating, web maintenance, securing advertisements, circulation and distribution of the Formulary among members and/or subscribers, and others as the case may be.

**32.6.2** The Editorial Committee of the IAP Drug Formulary shall prepare an annual budget and submit it for consideration and approval of the Executive Board every year.

**32.6.3** The Editorial Committee of the IAP Drug Formulary shall prepare an Annual Statement of Accounts and Balance Sheet showing the financial position, and get it audited by the Auditors of the Society.

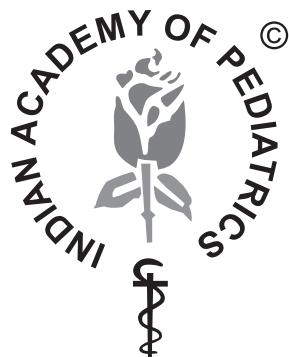
- 32.6.4 The Editorial Committee of the IAP Drug Formulary shall prepare an Annual Report of the working and submit the same to the Executive Board for such action as it deems fit.
- 32.6.5 The Editorial Committee of the IAP Drug Formulary shall have the power to operate accounts in any scheduled bank approved by the Executive Board and to spend money for various purposes according to the budget estimates sanctioned by the Executive Board.

### **33. Signatories For Banks and Other Financial Institutions**

There shall be at least three signatories to the Bank accounts of the Society. Signatures of any two of the three are mandatory. One of them shall be the Treasurer of the Society.

There shall be at least three signatories to the Bank accounts of the Journal Committees or any other Organs or Financial Institutions of the Society. Signatures of any two of the three are mandatory.

The resolution to this effect submitted to the Banks or any Financial Institutions by any Organ of the Society shall be shared with the Executive Board of the Society from time to time.



# **Indian Academy of Pediatrics**

## **“IAP Rule Book”**

**THE OFFICIAL CODE OF STANDARD OPERATING PROCEDURES AND GUIDELINES**

**Effective from December 08, 2024**

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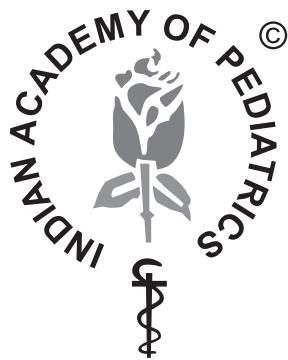
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## **SECTION - 1**

# **ACADEMIC PROGRAMS**

# CHAPTER - 1

## IAP PRESIDENTIAL ACTION PLAN

### 1. Introduction:

“The IAP Presidential Action Plan” for a particular year encompasses a series of annual academic events held either on physical or virtual platforms. These meticulously crafted events will be the brainchild of the President-Elect of the Indian Academy of Pediatrics for the year to which he shall officiate as President and perpetuate thereafter to accomplish the academic and social objectives of the Indian Academy of Pediatrics.

2. The President-Elect may establish multiple committees and define their functions to execute his visionary mission and objectives, thereby advancing the mission and goal of IAP. These committees serve as instrumental platforms for implementing innovative strategies and initiatives that promote the optimal objectives of IAP.

The President-Elect may appoint a Fellow/Life Member of IAP as the Convener, Coordinator, Scientific Expert, Advisor, Member, and any other as required. These committee members shall work toward fostering the academic and social objectives of the IAP.

### 3. The Committees will be

1. IAP Presidential Action Plan Core Committee
2. IAP Presidential Action Plan Scientific Committee
3. IAP Presidential Action Plan Module Committee
4. Any other committee to further the academic and social objectives of IAP.

### 4. The IAP Presidential Action Plan Core Committee is comprised of

<b>1</b>	<b>Chairperson</b>	President-Elect (who shall serve as Chairperson and shall continue in the same capacity during his subsequent Presidential tenure)
<b>2</b>	<b>Co-Chairpersons</b>	Immediate Past President and President-Elect of the ensuing year.
<b>3</b>	<b>Administrative Coordinator</b>	Secretary-General of the subsequent year.
<b>4</b>	<b>Financial Coordinator</b>	Treasurer of the subsequent year.
<b>5</b>	<b>Convenor</b>	One member
<b>6</b>	<b>Joint Convenors</b>	Two members

### 5. Functions of the IAP Presidential Action Plan Core Committee

The function of the IAP Presidential Action Plan Core Committee is typically to provide overall guidance to the President Elect in:

1. Creating and fine-tuning the strategic objectives and action plans for the President's tenure.

2. Crafting initiatives to further the programs to advance the academic and social objectives of the IAP.
3. Overseeing and coordinating with all other committees established within the framework of the IAP Presidential Action Plan.
4. Collaborating with academic partners to secure academic grants/funding and ensure the successful execution of the IAP Presidential Action Plan.
5. Collaborating with the sponsors/academic partners to enter into a 'Memorandum of Understanding' with IAP and adhering to its provisions.
6. Developing National TOTs, Zonal TOTs, and District/City Workshops designed to deliver the 'Scientific Module' to IAP members. A minimum number of 15 workshops is preferable for each Scientific Module.
7. Selecting all the faculties and consultative participants for National TOTs, Zonal TOTs, as well as National faculties for workshops.
8. Organize the National TOTs in physical format in coordination with the Pedicon Organising Committee as needed, ideally in the same city as the Pedicon Conference. Additionally, organize National TOT sessions in various formats at different venues, following Pedicon.
9. Allocating Zonal Training-of-Trainers sessions and District/City Workshops to different branches for the organization of these events.
10. Overseeing the development of "Scientific Modules" across diverse academic fields of Pediatrics to enhance knowledge and promote Pediatric Scientific advancement among IAP members.
11. Supervise the overall implementation of National TOTs, Zonal TOTs, and District/City Workshops.
12. To establish and maintain a National faculty pool through National and Zonal Training of Trainers events.
13. Assessing the efficacy of all committees operating under the IAP Presidential Action Plan, conducting regular evaluations, and reporting on their activities.

## 6. The functions and responsibilities of the Chairperson

1. Shall be overall in charge of planning, development, management, and execution of the IAP Presidential Action Plan throughout the year.
2. Responsible for providing leadership, direction, and coordination of all committee activities to define the objectives, scope, and deliverables of each module.
3. Oversees meetings, sets agendas, and ensures that the committee's objectives are met.

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- 4. Oversees budgeting and financial aspects, ensuring that the IAP Presidential Action Plan aligns with the overall objectives of the IAP and reflects the society's priorities for the year.

## **7. The functions and responsibilities of the Co-Chairperson**

The Co-Chairperson shall assist the Chairperson in his duties and may assume leadership responsibilities in his absence.

## **8. The functions and responsibilities of the Convener**

- 1. The convener serves as the principal adviser and coordinator, giving guidance on formulating the IAP Presidential Action Plans.
- 2. Establishes the agenda and sets the ground rules, convenes meetings, coordinates discussions, maintains the meeting proceedings, and ensures that the objectives are completed as scheduled.
- 3. Ensure that the strategic objectives and priorities set forth by the President -Elect are incorporated into all the IAP Presidential Action Plans.
- 4. Provides strategic guidance to all the committees under the IAP Presidential Action Plan.
- 5. Facilitates communication and collaboration as required with various academic partners, the Pedicon Organising Committee, the Executive Board, Sub-Specialty Chapters, and the IAP-ICP.
- 6. Monitors progress and identifies challenges and opportunities for improvement of all the IAP Presidential Action Plans.

## **9. The functions and responsibilities of the Joint Convenor**

The Joint convenors will assist the convenor in all his functions and responsibilities.

## **10. Signatory for the Presidential Action Plan Core Committee**

The Signatories of the IAP shall execute all the correspondence and documentation, including the MOUs.

## **11. IAP Presidential Action Plan Scientific Committee**

The President-Elect may establish multiple IAP Presidential Action Plan Scientific Committees, who shall be responsible for crafting each "Scientific Module" as prescribed by the "IAP Presidential Action Plan Core Committee" to facilitate academic events in the National TOTs, Zonal TOTs, and Workshops across the Branches of IAP.

**12. Members of the IAP Presidential Action Plan Scientific Committee shall comprise of The IAP Presidential Action Plan Scientific Committee shall be formed for each of the modules as follows;**

<b>1.</b>	<b>Chairperson</b>	President Elect (who shall continue as Chairperson during his Presidential tenure).
<b>2.</b>	<b>Co-Chairpersons</b>	Immediate Past President and President-Elect of the ensuing year.
<b>3.</b>	<b>Administrative Coordinator</b>	Secretary General of the subsequent year.
<b>4.</b>	<b>Financial Coordinator</b>	Treasurer of the subsequent year.
<b>5.</b>	<b>Scientific Advisor</b>	One Member
<b>6.</b>	<b>Scientific Convenor</b>	One Member
<b>7.</b>	<b>Scientific Coordinator</b>	One Member
<b>8.</b>	<b>Scientific Experts</b>	Five Members, one from each zone, or more (in multiples of five with equitable distribution across all zones) if deemed necessary by the President-Elect.

**13. Terms of reference for the IAP Presidential Action Plan Scientific Committees:**

1. Eligibility criteria for the selection of each member of the IAP Presidential Action Plan Scientific Committee may preferably include the number of publications in index journals, literature reviews, research activities, academic positions, previous experience, participation in editorial boards, ability to review, Multi-Ethnicity, competency, and reputation in the National and International Scientific Community of Pediatrics.
2. The IAP Presidential Action Plan Scientific Committees, in consultation with the President Elect, shall decide the contents of the 'Scientific Module' in accordance with the IAP policies and guidelines to enrich the knowledge and Scientific advancement amongst the IAP Members.
3. The Scientific Advisor shall be responsible for providing overall guidance on scientific module preparation.
4. The Scientific Convenor shall be overall in charge of the scientific committee's functions.
5. The Scientific Coordinator shall coordinate with all members of the Scientific Committee and the IAP Presidential Action Plan Core Committee in preparing the scientific module.

6. The Scientific Experts will contribute their expertise to ensure the accuracy, relevance, and quality of the scientific module content, offering guidance on the latest developments in their fields.
7. All the Scientific Committee Members will also assist in reviewing materials, facilitating TOTs & workshops, and participating as faculty for various events.
8. The IAP Presidential Action Plan Core Committee shall preferably hold at least two meetings with each IAP Presidential Action Plan Scientific Committee to discuss the scientific module, with all concerned committee members invited for discussion.
9. The IAP Presidential Action Plan Scientific Committees shall remain scientifically objective-oriented. Activities shall comply with the IAP Code of Ethics and the NMC ethics.
10. Conflict of interest shall not occur either with contents of the IAP Presidential Action Plan Scientific Module, discussion in Scientific Meetings, Publications, or Academic Partners. Conflict of interest refers to situations where members involved in scientific committees and academic activities have personal, financial, or professional interests that could potentially influence their impartiality or judgment. Such conflicts shall be disclosed and managed to ensure the integrity and objectivity of scientific endeavors, adhering to the ethical principles outlined by the IAP and the National Medical Commission.
11. The IAP Presidential Action Plan Scientific Committee shall preferably finalize the preparation of the 'Scientific Module' and submit it to the IAP Presidential Action Plan Core Committee at least two months before the National TOT for any inputs and approval.
12. A Member shall preferably be part of only one Scientific Module Committee of the IAP Presidential Action Plan modules in that particular year. He can participate as faculty in a minimum number of 2 and a maximum number of 5 events of the same Scientific Module in one year.
13. The President-Elect may dissolve or reconstitute the IAP Presidential Action Plan Scientific Committees in consultation with the Presidential Action Plan Core Committee.
14. All the IAP Presidential Action Plan Scientific Modules prepared shall be the intellectual property of the IAP.

#### **14. IAP Presidential Action Plan Module Committee**

The President may establish IAP Presidential Action Plan Module Committees for each of the Scientific Modules to facilitate the conduct of respective National TOT, Zonal TOTs, and Workshops.

**15. The IAP Presidential Action Plan Module Committee comprises of**

<b>1</b>	<b>Chairperson</b>	President
<b>2</b>	<b>Co-chairpersons</b>	President Elect and Immediate Past President
<b>3</b>	<b>Administrative Coordinator</b>	Secretary General
<b>4</b>	<b>Financial Coordinator</b>	Treasurer
<b>5</b>	<b>Convenor</b>	IAP Presidential Action Plan Core Committee Convenor
<b>6</b>	<b>Joint Convenors</b>	IAP Presidential Action Plan Core Committee Joint Conveners
<b>7</b>	<b>East Zonal Coordinator</b>	East Zone Vice President
<b>8</b>	<b>West Zonal Coordinator</b>	West Zone Vice President
<b>9</b>	<b>North Zonal Coordinator</b>	North Zone Vice President
<b>10</b>	<b>South Zonal Coordinator</b>	South Zone Vice President
<b>11</b>	<b>Central Zonal Coordinator</b>	Central Zone Vice President
<b>12</b>	<b>State Coordinator</b>	One Executive Board Member from the respective State Branch.

- 16. Function and responsibility of the Chairperson:** The Chairperson shall be responsible for providing leadership, direction, and coordination to the Module Committee's activities. The chairperson presides over the meetings, sets agendas, and ensures that the Module Committee's objectives are met.
- 17. Function and responsibility of the Co-chairperson:** Shall assist the chairperson in his duties and may assume leadership responsibilities in chairperson's absence.
- 18. Function and responsibility of the Administrative Coordinator:** Coordinate with the Module Committee in its administrative aspects.
- 19. Function and responsibility of the Financial Coordinator:** Coordinate with the Module Committee in its financial aspects.
- 20. Function and responsibility of the Convenor:** The convenor convenes Module Committee meetings, maintains proceedings of the meeting, and ensures that the objectives of the Committee in conducting National TOTs, Zonal TOTs, and Workshops are executed.
- 21. Function and responsibility of the Joint Convenors:** shall assist the Convener in his duties.

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**22. Functions and responsibilities of the Zonal Coordinator:**

1. Provide overall guidance and strategic direction for programs of the scientific module in his Zone.
2. Understand the concept of each Scientific Module and have a complete faculty list.
3. Coordinate with the Scientific Module Committee to obtain the academic material for the programs.
4. Coordinate with the organizing branch in selecting and inviting faculties.
5. Coordinate with the state coordinator, EB members, and the organising branch to execute the program.
6. Liaise with academic partners for event collaboration.
7. Advise logistics coordination to the host branches for the events.
8. Collaborate with other committee members for program success.
9. Submit the comprehensive event reports to the Presidential Action Plan Core Committee.

**23. Functions and responsibilities of state coordinators**

1. Coordinate with the Zonal Coordinator and the host branches of his State.
2. Oversee the organization of Zonal TOTs and Workshops in his State in collaboration with the concerned Zonal Coordinator and the host branches.
3. Coordinate with other Executive Board members and Branch office bearers for event logistics, collect data of faculties in the State and invite them to the program, and coordinate the invitation of delegates to the Programs.
4. Liaise with academic partners for event collaboration.
5. Work in coordination with other committee members for program success.
6. Share the updated Scientific module with the faculty appropriately in time.
7. Provide pre-event and post-event reports submitted by the host branch within one week of the event, to the Presidential Action Plan Core Committee email [iapactionplan@iapindia.org](mailto:iapactionplan@iapindia.org).

## CHAPTER - 2

### Guidelines for Academic Grants for IAP Presidential Action Plan Events

#### 24. Objective

is to define the terms of reference for academic grants for IAP Presidential Action Plan events, ensuring transparency and adherence to IAP's academic and ethical guidelines in promoting scientific knowledge and educational activities.

#### 25. Terms of Reference for Academic Grants.

1. The Presidential Action Plan Core Committee shall decide the budget for the National TOTs, Zonal TOTs, and District/City workshops.
2. Academic grants can be received either in full payment or in installments. All the receipts shall be in Cheque/RTGS/NEFT/DD/Digital format only. Cash transactions shall not be permissible.
3. A minimum of 15% (fifteen percent) of the total academic grant shall be payable to the IAP as administrative charges.
4. The IAP may pay 50 percent of the academic grant for eligible branches at least one month before conducting the Zonal TOTs and District Workshops. The remaining amount shall be paid to the Branches within 10 days after receiving the expenditure details in order as prescribed. All the payments shall be in the Cheque/RTGS/NEFT/DD format only. Cash transactions shall not be permissible.
5. All original bills and vouchers for Zonal TOTs and District/City workshops shall be countersigned by the authorized signatory of the Host Branch Office Bearers and shall be submitted to the Society within fifteen days of conducting the respective TOT or workshop.
6. All the payments shall be made in the Cheque/RTGS/NEFT/DD/Digital format only. However, individual cash transactions for less than Rs.1000/- expenditure are permissible. Such cash transactions shall not exceed Rs.10,000/- in total for an event. Countersigned cash vouchers have to be submitted.
7. Actuals or up to 5% of the total academic grant, whichever is less, can be utilized as expenses toward secretarial assistance by the hosting branches for District Workshops.

<b>Payment Milestones will be as follows :</b>
25% in first installment before January and remaining three installments every quarterly
25% before 31st December 2023
25% before March 2024
25% before June 2024
25% before Sept 2024

<b>Beneficiary Name:</b> Indian Academy of Pediatrics
Bank Name: Bank of Baroda
A/c No. 42080200000253
Type of accounts: Current Account
IFSC Code BARBOJUNAG (5th character is zero)
GST No. 27AAATI0015R1ZL
PAN No. AAATI0015R
SAC: 999294

8. A bank statement showing all the expenditures shall be submitted.

9. If the branches do not follow the above parameters mentioned in 5, 6, & 8, no further payments shall be made to them. Further, such defaulting Branches shall not be allotted any more Zonal TOT and Workshops until the subsequent Presidential Action Plan Core Committee makes a further decision in the future.

**26. Terms of Reference for the Memorandum of Understanding with the academic partners.**

The purpose of the Memorandum of Understanding is to achieve the Academic Objectives of the IAP through cooperation and mutual understanding with the Academic Partners for developing excellence in Continuing Medical Education (CME), Continuing Professional Development (CPD), and Knowledge dissemination among the members of the IAP. MOU with the academic partners shall describe in detail all the following;

1. Academic Grants for the overall objectives of the “IAP Presidential Action Plan”.
2. Schedule of payments for organizing the National TOT, Zonal TOT, and the District/City Workshops.
3. Working outline for the Scientific Module, National TOT, Zonal TOT, and the District/City Workshops. The IAP will decide all the National TOTs and Zonal TOTs places and venues.
4. A minimum of 70 % of workshops shall be selected by the IAP Presidential Action Plan Core Committee only. A workshop of the same module shall not be conducted in the same district/city branch in the same year.
5. Academic Partners shall not interfere in selecting the Scientific Committee Members, Faculties, Scientific Content, and other matters related to the functioning of the IAP and the IAP Presidential Action Plan Core Committee.
6. Guidelines regarding GST/TDS.
7. Payments in a year may be as follows: for example, in the year 2024 action plan:
8. All the payments shall be in Cheque/RTGS/NEFT/DD/Digital formats only. Cash transactions shall not be permissible.
9. Academic Partners shall not use the IAP Logo on their products.
10. Academic Partners shall not use the Scientific module to promote their products.
11. Shall describe the terms of the MOU with the academic partner.
12. Shall describe the termination of the MOU with prior notice by the IAP.

**27. Role of Academic Partners:**

1. The Academic Partner plays an essential role in supporting IAP’s academic objectives and coordinating the execution of TOTs and workshops.
2. May be allowed to invite delegates who are IAP members to the District/City Branch workshops with the consultation and approval of the hosting branch office bearers.
3. Allowed to showcase their products through various means, including standees or other display methods during TOTs and Workshops at the designated area.
4. Authorized to distribute literature about their products to the participants.



## CHAPTER - 3

### Standard Operating Procedure for the National Training of Trainers (TOT) / National Consultative Meeting

#### 28. Introduction

1. The IAP Presidential Action Plan comprises a series of academic events, namely National TOTs or National Consultative Meets, formulated by the IAP Presidential Action Plan Core Committee to achieve the academic and social objectives of the IAP.
2. The IAP Presidential Action Plan Core Committee determines the total number of Modules, National TOTs, and the involvement of Faculties, Trainees, and Academic Partners.
3. National TOTs will be organized in physical formats during the Pedicon. National TOTs, whether conducted physically or virtually, may be organized at any time and place during the year, if necessary.
4. Each Scientific module shall have atleast one National TOT.
5. All aspects, including Schedule, Concept, Faculties, Participants, Correspondences, Structure, and Contents of National TOTs, may preferably be finalized at least one month before the event.
6. National TOTs are conducted during Pedicon as a one-day event before the main Conference. The Pedicon Organizing Committee will assist in conducting the National TOTs; if assigned to them.

#### 29. National ToT Venue

1. The Pedicon Organising Committee shall organize the venues for National TOTs in consultation with the IAP Presidential Action Plan Core Committee.
2. The IAP Presidential Action Plan Core Committee is responsible for finalizing the venue and managing other logistical aspects to ensure the smooth execution of workshops.
3. Each venue shall be comfortable and have a seating capacity of at least 75 participants.
4. The venue shall have good audio-visual and dining facilities.
5. The venue shall have sufficient area for the academic partner to put up a stall and exhibit their products.
6. The venue shall be devoid of noise pollution.

#### 30. Logistics of the National TOTs

1. The Pedicon Organizing Committee shall appoint the Local TOT coordinators for each National TOT, as directed by the IAP Presidential Action Plan Core Committee.

2. The Local TOT coordinators will oversee the logistics of TOTs and provide regular updates to the IAP Presidential Action Plan Core Committee for coordination purposes.
3. A portion of the funds may be disbursed by the IAP to the Pedicon Organizing Committee well before the National TOT for logistical requirements.
4. An expenditure statement, accompanied by the necessary bills, shall be submitted to the IAP office within 4 weeks after the conclusion of Pedicon or as directed by the IAP Presidential Action Plan Core Committee.

**31. Travel and Accommodation policy:**

1. The IAP may offer shared accommodation to all participants upon request, if needed, for that specific day.
2. Comfortable accommodation may be provided to outstation invitees of each consultative meeting upon request for that day, on a shared basis.
3. The IAP shall separately manage the accommodation logistics of Executive Board members.
4. Participants who do not require the accommodation facilities provided by the IAP shall notify the organization well in advance for logistical purposes.
5. Participants may be reimbursed an amount as determined by the IAP Presidential Action Plan Core Committee of that year or the actual travel expenses, including local travel, whichever is lower.
6. Reimbursement will be based on supporting documents. Original bills shall be submitted within 2 weeks of the event. All payments will be made via digital format only.
7. Participants are responsible for their travel arrangements, including local transport.
8. The Local coordinators of TOTs shall gather and address the details such as local/state travel guidelines, check-in and check-out times at the accommodation venue, the distance between the accommodation venue, and the estimated travel times from the airport/railway station. All such information shall be communicated well in advance to all faculties and participants via their registered email/mobile number. Additionally they are responsible for receiving faculties at the meeting venue.

**32. Terms of reference for National TOT session.**

1. Each Scientific Module shall be determined by the Scientific Committee of that Module. However, regular consultation with the IAP Presidential Action Plan Core Committee shall be maintained throughout the process.
2. The Scientific Convener of the respective Scientific module shall design the National TOT Module in consultation with the IAP Presidential Action Plan Core Committee.

3. The time duration for each session shall be determined by the Scientific Committee in consultation with the IAP Presidential Action Plan Core Committee.
4. The designated time duration shall be strictly adhered to.
5. Volunteers at the TOT venue shall be provided by the Pedicon Organizing Committee.
6. All participants shall be treated impartially and courteously.
7. Each scientific session shall include regular breaks for rest, refreshments, and lunch.
8. The President will serve as the Chairperson and Chief Guest at all programs of the IAP Presidential Action Plan. In his absence, the President-Elect will assume the role of Chairperson/Chief Guest.
9. If both the President and President-Elect are unavailable, the Immediate Past President will act as Chairperson/Chief Guest.
10. If none of these office-bearers are present, the Vice President of the respective zone shall serve as Chairperson/Chief Guest.
11. Members of the IAP Presidential Action Plan Core Committee, if present at any of the programs of the IAP Presidential Action Plan, shall be regarded as 'Guests of Honour' and honoured with due respect by the local organizing team.
12. Vice Presidents and Executive Board Members who have not received training in the National TOT of any module may participate in virtual National TOTs or Zonal TOTs as participants or as observers in workshops. Participation in these events qualifies them to become faculty for future events.



# CHAPTER - 4

## Guidelines for the Faculties

### 33. Introduction

The Scientific Module serves as the prestigious flagship for achieving the academic objectives of the Indian Academy of Pediatrics. The faculties utilize these Scientific Modules to train the consultative participants or delegates at National TOTs, Zonal TOTs, and Workshops conducted throughout the year under the IAP Presidential Action Plan.

### 34. Terms of reference for a Faculty

1. Shall be a Fellow/Life Member of IAP.
2. Shall have expertise in the field of Pediatrics relevant to the Scientific Modules designed.
3. Shall comply with the policies and guidelines of IAP.
4. Shall be committed to disseminating the scientific knowledge of each module to the members at various IAP Presidential Action Plan events.
5. Shall have demonstrated successful completion of past responsibilities assigned by the IAP for disseminating scientific knowledge at various IAP Presidential Action Plan events.
6. National TOT faculty shall be a member of the IAP Presidential Action Plan Scientific Committee or the IAP Presidential Action Plan Core Committee.
7. During the National TOTs, there shall preferably be an equitable representation of Faculties from each Zone of the IAP.
8. Zonal TOT faculty shall be either a member of the IAP Presidential Action Plan Core Committee or IAP Presidential Action Plan Scientific Committee or shall have been trained in the National TOT of the same Scientific module.
9. During the Zonal TOT, there shall preferably be an equitable representation of Faculties from each state belonging to that Zone.
10. Workshop faculty shall either be a member of the IAP Presidential Action Plan Scientific Committee, IAP Presidential Action Plan Core Committee, IAP Presidential Action Plan Module Committee or have been trained in the National TOT or Zonal TOT of the same Scientific Module.
11. All faculties for the National TOT and Zonal TOT, as well as the National Faculties for workshops, will be appointed by the IAP Presidential Action Plan Core Committee. The list of other faculties for all workshops shall be sent by the respective branches to the IAP Action Plan Core Committee for approval.

**35. Ground Rules for the Faculties**

1. A faculty member is recommended to commit to one scientific module per year, ensuring full focus and active participation.
2. A faculty member can participate as a faculty in a minimum of 2 and a maximum of 5 events of the same scientific module in one year.
3. Faculty engaged in the TOT program shall refrain from participating in other Pedicon academic events on the same day.
4. Faculty members are expected to teach the Scientific Module actively and ensure continuous involvement throughout the session.
5. Only the educational material vetted and approved by the IAP Presidential Action Plan Scientific Committee shall be used in all the IAP Presidential Action Plan Events.
6. Faculty members are prohibited from modifying or altering any content of the Scientific Material. Only the IAP Presidential Action Plan Scientific Committee is authorized to modify the Scientific Material.
7. Faculty members are encouraged to engage proactively in TOT discussions, fostering an environment conducive to constructive discussions.
8. To maintain a focused ambiance, all faculty members are required to keep mobile phones and electronic devices in silent mode, ensuring minimal disturbance to the participants/delegates.
9. The faculties shall act to ensure time management so that sessions are held on time and for the requisite duration.
10. Faculty members confirming their participation shall honor their commitment to attend the TOT program. In exceptional circumstances preventing attendance, prior justification is mandatory. Absence without valid reasons may impact their inclusion in future IAP programs.

**36. Travel and accommodation policy**

1. IAP may offer shared accommodation to all faculty members in National and Zonal TOTs for that specific day as needed.
2. Accommodation for faculties at the workshops shall be managed by the respective host branch.
3. Those faculty members who want to avoid the accommodation facilities provided by the IAP shall inform the IAP office well in advance for logistical reasons.
4. Faculty members are responsible for making all transport arrangements, including local transportation, on their own.
5. Faculty members will be reimbursed digitally for the actual travel expenses, including local travel, or the amount determined by the IAP Presidential Action Plan Core Committee for that year, whichever is lower. Reimbursement will be processed upon submission of original supporting documents and bills within two weeks of the event.



# CHAPTER - 5

## Standard Operating Procedure for the Zonal TOTs

### 37. Introduction

Each Scientific module may have Zonal TOTs/Zonal Consultative meetings in either physical or virtual mode to create a faculty pool for the smooth conduct of workshops in that zone. The IAP Presidential Action Plan Core Committee may either directly organize a Zonal TOT or allocate to a State/District/City branch to organize it. The concerned Zonal Vice President may provide guidance on organizing the Zonal TOT by IAP in coordination with the respective State, District, or City Branch.

### 38. Terms of reference for Zonal TOT

1. The IAP Presidential Action Plan Module Committee shall recommend the place for the Zonal TOT of each Scientific module to the IAP Presidential Action Plan Core Committee within the time frame prescribed.
2. The IAP Presidential Action Plan Module Committee shall be responsible for designing the master list of locations for each Scientific Module's Zonal TOTs, ensuring that, as far as possible, equitable representation is given to each state within their respective zone.
3. A master list of faculties for Zonal TOTs, academic partners, venues, and dates shall be prepared and finalized by the IAP Presidential Action Plan Core Committee and the IAP Presidential Action Plan Module Committee within the prescribed timeframe. This list will serve as a reference for all parties involved in coordinating and executing academic events, as well as for logistical planning.
4. All the Faculties for the Zonal TOTs shall be selected and invited by the IAP Presidential Action Plan Core Committee.
5. All participants for the Zonal TOTs, preferably from the same zone, shall be selected and invited by the IAP Presidential Action Plan Module Committee.
6. Travel arrangements for the faculty of Zonal TOT shall be managed by the IAP office as per the decisions of the Presidential Action Plan Core Committee.
7. The details like check-in and check-out time, other essential local/state guidelines for travel and stay, the distance of the venue and accommodation from the airport/railway station along with time to travel, preparation for the faculties before arrival at the venue of the meeting, etc. shall be addressed in the invite letter.
8. The academic partners shall be informed well before the academic event about their involvement in all the events. The IAP Presidential Action Plan Module Committee and the Host Branch Office Bearers shall coordinate with respective Academic Partners at each Zonal TOT.

9. The Academic Partners shall be allowed to display their products at the venue, distribute literature on their products to the delegates, and exhibit their banners/placards as agreed upon in the MOU with the Presidential Action Plan Core Committee.

**39. Eligibility criteria for allocating a Zonal TOT to the Branch**

The concerned Zonal Vice President may provide guidance to the Branch to organize the Zonal TOT and ensure the necessary logistical and administrative support.

The branch shall

1. have been registered under the Society Registration Act.
2. have signed an MOU with IAP as per the Memorandum of Association.
3. have regularly submitted an annual report/ audit report to IAP.
4. have their bank Account and PAN Card.
5. preferably have a 12 (A) certification.
6. have good transportation and accommodation facilities for the faculties and participants to attend.

**40. Guidelines to conduct Zonal TOTs.**

1. Shall not collect any fees from the participants.
2. Invitations to the Zonal TOTs shall preferably be extended to the Zonal Vice President, concerned Executive Board Members, and the State Office Bearers.
3. Maximum participation shall be encouraged in the Zonal TOTs. The minimum number of registered participants for the Zonal TOT shall be 50 members.
4. Fliers and IEC (Information, Education, and Communication) materials, as per the format prescribed by the IAP, shall be used at the Zonal TOT.
5. Shall actively involve the concerned academic partners at the Zonal TOT.
6. Shall not involve any other sponsor at the event.

**41. Venue for Zonal TOT**

1. The IAP Presidential Action Plan Module Committee shall coordinate with the State office bearers and the host Branch regarding the venue and other logistics.
2. Such venues shall preferably be comfortable with good facilities regarding audiovisual, seating, projection, and dining for a minimum of 50 members.

**42. Financials of the Zonal TOT and Workshops**

1. 50% of the total budget or as prescribed by the IAP Presidential Action Plan Core Committee shall be allocated by the IAP Office, initially at least one month before the start of Zonal TOT.
2. The remaining amount shall be released after all the necessary bills as prescribed are submitted to the IAP office.

3. Funding and reimbursement of expenses shall be as follows:

<b>Title of the accounts for the IAP Action Plan Program</b>		
<b>No</b>	<b>Budget Head</b>	<b>Amount</b>
01	Travel Expenses	As prescribed
02	Accommodation	As prescribed
03	Lunch & Refreshment	As prescribed
04	Audio/Visual charges	As prescribed
05	Hall Charges	As prescribed
06	Printing & Stationery	As prescribed
07	Miscellaneous expenses (Banner/Photos, etc.)	As prescribed
<b>08</b>	<b>Total</b>	<b>As prescribed</b>

4. Expenses towards the venue shall not be spent lavishly and shall not exceed 50% of the total budget allocated.

5. Any expenses other than the above-mentioned pre-budgeted expenses will not be entertained and any amount that exceeds the total sanctioned budget will have to be borne by the host branch.

6. Actual expenses or 5% of the total expense whichever is less shall be allowed toward the secretarial expenses.

7. IAP may release 50 % of the budget allocated to the event as an advance and transfer it to the host on receipt of acceptance to host the module and declaration of the date. If the event is not conducted, transferred funds shall be returned to the IAP within 7 days.

8. Within 15 days of the conduct of the module, the organizers shall submit the final accounts of the event along with a copy of the Scientific agenda, all the bills, vouchers, TA forms of faculty, duly signed delegates' attendance sheet, a few photographs with the IAP program banner displaying the date, venue, title of the program, and name of the hosting branch and academic partner, and a brief report of the module (both in soft copy as well as in hard copy).

9. The balance amount will be reimbursed soon after the submission of final accounts, along with all supportive documents duly countersigned by the authorized signatory.

10. Original bills have to be submitted by the host within two weeks after conducting the Zonal TOT. All the payments are to be made in the Cheque/RTGS/NEFT/DD format only.

11. A registration sheet duly signed by all participants with their IAP number, countersigned by any of the faculty, is mandatory in the program report for submission to the IAP office.

12. After allotment of the Zonal TOT to the Branches, if they do not follow these guidelines, they shall not be allotted any more Zonal TOT and Workshops until a further decision is taken by the subsequent Presidential Action Plan Core Committee in the future.



## CHAPTER - 6

### Guidelines for the Participants in National TOT / Zonal TOT

#### 43. Introduction

The participants in both National and Zonal TOTs shall be trainee Faculties who shall disseminate the scientific knowledge of each module to the members at various IAP Presidential Action Plan events.

#### 44. Selection Criteria for a participant shall be

1. A Fellow/Life Member of IAP.
2. Expertise in the field of Pediatrics for which Scientific Modules are designed.
3. Abided by the rules and regulations of IAP.
4. Committed to disseminating the scientific knowledge of each module to the members at various IAP Presidential Action Plan events.
5. Fulfilled past responsibilities assigned by IAP for disseminating scientific knowledge as faculty at various IAP Presidential Action Plan events.

#### 45. Zonal or State Representation of Participants

1. At the National TOTs, there shall be an equitable representation from each Zone of the IAP. Care shall be taken for an equitable representation of participants from each State Branch in that Zone.
2. At the Zonal TOT, there shall be an equitable representation of participants from each State branch belonging to that Zone.

#### 46. Ground Rules for Participants

1. A Participant may participate either as a faculty or a participant in any one Scientific Module National/Zonal TOT on the same day.
2. The participants who are participating in other Pedicon Workshops on the same day shall either refrain from participating in National TOT or shall participate only in the National TOT.
3. The participant shall be actively involved in the Scientific Module teaching sessions from the beginning till the end.
4. The participants' attendance shall be taken frequently at the TOT by the coordinators, which shall be considered for reimbursement of travel expenses at the end of the training program.

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5. All the participants shall participate in the tests conducted by the scientific coordinator during the program.
6. Only the scientific material designed by the scientific committee shall be the reference for participants.
7. Participants are not allowed to add or delete any content from the Scientific Material of the designated Module provided.
8. The participants shall interact actively in the TOT to offer a better ground for constructive discussions.
9. All the participants shall keep their mobiles and any other electronic gadgets in silent mode so that co-participants will not be disturbed.
10. Participants who accept the invitation are expected to attend the TOT program unless they have unavoidable circumstances, in which case they need to justify their absence in advance. Those who fail to attend without a valid reason will not be considered for future IAP programs.
11. A participant may later serve as faculty for a minimum of 2 and a maximum of 5 events, inclusive of all the modules.

**47. Ground Rules at the Venue**

1. The participants shall report in time to the scientific convenor/coordinator of the scientific module of the TOT.
2. The participants shall act to ensure time management so that sessions are held on time and for the requisite duration.

**48. Travel and accommodation policy for a Participant**

1. Accommodation may be provided by the IAP to all the participants. Those participants who do not want accommodation facilities shall inform the IAP office well in advance for logistical reasons.
2. The participants will be reimbursed digitally for the actual travel expenses, including local travel, or the amount determined by the IAP Presidential Action Plan Core Committee for that year, whichever is lower. Reimbursement will be processed upon submission of original supporting documents and bills within two weeks of the event.
3. Participants are responsible for making all transport arrangements, including local transportation, on their own.



# CHAPTER - 7

## Standard Operating Procedure for the District Workshops

### 49. Introduction

Each scientific module shall preferably consist of multiple workshops, with a minimum of 15 workshops to ensure effective dissemination of the designated academic material.

### 50. Terms of Reference for Workshops

1. The IAP Presidential Action Plan Module Committee may recommend a list of branches for workshop allotment to the IAP Presidential Action Plan Core Committee within the prescribed timeframe.
2. The IAP Presidential Action Plan Core Committee shall be responsible for maintaining the master list of allotted workshops, ensuring, to the extent possible, equitable representation of each State and District Branch within every Zone.
3. A minimum of 70% of the workshops shall be selected by the IAP Presidential Action Plan Core Committee, while the remaining 30% may be suggested by the Academic Partner.
4. A workshop on a specific scientific module shall not be conducted more than once in the same Branch within the same year.
5. A master list of workshops, academic partners, faculties, locations, and their dates shall be prepared and finalized by the IAP Presidential Action Plan Core Committee and the IAP Presidential Action Plan Module Committee within the prescribed timeframe. This list shall serve as a reference for all to coordinate and execute academic events and manage logistical arrangements.
6. The national faculty for the workshops will be appointed by the IAP Presidential Action Plan Core Committee. All other faculty members, preferably from the same zone, shall be selected from the faculty pool of that module and invited by the Host Branch. The final faculty list shall be submitted to the IAP Presidential Action Plan Core Committee for approval.
7. The delegates for the workshops shall be selected and invited by the host branches within their area of operation. If the required strength is not available, delegates from adjacent branches may be invited.
8. If an IAP Executive Board member is from the city where the workshop is being held, they shall be officially invited to attend.
9. The travel arrangements for faculty attending the workshops shall be managed by the Host Branch as prescribed by the IAP Presidential Action Plan Core Committee. The invite letter from the hosting branch shall include essential details such as check-in and check-out times, relevant local/state travel and stay guidelines, the distance between

the venue and accommodation from the airport/railway station along with estimated travel time, and any necessary preparations for faculty before they arrive at the meeting venue.

10. Academic Partners shall be informed well in advance about their involvement in all academic events. The concerned office bearers of the Host Branch shall coordinate with the respective Academic Partners during the workshop.
11. Academic Partners shall be permitted to display their products at the venue, distribute literature to delegates, and exhibit banners/placards as per the terms agreed upon in the MOU with the IAP Presidential Action Plan Core Committee.

#### **51. Eligibility criteria for allocating a Workshop to the Branch**

The IAP Presidential Action Plan Core Committee shall allocate any scientific module workshops to a branch, provided the branch

1. Is registered under the Society Registration Act.
2. Have signed an MOU with IAP as per the Memorandum Of Association.
3. Have regularly submitted annual reports/ audit reports to the IAP.
4. Have their bank account and PAN Card.
5. Have good transportation and accommodation facilities for the faculties and delegates to reach out.

#### **52. Terms of Reference for Branches to conduct workshops.**

1. Shall not collect any fees from the participants.
2. The concerned Zonal Vice President, IAP Executive Board Members from the state, and State Office Bearers shall preferably be kept informed about the organization of the workshop.
3. Maximum participation shall be encouraged in the workshops. The minimum number of registered participants for the workshop shall preferably be 50 members. If a branch does not have the required number of members, more than one branch may be allotted together to conduct a workshop. However, in such cases of joint involvement of the branches, only one branch will be responsible for conducting the event. The IAP Presidential Action Plan Module Committee shall have the right to issue such directions.
4. If the branch is unable to register the required delegates from its area of operation, it can mobilize delegates from the neighbouring branches.
5. Only flyers and IEC (Information, Education, & Communication) materials in the format prescribed by the IAP shall be used at the Zonal TOT.
6. Shall actively involve the concerned academic partners at the workshop.
7. Shall not involve any other sponsor at the event.

8. The branches shall send the dates and faculty lists for any of the events of IAP Presidential Action Plans to the IAP Action Plan Core Committee for approval.
9. Branches may be permitted to organize workshops for any scientific module using their budget, subject to approval from the National IAP office.

**53. Venue for Workshop**

1. The Host Branch shall be responsible for finalizing the venue for the workshops.
2. The Host Branch shall inform the IAP Presidential Action Plan Module Committee about the venue and other logistical arrangements.
3. The venue shall preferably be comfortable and well-equipped with adequate facilities for audiovisual setup, seating, projection, and dining for approximately 50 members.

**54. Financials for the Workshops**

1. 50% of the total budget, or as prescribed by the IAP Presidential Action Plan Core Committee, shall be allocated by the National IAP office initially, preferably one month before the scheduled date of the workshops.
2. The balance amount shall be reimbursed after the submission of the final accounts and all supporting documents, duly countersigned by the authorized signatory, to the National IAP office.
3. If the event is not conducted, the transferred funds shall be returned to IAP within seven days of the scheduled event date.
4. Funding and reimbursement of expenses shall be as follows:

Title of the accounts for the IAP Action Plan Program		
No	Budget Head	Amount
01	Travel Expenses	As prescribed
02	Accommodation	As prescribed
03	Lunch & Refreshment	As prescribed
04	Audio/Visual charges	As prescribed
05	Hall Charges	As prescribed
06	Printing & Stationery	As prescribed
07	Miscellaneous expenses (Banner/Photos, etc)	As prescribed
<b>08</b>	<b>Total</b>	<b>As prescribed</b>

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5. Expenses towards the venue shall not be spent lavishly and shall not exceed 50% of the total budget allocated.
6. All payments shall be made in the Cheque/RTGS/NEFT/DD format only.
7. Any expenses other than the above-mentioned pre-budgeted expenses will not be entertained and any amount that exceeds the total sanctioned budget will have to be borne by the host.
8. Actual expenses or 5% of the total expense whichever is less shall be allowed toward the secretarial assistance expenses.
9. Within 15 days of conducting the workshop, the Host Branch shall submit the final accounts of the event to the National IAP office. The submission shall include a copy of the scientific agenda, all bills, vouchers, and TA forms of faculty; a duly signed attendance sheet of delegates with their IAP membership numbers; photographs clearly displaying the IAP program banner with the date, venue, program title, name of the Host Branch, and the Academic Partner; and a brief report of the module. All documents shall be submitted in both soft and hard copies.
10. Original bills have to be submitted by the host branch within two weeks after conducting the workshop.
11. Once a workshop is allotted to a branch, failure to adhere to the prescribed guidelines shall render the branch ineligible for future Zonal TOTs and Workshops until a decision is taken by the subsequent Presidential Action Plan Core Committee.



## CHAPTER - 8

### Guidelines for Delegates in Workshops

#### 55. Introduction

1. The Members can attend various IAP Presidential Action Plan workshops as delegates.
2. Fellow/Life/Associate Life Members of the IAP shall be delegates.
3. Postgraduate students of pediatric medicine can be delegates with the permission of the host branch.
4. All the delegates shall abide by the rules and regulations of IAP.

#### 56. Ground Rules for Delegates

1. A delegate can participate in any Scientific Module.
2. The delegates shall report on time at the venue.
3. All the delegates shall participate in the tests conducted by the faculties during the Workshop.
4. The delegates' attendance shall be taken at the workshops.
5. The delegates shall actively interact in the Scientific Module teaching sessions from the beginning till the end.
6. Only the scientific material developed by the Scientific Committee shall be used as the reference by delegates.
7. All delegates shall keep their mobile and any other electronic gadgets in silent mode.
8. No travel or accommodation facilities will be given to the delegates.



# CHAPTER - 9

## Role of Vice President in the IAP Presidential Action Plan

### 57. Introduction

These shall be the working guidelines for the Vice President to implement the objectives under the Presidential Action Plan in their respective Zones.

### 58. Functions and Responsibilities of the IAP Presidential Action Plan Core Committee:

1. Shall actively be involved in the discussion of the IAP Presidential Action Plan Core Committee whenever called for.
2. May form a social media virtual group for discussion with all the Executive Board Members of his Zone.
3. May recommend Branches for Zonal TOTs and Workshops in their respective zones to the Presidential Action Plan Core Committee for allotment, considering the membership strength of all Branches in the zone.
4. Shall evaluate and consider the suggestions of the Executive Board Members while recommending branches for Zonal TOT and workshop allotment by the IAP Presidential Action Plan Core Committee.
5. Shall involve and coordinate with all State Office Bearers, Branch Office Bearers, and the respective National IAP Executive Board Members in decision-making, supervision, and advisory roles for the effective implementation and execution of IAP objectives within the zone.
6. Shall ensure that no more than one Zonal TOT or workshop is scheduled at the same location on the same day.
7. Shall, in the President's absence, be the Chairperson in all Zonal TOTs and Workshops in his Zone.
8. Shall be responsible for coordinating with all the academic partners for Zonal TOTs and Workshops.
9. Shall supervise the submission of expenditure bills for the Zonal TOTs and Workshops from their zone to the IAP office.



## CHAPTER - 10

### Role of Executive Board Member in the IAP Presidential Action Plan

#### 59. Introduction

These shall be the working guidelines for the Executive Board Members to implement the objectives under the Presidential Action Plan in their respective States.

#### 60. Functions and Responsibilities of the Executive Board Member in the IAP Presidential Action Plan:

1. Shall be actively involved in discussions with the concerned Zonal Vice President for the implementation of the objective of IAP.
2. Shall be a part of a social media virtual group formed by the Zonal Vice President for discussions regarding the implementation of the objectives of IAP in their State.
3. Shall recommend Branches for District/City workshops in their respective State to the respective Zonal Vice President for further action.
4. Shall consider the suggestions of State and Branch Office Bearers while recommending branches for workshop allotment.
5. Shall coordinate with all the District/City Branch Office Bearers in all the decision - making, supervision, and advice for the conduct of all the Workshops in his State.
6. Shall take care that there will not be more than one Workshop at the same place on the same day.
7. Shall, in the absence of the President and the Zonal Vice President, may be invited as the Chairperson/Guest/Faculty in workshops held in their state.
8. Shall coordinate with all the academic partners for each workshop in his State.
9. Shall coordinate the expeditious submission of bills of expenditure for the Workshops to the IAP from his State by the Host Branches.



# CHAPTER - 11

## 61. IAP Presidential Action Plan Pre-Event Logistics Report

1. **Event Title:** .....(Insert name) ...Module- National/Zonal TOT/ Workshop
2. **Date:** [Insert Date]
3. **Place:** [Insert name of City]
4. **Organizer:** Name of the Branch for District/City workshop / Pedicon Organising Committee for National TOT / Branch as applicable in Zonal TOT

### **Logistics Planning:**

5. **Venue:** [Insert full venue address]
6. **Accommodation:** [Specify the hotel arrangements]
7. **Transportation arrangement :** [specify the details of arrangement]
8. **Catering :** [specify the status of arrangement]
9. **Materials and Resources:** [Specify details of printed materials such as program flyer, banner, backdrop, standee, certificates, name tags, etc.] Post all the images.
10. **Budget Summary:** Specify budget allocation made by IAP
11. **Name of the Academic partner, whether informed:** Yes/No
12. **Names of Faculties participating:**
13. **Total no. of Delegates expected to participate:**
14. **Name and Signature of host branch Office Bearer / Organizer as applicable:**

## 62. IAP Presidential Action Plan Post-Event Logistics Report

1. **Event Title:** .....(Insert name) ...Module- National/Zonal TOT/ Workshop
2. **Date:** [Insert Date]
3. **Place:** [Insert name of City]
4. **Organizer:** Name of the Branch for workshop/ Pedicon organizing committee for National TOT/ Branch as applicable in Zonal TOT
5. **Academic partner:**
6. **Name of National faculty and/or Scientific Committee Member who participated:**
7. **Names of other faculty members who participated:**
8. **Total no. of Delegates participated, with a copy of their attendance sheet:**
9. **Amount Sanctioned by IAP:**
10. **Advance amount paid by IAP:**

11. **Expenditure statement in brief:**
12. **Photos of the event:** Backdrop, Standee, Badge, Banner, Venue, Group photo, inauguration, certificate distribution.
13. **Remarks :**
14. **Signature by:** Host Branch Office Bearers / or Organiser as applicable
63. **Monthly Progress Report of the IAP Presidential Action Plan Core Committee**
  1. **Report Period:** [Month, Year]
  2. **IAP Presidential Action Plan Core Committee Details:**
    - a. Committee Name: IAP Presidential Action Plan Core Committee - 20..
    - b. Chairperson : President
    - c. Co-Chairpersons : President Elect, and Immediate Past President
    - d. Administrative Coordinator : Secretary General
    - e. Financial Coordinator : Treasurer
    - f. Convenor :
    - g. Joint Convenors :
  3. Summary of the key achievements and progress made towards the objectives during the reporting period. Include specific milestones reached, initiatives launched, and tasks completed, including
  4. Brief Report of Core Committee Meeting:
  5. Brief details of events in each Scientific Module: [Details of Zonal TOTs in each Module + Details of Workshops in each Module]
  6. Brief Report on Academic Partners Involved:
  7. Feedback from the delegates, faculties, and organisers:
  8. **Financial Report:** A brief report of funds received in each Scientific Module and expenditures incurred to date.
  9. **Future Plans:** Outline the committee's plans and objectives to implement Zonal TOTs and Workshops for the upcoming reporting period. Specify all the upcoming activities, initiatives, or milestones that the committee intends to focus on in the next month.
  10. **Recommendations:** Offer recommendations for improving the effectiveness and efficiency of the committee's activities moving forward. This may include suggestions for addressing challenges, optimizing processes, or pursuing new opportunities



# CHAPTER - 12

## 64. Format for Workshop Registration Flyer:

[IAP Logo]

[Branch Logo]

### **IAP PRESIDENTIAL ACTION PLAN - [insert year]**

#### **.....[Insert Module Name] ..... Workshop**

**Date:** [Insert Date]

**Time:** [Insert Time]

**Venue:** [Insert Venue]

#### **Workshop Agenda:**

- [Insert Agenda Item 1] [Insert Speaker Name and Designation]
- [Insert Agenda Item 2] [Insert Speaker Name and Designation]
- [Insert Agenda Item 3] [Insert Speaker Name and Designation]
- [Insert Agenda Item 4] [Insert Speaker Name and Designation]
- [Insert Agenda Item 5] [Insert Speaker Name and Designation]

#### **Speakers:**

#### **Registration Details:**

- To register, visit [Website Link] or contact [Contact Person Name] at [Contact Number] or [Email Address].

Total no. of delegates that can be registered;

[Insert Names and photos of IAP Presidential Action Plan Core Committee Members] [any others as decided in the IAP Presidential Action Plan Core Committee from time to time.]

**Academic partner:** [Insert name and logo]

**Branch President**

**Branch Secretary**

## 65. Format for Standee/Banner/ Backdrop

[IAP Logo]

[Branch Logo]

**IAP PRESIDENTIAL ACTION PLAN - [insert year]..**

**.....[Insert Module Name].....TOT/Workshop**

**Date:** [Insert Date]

**Time:** [Insert Time]

**Venue:** [Insert Venue]

**[Insert names and photos of IAP Presidential Action Plan Core Committee Members]**

**[Insert names and photos of Zonal Vice President and Branch Office Bearers (for workshops)]**

**Academic Partner: [Insert name and logo]**



# CHAPTER - 13

## Guidelines for the IAP Undergraduate and Postgraduate Quiz

### 66. Objective

The IAP Undergraduate and Postgraduate Quiz program promotes pediatric knowledge and competitive spirit among medical students. It provides a platform to encourage academic excellence, learning, and knowledge-sharing. The quiz is structured in multiple rounds, starting from local levels and progressing to the National level.

### 67. Terms of Reference for the IAP Quiz Program

1. The IAP Quiz program shall be executed as per the guidelines issued by the Executive Board from time to time.
2. In special circumstances, the whole quiz program can be conducted on a virtual platform after approval from the central office of IAP.
3. The National Quiz Coordinator is responsible for overseeing and managing all aspects of a quiz event or program.
4. All communication regarding dates, venues, and rules shall be promptly shared with the registered email addresses of participating institutions and announced via the official IAP website and social media platforms.
5. Each Quiz event is conducted by a Quiz Master, who shall be an IAP member for a minimum period of 3 years.
6. A team will consist of two participants representing their institution, with up to five teams allowed to participate in each quiz event. If more than five teams are interested in participating at any level, a preliminary elimination round shall be conducted.
7. Standard pediatric textbooks and IAP Guidelines will be the primary reference materials for all the participants.
8. Winners at each level shall participate in the next level of the quiz. If the winners cannot participate, the runner-up will be given the opportunity.
9. Each participant shall be given a soft copy of the 'Certificate of Participation' prescribed by the IAP Executive Board.

### 68. IAP UG Quiz Committee

1. The IAP UG committee shall comprise of
  - a. National Coordinator- one
  - b. Joint National Coordinator- two
  - c. Zonal Coordinator - one in each Zone
  - d. State Coordinator - one for each State
  - e. Divisional Coordinator - one for each Division

2. The National Coordinator or Joint Coordinator will be the quiz master at the National round.
3. The Zonal Coordinator will be the quiz master at the Zonal round
4. The State Coordinator will be the quiz master at the State round.
5. The Divisional Coordinator will be the quiz master at the Divisional round.

**69. IAP PG Quiz committee**

1. The IAP PG Committee shall be comprised of
  - a. National Coordinator- one
  - b. Joint National Coordinator- one
  - c. Zonal Coordinator - one in each zone
  - d. State Coordinator - one for each state
  - e. Divisional Coordinator - one for each division
2. The National Coordinator or Joint Coordinator will be the quiz master at the National round.
3. The Zonal Coordinator will be the quiz master at the Zonal round.
4. The State Coordinator will be the quiz master at the State round.
5. The Divisional Coordinator will be the quiz master at the Divisional round.

**70. Eligibility criteria for the participants**

1. **Undergraduate Quiz:** Open to all undergraduate medical students, including interns, enrolled in NMC (National Medical Commission) recognized medical colleges in India.
2. **Postgraduate Quiz:** Open to all postgraduate students specializing in pediatrics, including DNB (Diplomate of National Board) candidates, enrolled in NMC-recognized medical institutions in India. All participants for the PG quiz shall be members of the IAP or shall have applied for IAP membership.

**71. Structure of the Quiz program at the Local rounds**

1. The local district/city branch will be in charge of organizing the local rounds in various medical colleges.
2. The date and venue for the local round shall be decided by the local coordinator in consultation with the Divisional Coordinator.
3. All local rounds of quiz programs shall preferably be completed by 31<sup>st</sup> July.
4. One team will be selected as the winner of the 'local round' and advance to the Divisional or State round, as applicable.

5. Travel allowances and accommodation will not be provided for participants and the Quiz Master at the local round.
6. All other expenses will be borne by the organizing institute.

**72. Structure of the Quiz program at the Divisional rounds**

1. Divisional rounds will be conducted in any state having more than one division.
2. The venue of the divisional round will be decided by the Divisional Coordinator.
3. The state branch will be in charge of organizing the divisional round.
4. The date for the divisional round shall be decided by the Divisional Coordinator.
5. All divisional round quiz programs shall preferably be completed by 31<sup>st</sup> August.
6. One team will be selected as the winner of each divisional round and advance to the State round.
7. 2-tier AC railway travel allowances and accommodation will be provided for participants and the Quiz Master at the divisional round.
8. All logistical expenses for the divisional round will be provided to the divisional coordinators, with allocation of ₹ 15,000 or any amount as decided by the Executive Board of the society from time to time.

**73. Structure of the Quiz program at the State rounds**

1. The date and venue of the State round will be decided by the State Coordinator.
2. The State Branch will be in charge of organizing the State round.
3. All State round quiz programs shall preferably be completed by 31<sup>st</sup> October either along with or without State Conference.
4. One team will be selected as the winner of each State round and advance to the Zonal round.
5. Preferably, one team will be selected as the winner of each State round to advance to the Zonal round.
6. 2-tier AC railway travel allowances and accommodation will be provided for participants and the Quiz Master at the State round.
7. All logistic expenses for the state round will be provided to the state coordinators, with ₹ 25,000/- or any amount as decided by the Executive Board of the Society from time to time.

**74. Structure of the Quiz program at the Zonal rounds**

1. The date and venue of the Zonal round will be decided by the Zonal Coordinator. Zonal rounds shall be organized during the respective Zonal Pedicon.

2. The zonal coordinator will be in charge of organizing the Zonal round under the guidance of the respective Zonal Vice President.
3. Winners from the State Levels compete in their respective zones (North, South, East, West, and Central).
4. All zonal round quiz programs shall preferably be completed by 30th November.
5. One team will be selected as the winner from each Zonal round and participate in the National round.
6. IAP shall provide 2-tier AC railway travel allowances/ airfare up to Rs.6000/- or the amount as decided by the Executive Board from time to time to the participants and the Quiz Masters.
7. The accommodation and complimentary zonal conference registration will be provided for participants and the Quiz Masters at the Zonal round by the Zonal Pedicon organizing committee or the organizing branch.

**75. Structure of the Quiz program at the National round**

1. The National round quiz will be conducted during the National Pedicon.
2. The IAP President, Secretary General, and the Pedicon Organising Committee will be in charge of organizing the National round.
3. The winners of all five Zonal rounds will advance to participate in the National round.
4. 2-tier AC railway travel allowances for participants and the Quiz Coordinators at the National round will be provided by IAP.
5. Accommodation for participants, the National Quiz Coordinator, and the Joint National Coordinator at the National round will be provided by the Pedicon Organizing Committee.
6. The registration fee for National pedicon shall be waived for the National level round participants.

**76. Question Bank and Content for the Quiz program**

1. The Quiz Master is responsible for developing the quiz questions for their respective rounds. This may involve researching content, creating questions of varying difficulty levels, and ensuring accuracy and fairness in the quiz material.
2. A centralized repository of questions, including visual questions, shall preferably be maintained and updated annually by a designated IAP team. This team shall be responsible for updating and reviewing the question bank annually.
3. All answers shall be referenced from standard pediatric textbooks to ensure accuracy and reliability.

4. Questions shall preferably be categorized by difficulty to suit the respective quiz round, ensuring a balanced level of challenge for participants at each stage.
5. Questions in a round shall be equally balanced, i.e., some questions shall not be more difficult than the rest to minimize the bias.
6. Extra questions shall be drafted to replace any invalid ones due to any reason.
7. Any kind of ambiguity in questions or answers shall be avoided.

**77. Financial Guidelines for Quiz Programs**

Sponsorships from academic partners are allowed for the Quiz programs, provided they do not violate any statutory laws. All sponsorship activities shall comply with ethical standards, avoiding any conflicts of interest.

**78. Personnel required for Quiz rounds:**

1. **Quiz Master:** Conducts the quiz.
2. **Timekeeper:** Manages the timing.
3. **Scorer:** Keeps track of scores.
4. **Volunteers:** Assist in organizing the quiz.

**79. Equipment required for Quiz rounds:**

1. Microphones for each participating team, the Quiz Coordinator, and the Scorer.
2. Scoreboard for displaying scores.
3. Stopwatch and bell for the timekeeper.
4. Audio-visual equipment.

**80. Function and Responsibilities of the Quiz Coordinator**

1. Quiz Coordinators are appointed to oversee the implementation of the Quiz Program. The National and Joint National Coordinators shall liaise with all Zonal Coordinators, who in turn will coordinate with their respective State Coordinators. State Coordinators will work with their Divisional Coordinators, and Divisional Coordinators will collaborate with their Local Coordinators to ensure smooth implementation of the Quiz Program at all levels.
2. The Quiz Coordinator shall be an IAP life member.
3. The tenure for the National, Joint National, and Zonal Quiz Coordinators shall be one year, and it shall not preferably be extended for more than one consecutive term.
4. The tenure for the State, Divisional, and Local Coordinators shall be two years, and it preferably shall not be extended for more than one consecutive term.

5. The Quiz Coordinator manages all logistics related to the quiz event, including scheduling, venue selection, equipment setup, and technical requirements, ensuring that all necessary resources are available for smooth execution, whether the event is conducted physically or virtually.
6. The Quiz Coordinator monitors participant registration, communication, and engagement. He may handle participant inquiries and provide information about the quiz format and rules.
7. The Quiz Coordinator shall follow detailed guidelines to ensure smooth conduct, maintain order, and uphold the integrity of the competition. This includes a clear understanding of scoring patterns, handling disputes, and managing audience behaviour.
8. Quiz Coordinators shall ensure that all colleges, District Branches, and State Branches are informed well in advance about the quiz schedule and logistics.

**81. Role of the Quiz Master during the Quiz Program**

1. The Quiz Master serves as the moderator or facilitator, guiding participants through the quiz rounds, enforcing rules, tracking scores, and maintaining the event's overall flow and pace. They are responsible for clearly explaining the quiz guidelines to all participants before the quiz begins.
2. The Quiz Master shall also introduce the participating teams to the audience before the quiz begins.
3. Questions and answers for each round shall be kept in an envelope and 7 – 8 such sealed envelopes (Round 1 to 7 and tiebreaker questions). The Quiz Master shall keep all envelopes containing the questions secure and only open them as needed during the respective quiz rounds.
4. The Quiz Master shall ensure that questions in a round are equally balanced, i.e., some questions shall not be more difficult than the rest.
5. The Quiz Master is responsible for organizing proper seating arrangements for participants and the audience. Teams, labelled as A, B, C, D, etc., by drawing lots, will be seated accordingly to face the audience.
6. The Quiz Master is responsible for ensuring that the audience remains silent and does not prompt answers or otherwise interfere during the quiz.
7. The Quiz Master will also set up the necessary equipment and strictly adhere to the scheduled timing.
8. The Quiz Master's decision is final in case of any disputes.

**82. Preliminary Round, Guidance and Motivation for Participants**

1. If 5 or more teams wish to participate at any level, a preliminary elimination round shall be conducted. This round may consist of a written test featuring multiple choice questions to select the top four teams eligible for the intercollegiate round. The concerned Quiz Master along with the HOD will organize the preliminary round, including the preparation of the MCQs. The Quiz master will also set the time, date, and venue for the written test prior to the Intercollegiate quiz round.
2. The HOD of the concerned medical college is requested to encourage maximum student participation in the preliminary round. Invitations may be extended to local practitioners, pediatricians, pediatric department staff, any other teaching faculties, other students, and the Dean/Principal of the college to attend the college round. As the quiz is an IAP activity, support and assistance from the IAP branches shall be sought. An invitation shall be extended to the local IAP branch.
3. The Staff members of the department may kindly guide the students to prepare for the quiz. They are asked to cover important topics like growth and development, immunization, nutrition, infectious diseases, common pediatric problems, etc. Standard textbooks of pediatrics shall form the basis of reading material for the students.

**83. Quiz program execution**

1. Further, the IAP quiz program shall be conducted in 6 –7 rounds with topics as follows:
  - a. Round 1: Clinical Case Scenario
  - b. Round 2: Neonatology
  - c. Round 3: Systemic Pediatrics
  - d. Round 4: Visual Round [incorporates audio-visual materials, covering a range of topics]
  - e. Round 5: Diagnostic Tests and Therapeutics
  - f. Round 6: Social Pediatrics including National Health Programs and Immunisation.
  - g. Round 7: Rapid-Fire Round
2. Quiz Master may conduct a Tie Breaker Round if more than one team is sharing the highest score at the end of 7 rounds with 4 to 6 exclusively prepared tie-breaker questions with equal levels of difficulty. The questions are kept in the tiebreaker envelope.

3. The first three rounds will be conducted in a clockwise direction from team A to team D. The Third round is a visual round. The 4<sup>th</sup> to 6<sup>th</sup> rounds will be conducted in an anti-clockwise direction, i.e., from team D to team A and the 7<sup>th</sup> round will be the rapid-fire round.
4. The first 4 questions in each round are for the 4 teams (A, B, C, D) respectively. An additional 2 questions are given in case the original question becomes invalid (ex. by audience interference or otherwise) or if there are more than four teams.
5. In the Visual Round, the slide will be flashed for 10 seconds and the team will be given another 10 seconds to answer after the question is read out. This round will not be passed on. Each correct answer is awarded 10 marks.
6. Quiz Master may use his discretion regarding using questions pertaining to one topic listed or a mixture of topics.
7. It is important to remember that questions may be passed on to other teams to submit the answer slips within a stipulated time. Each team will be eligible for 5 bonus points for the correct answers.
8. For questions with two parts, both answers shall be provided to obtain full points. If only one part of the answer is given correctly, half of the total points will be awarded, and the second question will be passed on to the next team to submit the answer slips within a stipulated time. Each team will be eligible for half of the total points for the correct answers.
9. When a range is given for a question, the Quiz Master may accept any figure within that range as a correct answer.
10. The Rapid-Fire Round will consist of a maximum of 8 questions to be asked within 60 seconds for each team. Questions may include Yes/No or True/False type answers. This round is not passed on. Each team is given 1 minute to answer as many of the 8 questions as possible. If a team does not know an answer, they shall say “pass” to allow more questions to be answered within the time limit. Each correct answer is awarded 5 marks.
11. At the end of the quiz program, all the questions with answers are to be sent to the National Coordinator for the Question Bank for inclusion in future editions.

#### **84. Guidelines for scoring**

1. The Quiz Master will appoint a scorer and a timekeeper, who will be responsible for scoring, tracking time, and announcing as well as displaying the scores after each round. Additionally, the Quiz Master may appoint two experts to resolve any disputes or issues related to scoring on the spot. The Quiz Master will then make the final announcement of the winner, and his decision will be final in the event of any dispute.

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- 2. The Quiz Master may adopt one of the prescribed scoring patterns, either Pattern A or Pattern B, preferably after discussing it with the contestants.

**85. Pattern A scoring system.**

- 1. **Direct Questions:** 10 seconds to answer. Correct answers receive 10 points.
- 2. **Passed Questions:** 5 seconds to answer. Correct answers receive 5 points.
- 3. Questions can continue to pass among the teams until answered correctly or all teams have attempted. Ex. If the second team also cannot answer then the question may be passed to the 3rd team or 4th team and subsequent teams also shall start their answer within 5 seconds. The team that gives the correct answer shall be awarded 5 points.
- 4. The stipulated time begins when the Quiz Coordinator finishes reading the question and ends after 10 seconds, as signaled by the timekeeper with a bell.
- 5. The scorer will maintain the tally of marks.

**86. Pattern B scoring system**

- 1. **Direct Questions:** 10 seconds to answer. Correct answers receive 10 points.
- 2. **Written Answers for Indirect Questions:** Other teams write their answers while the direct team answers. Correct written answers receive 5 points.
- 3. No additional points are awarded to other teams if the direct team answers correctly.
- 4. Ten seconds are provided to answer each direct question as in pattern A and if the team answers correctly, they get 10 marks like in pattern A. During the same 10 seconds (plus the time taken by the team answering direct questions), the other three teams shall write the expected correct answer on a slip. If the team answering the direct question fails to give the correct answer, then the slips collected from all the other three teams will be scrutinized by the Quiz coordinator, and one or more teams with the correct answer shall be given 5 marks. Slips will be considered only if the direct question has not been answered by the concerned team e.g. the direct question has been put to team A. If team A has answered it correctly, 10 marks will be given to team A, and the next direct question is put to team B. If team B does not answer the question in the stipulated time, the Quiz Coordinator collects the written answers from team A, C and D. One or more teams with correct answers will get 5 marks (i.e. they all will get 5 marks if they have written the correct answer). If this pattern of scoring is to be adopted, ensure that a person stands behind every team to collect the written answers from them. He shall promptly hand them over to the Quiz Coordinator and provide the slips to the participants so they can write their answers.

**87. Declaration of results and reporting**

1. The Quiz Master shall declare the results soon after the completion of the event. Results shall be shared with the concerned IAP district branch, State Branch, and the Society [IAP].
2. Quiz masters are required to submit detailed post-event reports, as per the prescribed format, highlighting any challenges faced and suggestions for improving future quiz programs.

**88. Certification**

The hard copies of the digital certificates provided by the central office of IAP will be awarded to the winning team, participating teams, and members assisting in the conduction of the quiz, as follows:

1. Two Certificates for Winning Team, Two Certificates for Runner Team
2. Certificates for all the participants.
3. Six Certificates of Appreciation: 1 Quiz Master, 1 Scorer, 1 Time Keeper, 1 for Head of Department, 2 for President and Secretary of local IAP Branch.

**89. Feedback, handling disputes and appeals**

1. Participants are encouraged to provide their feedback on the quiz using the enclosed feedback proforma to help the IAP enhance future quiz programs.
2. Feedback from the quiz master is encouraged to improve future quiz programs.
3. Any disputes or appeals shall be submitted through their registered email immediately after the quiz round to the Secretary General of IAP at [secretary@iapindia.org](mailto:secretary@iapindia.org).
4. President and Secretary General will review and decide on the matter promptly.



# CHAPTER - 14

## Guidelines for the IAP Books

### 90. Objective

These guidelines aim to ensure the effective management and usage of books published or endorsed by the Indian Academy of Pediatrics. These guidelines apply to all IAP and its Subspecialty Chapter's publications, including textbooks, reference materials, and any other printed or digital books bearing the IAP name and logo.

### 91. Guidelines for Publication and Content of the IAP Books

1. All IAP books shall be approved by the IAP Book Publication Committee formed by the IAP Executive Board.
  - a. Chairperson: President
  - b. Co-chairperson: Immediate Past President and President Elect
  - c. Coordinators: Secretary General and the Treasurer
  - d. Members: Five members, one from each zone, preferably with experience as a member of an Editorial Board.
2. The editor shall present the book's details, objectives, and likely content to this committee for approval and briefly explain how the publication will provide unique benefits to readers compared to existing books.
3. Books shall adhere to IAP's standards for accuracy, relevance, and educational value in the field of Pediatrics and shall be reviewed by subject matter experts within the IAP.
4. Any statistical information included shall reference the Indian data.
5. Authors of IAP books shall be recognized experts in their field and shall comply with the Committee of Publication Ethics (COPE) guidelines on Publications, Authorship, and Contributorship.
6. There shall not be any duplication of any books.

### 92. Guidelines for the Production and Distribution of the IAP Books

1. IAP shall preferably establish its own publishing house. Once this publishing house is formed, all IAP books shall preferably be published through it.
2. Books shall be of high quality to ensure durability and readability.
3. The distribution of IAP books shall be managed by IAP or its authorized agents.
4. Books shall be available for purchase through IAP's official channels and approved distributors.

5. Pricing shall be set to cover production costs while remaining accessible to members and the broader medical community. All pricing strategies shall be approved by the IAP Executive Board.
6. The Executive Board of IAP shall establish the Memorandum of Understanding regarding the publication and distribution of IAP books with the publishers or distributors.

**93. Guidelines for Sales and Marketing for IAP Books**

1. IAP books shall be promoted through official IAP channels, including the website, Journals IP & IJPP, and conferences.
2. Books shall be sold through IAP's online store, physical sales at events, and other approved distributors or sales channels.
3. Discounts may be offered to IAP members, institutions, or during promotional events, with terms approved by the IAP Publication Committee.
4. Editors and authors of IAP books shall not receive any royalties for their contributions to the publications.

**94. Copyright and Intellectual Property of IAP Books**

1. IAP retains copyright for all books published under its auspices. All authors shall assign copyright to the IAP.
2. The reproduction or adaptation of IAP books requires prior permission from the IAP.
3. Any intellectual property arising from IAP books shall be managed in accordance with IAP's policies.
4. Citations of IAP books shall be included in the bibliography of any other publications that reference the literature contained in those IAP books.

**95. Guidelines for Inclusion of the IAP Office Bearers' information**

1. The names and photographs of the following IAP officer bearers shall be printed on the first page of all IAP books and the books of Subspecialty chapters:
  - a. President
  - b. President Elect
  - c. Immediate Past President
  - d. Secretary General
  - e. Treasurer
2. The cover page shall include the names of the Editors.
3. The front pages of each IAP book shall include the following:
  - a. A message from President of the current year.

- b. A message from Secretary General of the current year.
- c. A message from President under whose tenure the book was approved for publication.
- d. A message from the Editor of the book.

4. The back page of the IAP book shall feature a review from the Excerpt.
5. The cover page design will be determined by the Editorial Board of the book, subject to consultation with and approval by the IAP Publication Committee.

## **96. Guidelines for Managing Publication Concerns**

1. Any complaints regarding IAP books shall be addressed to the Secretary General and submitted in writing/email to the IAP's administrative office at [secretary@iapindia.org](mailto:secretary@iapindia.org) and [centraloffice@iapindia.org](mailto:centraloffice@iapindia.org), respectively.
2. Issues related to errors, omissions, or quality concerns shall be resolved promptly, including possible reprints or corrections.
3. If IAP sells the books, accurate records of book inventory, sales, and distribution shall be maintained. Regular audits shall be conducted to ensure inventory accuracy.
4. If the distributor sells the book, such records shall be solicited and reviewed by the IAP Publication Committee regularly.
5. In the event of discontinuation or withdrawal of a book, IAP will ensure that all existing copies are accounted for and appropriately managed.
6. Procedures for withdrawing a book from sale or distribution shall be documented by the Executive Board and communicated to the relevant editor/author/publisher/printer/distributor.



# CHAPTER - 15

## Standard Operating Procedure for IAP Publications

### 97. Objective

The purpose of this SOP is to establish clear guidelines for the publication of consensus statements, guidelines, and other official literature under the Indian Academy of Pediatrics to ensure uniformity, accuracy, and adherence to the Society's standards.

### 98. Rights for publications

1. Only the Indian Academy of Pediatrics is authorized to issue, approve, and publish any consensus statements or guidelines. All IAP publications shall align with the core principles, scientific rigor, and standards upheld by the Society.
2. The IAP reserves its right to make any changes or issue new publication policies as deemed necessary. All branches, subspecialty chapters, and individual members will be informed of such changes and shall adhere to the updated guidelines.

### 99. Guidelines for IAP Branches and Subspecialty Chapters

1. IAP branches and subspecialty chapters are not permitted to independently issue or publish any consensus statements or guidelines.
2. Branches and subspecialty chapters may actively participate in formulating consensus statements and guidelines. However, all such initiatives shall receive prior approval from the IAP Central Office.
3. IAP subspecialty chapters and committees are required to compulsorily submit their guidelines, scientific position statements, and protocols to the Indian Pediatrics, the Indian Journal of Practical Pediatrics, or any other official journals of the Society (IAP) for publication.
4. In case the IAP branch or Subspecialty chapter associates with another non-IAP scientific body for a contribution towards a guideline/recommendation, the same needs to be intimated and approved by the IAP Executive Board.

### 100. Approval Process

1. If a Subspecialty Chapter/Branch/IAP Members wishes to formulate a guideline, scientific position paper, or consensus statement, they shall first seek prior permission from the central office of Indian Academy of Pediatrics. The IAP central office shall have the authority to constitute committees for drafting such documents.
2. Once the proposal for the guideline, scientific position paper, or consensus statement is drafted, it shall be submitted to the IAP central office for review by its Executive Board.
3. The Executive Board of IAP will thoroughly review the proposal and may modify, refine, or approve it in its entirety for publication.

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4. After formal approval from the Executive Board of IAP, the final version of the document shall be submitted by the authors of the concerned writing committee to Indian Pediatrics, Indian Journal of Practical Pediatrics, or any other official publication of IAP for consideration for publication.
5. If the submitted manuscript does not meet the editorial or peer-review standards of the official IAP journals and is not accepted for publication, the authors may submit and/or publish it in any other scientific journal, provided that the IAP's name and logo are not used.

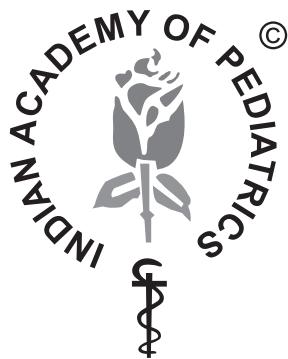
#### **101. Guidelines for Individual Members and Third Parties**

1. Consensus statements, guidelines, or literature developed by individual IAP members or third parties (such as academic partners) are not eligible for publication in any official IAP publication unless prior approval is obtained from the Executive Board of the IAP.
2. The IAP name and logo shall not be used by any third party, including academic partners, on any published materials unless the content is approved by the IAP Central Office. Unauthorized use of the IAP logo is strictly prohibited and will be subject to legal action.
3. IAP's official publications, journals, and platforms are meant for publishing guidelines, consensus statements, and other materials approved by the Society. Any publications that fail to meet IAP's scientific and ethical standards will not be accepted for dissemination through IAP channels.

#### **102. Ethical Compliance**

1. All publications under the aegis of the Indian Academy of Pediatrics shall comply with the Committee on Publication Ethics (COPE) guidelines on publications, authorship, and contributorship.
2. The IAP will ensure that all publications under its name adhere to this SOP. Non-compliance with these guidelines by any branch, subspecialty chapter, or individual member will lead to disciplinary action as determined by the IAP Executive Board.





## **SECTION - 2**

# **AWARDS & CERTIFICATES**

# CHAPTER - 16

## Standard Operating Procedure for Awards

### 103. Objective

The objective of this SOP is to define a systematic process for the nomination, selection, and presentation of any awards as determined by the Executive Board. These awards honor members for their achievements, outstanding contributions in the field of pediatrics, and efforts in advancing the objectives of IAP.

### 104. Selection Committee for Awards

1. The Selection Committee for any award shall be constituted by the Executive Board, comprising
  1. **Chairperson:** President Elect
  2. **Co-Chairpersons:** President and Immediate Past President
  3. **Convener:** Secretary General
  4. **Co-Convener:** Treasurer
  5. **Member:** one member who is Immediate to Immediate Past President The chairperson will have an additional casting vote in case of a tie.
2. The Selection Committee shall review nominations for each award category and evaluate them based on predefined criteria prescribed by the Executive Board, which may periodically revise them.
3. The Selection Committee may seek additional details, verify credentials, or obtain references as necessary to ensure a fair and thorough evaluation process.
4. The Selection Committee shall submit the selected names to the Executive Board for further processing.

### 105. Nomination Process for Awards

1. IAP may notify the nominations in September, providing detailed criteria for each award category.
2. Members of the Society, as well as the Executive Board of the State Branch, District Branch, or Subspecialty Chapters, are eligible to nominate candidates for awards.
3. Nominations may be submitted in a prescribed format online on the IAP Website platform.
4. Each nomination shall include a justification provided by the nominator.

**106. Terms of Reference for Awards**

1. The Executive Board shall establish clear and specific criteria for each award category, outlining the accomplishments and contributions that merit recognition. The Executive Board may periodically review and revise the criteria as needed.
2. Evaluation factors may include commitment, dedication, and significant contributions to the academic, clinical, research, and social objectives of IAP.
3. The nominee shall preferably have demonstrated outstanding service, leadership skills, and a lasting impact on the growth of IAP at the National or International level.
4. The members shall have completed at least 15 years of continuous membership in IAP and shall not have any pending disciplinary actions against them.
5. The Executive Board reserves the right to revoke an award in cases of proven misconduct, fraud, or ethical violations by the awardee.

**107. Communication with the Awardees**

IAP shall inform the awardees of their selection well in advance of the presentation ceremony.

**108. Presentation Ceremony**

Awards will be presented during Pedicon, the annual conference of the Society.

**109. Documentation and Records**

1. All awards shall be documented and maintained for record -keeping purposes.
2. All such awards presented shall be published in the annual report of the Society.



# CHAPTER - 17

## Standard Operating Procedure for Branch Awards

### 110. Objective

The purpose of the branch awards is to recognize and honor the outstanding contributions and activities of IAP branches in various domains, including outreach, social impact, and academic excellence. The awards aim to encourage active participation and adherence to IAP guidelines.

### 111. Award Committee: Terms and Conditions

1. The Award Committee responsible for evaluating and selecting the winning branches in each category will be as follows:
  - a. President of IAP (Chairperson)
  - b. President Elect
  - c. Immediate Past President
  - d. Secretary General of IAP
  - e. Treasurer of IAP
  - f. Joint Secretary [Admin]
2. This award committee shall ensure that the evaluation process will be conducted fairly, based on the criteria and scoring system as outlined.
3. The decision of the Award Committee is final and cannot be challenged.
4. IAP reserves the right to modify the criteria, scoring system, or other conditions related to these awards.

### 112. Terms of reference for Awards

1. The awards will be given under the following two categories:
  - a. Awards for Best Branch/Subspecialty chapter,
  - b. Awards for IAP Days/Weeks Public Awareness Programs.
2. Branches will be categorized as per their membership strength for awards as follows
  - a. Up to 100 members
  - b. 101-500 members
  - c. More than 501 members
3. Branches will be eligible for the Awards only if they have the latest renewed society registration certificate, a valid bank account, and a PAN number.

4. A branch that has declined to organize any of the allotted IAP Presidential Action Plan Module Workshops during the current year will not be eligible for any awards.
5. Branches shall submit their reports detailing all activities conducted throughout the year for evaluation by the Award Committee.
6. For any category, the 3 highest scoring eligible branches will be selected for the award (2nd runner-up, 1st runner-up, 1st place). If two or more branches obtain equal marks, the award will be shared between those branches for their position.
7. All branches shall submit their Annual Report to the IAP headquarters by 30th November each calendar year, covering the period from 16th November of the previous year to 15th November of the current year.
8. Late submissions will not be considered.

**113. Criteria for Best Branch or Subspecialty Chapter Award**

1. The branch shall have consistently reported its activities to the IAP in the prescribed format, adhering to all rules and regulations. Additionally, it shall have maintained the timely submission of reports, including records of activities with relevant photographs and financial statements in full compliance with IAP's reporting guidelines.
2. The branch shall have successfully executed the IAP Presidential Action Plans in a timely and effective manner.
3. The branch shall have organized social and community outreach programs that directly benefit the general public, promoting pediatric healthcare awareness.
4. The branch shall have organized and participated in charity events and social welfare programs of the Society [IAP].
5. The branch shall have actively participated in and promoted the various IAP Days and Weeks awareness programs outlined by the central office of IAP.
6. The branch shall have demonstrated effective strategies to grow IAP membership by engaging new members.
7. The branch shall have contributed to pediatric research or facilitated workshops and seminars that encourage academic excellence among its members.
8. The branch shall have initiated innovative programs that contribute to the betterment of child healthcare and pediatric education beyond the standard IAP directives.

**114. Scoring System for Branch Awards for branches up to 100 members in the strength category**

S. No	Criteria for Evaluation	Marks				Marks Obtained
		3	2	1	0	
1.	<b>Administrative:</b>					
	A) ITR filed for the current year	Yes	-	-	No	
	B) Change of OBs informed to CIAP in a timely manner	-	Yes	-	No	
	C) Number of new members added to the branch	>5	1-5	-	0	
	C) Monthly reporting of activities to CIAP	Yes	-	-	No	
2.	A) CIAP modules conducted by the Branch	-	-	Yes	No	
	B) CIAP endorsed community activities conducted by branch (e.g., SSS)	>3	2-3	1	0	
3.	CIAP days and weeks celebrated by branch	>12	8-12	2- 8	<2	
4.	A) No. of social activities/charity activities done	>3	2-3	1	0	
	B) Amount spent on charity activity in the current year	Rs > 50000	25001-50000	5000-25000	<5000	
	C) Health camps conducted by branch	>3	2-3	1	0	
5.	A) Publications of branch (newsletters / bulletins / magazines)	Yes	-	-	No	
	B) Publications of the Branch (Textbook / Booklet / Journals / Periodicals)	Yes	-	-	No	
6.	A) National publications of members of the branch (Research Papers / Newspapers / Digital Media)	>3	2-3	1	0	
	B) International publications of members of the branch (Research Papers / Newspapers / Digital Media)	-	-	Yes	0	
	C) Book authorship by members of the branch	-	-	Yes	0	
	D) Representation of IAP on international forum (talk/lecture/paper presentation) by a member of the branch	-	-	Yes	0	
7.	Awards received by branch members	3	2	1	0	

8.	A) No of events/activities for which Medical Colleges/District Hospitals and Post Graduate students were involved	>3	2-3	1	0	
	B) Regular PG Teaching Activities (Clinics/ PALS/NRP) conducted by branch	Yes	-	-	No	
9.	No. of CMEs/ Workshops conducted in total (excluding CIAP modules)	>5	3-5	1-2	0	
10.	A) No. of Conferences conducted in total	>2	2	1	0	
	B) Zonal / State / Regional conference conducted	Yes	-	-	No	
	C) National / International conference conducted	Yes	-	-	No	
11.	No. of activities conducted to raise awareness in the General Public/ Parents	>10	5-10	1-4	0	
12.	Targeted activities conducted in schools for education/awareness of children/ parents	>5	3-5	1-2	0	
13.	No of targeted activities conducted for nurses/staff/paramedics' education and awareness	>5	3-5	1-2	0	
14.	Parental Educational Videos made by the branch	>3	2-3	1	0	
15.	Activities in collaboration with other specialties/ IMA	Yes			No	

**Highest score: 75**

**115. Scoring System for Branch Awards for branches with 101 to 500 members in the strength category**

S. No	CRITERIA FOR EVALUATION	MARKS				TOTAL
		3	2	1	0	
1.	Administrative:					
	A) ITR filed for the current year	-	Yes	-	No	
	B) Change of OBs informed to CIAP in a timely manner	-	-	Yes	No	
	C) Number of new members added to the branch	>15	5-15	1-4	0	
	D) Monthly reporting of activities to CIAP	Yes	-	-	No	
2.	A) CIAP modules conducted by the branch	>2	2	1	No	

	B) CIAP endorsed community activities conducted by branch (e.g., SSS)	>5	3-5	1-2	0	
3.	CIAP days & weeks celebrated by branch	>12	8-12	2-7	<2	
4.	A) No. of charity activities done	>5	3-5	1-2	0	
	B) Amount spent on charity activity in the current year	>Rs 50000	25001 - 50000	5000-25000	<5000	
	C) Health camps conducted by branch	>5	3-5	1-2	0	
5.	A) Publications of the branch (Newsletters /Bulletin/Magazine)	Yes	-	-	No	
	B) Publications of the branch (Textbook/ Booklet/ Journals/Periodicals)	Yes	-	-	No	
6.	A) National publications of members of the branch (Research Papers / Newspapers / Digital Media)	>10	5-10	1-4	0	
	B) International publications of members of the branch (Research Papers/ Newspapers / Digital Media)	-	-	Yes	0	
	C) Book authorship by members of the branch	-	-	Yes	0	
	D) Representation of IAP on an international forum (talk/lecture/paper presentation) by a member of the branch	-	-	Yes	0	
7.	Awards received by branch members	3	2	1	0	
8.	A) No of events/activities for which Medical Colleges/District hospitals and Postgraduate students involved	>10	5-10	1-4	0	
	B) Regular PG Teaching Activities (Clinics / PALS/NRP) conducted by the branch	Yes	-	-	No	
9.	No. of CMEs/ Workshops conducted in total (excluding CIAP modules)	>10	5-10	3-4	<3	
10.	A) No. of Conferences conducted in total	>2	2	1	0	
	B) Zonal / State / Regional conference conducted	Yes	-	-	No	
	C) National / International conference conducted	Yes	-	-	No	
11.	No of activities for raising awareness in the General public/ parents conducted	>10	5-10	1-4	0	

12.	Targeted activities conducted in schools for education / awareness of children / parents	>5	3-5	1-2	0	
13.	No of targeted activities conducted for nurses/staff/paramedics' education and awareness	>5	3-5	1-2	0	
14.	Parental Educational Videos made by the branch	>5	3-5	1-2	0	
15.	Activities in collaboration with other specialties/ IMA	Yes			No	

**Highest score: 75**

**116. Scoring System for Branch Awards for branches with more than 501 members in the strength category:**

S. No	CRITERIA FOR EVALUATION	MARKS				TOTAL
		3	2	1	0	
1.	Administrative:					
	A) ITR filed for the current year	-	Yes	-	No	
	B) Change of OBs informed to CIAP on time	-	-	Yes	No	
	C) Number of new members added to the branch	>25	15-25	5-14	<5	
	D) Monthly reporting of activities to CIAP	Yes	-	-	No	
2.	A) CIAP modules conducted by the branch	>2	2	1	No	
	B) CIAP endorsed community activities conducted by branch (e.g., SSS)	>10	5-10	1-4	No	
3.	CIAP days & weeks celebrated by branch	>12	8-12	2-7	<2	
4.	A) No. of charity activities done	>5	3-5	1-2	0	
	B) Amount spent on charity activity in the current year	>Rs 100000	50000-100000	25000 - 49999	< 25000	
	C) Health camps conducted by branch	>10	5-10	1-4	0	
5.	A) Publications of the branch (Newsletters /Bulletin/Magazines)	Yes	-	-	No	
	B) Publications of the branch (Textbook/ Booklet/ Journals/Periodicals)	Yes	-	-	No	

6.	A) National publications of members of the branch (Research Papers/ Newspapers /Digital Media)	>15	10-15	5-9	<5	
	B) International publications of members of the branch (Research Papers/ Newspapers / Digital Media)	-	-	Yes	0	
	C) Book authorship by members of the branch	-	-	Yes	0	
	D) Representation of IAP on an International forum (talk/lecture/paper presentation) by a member of the branch	-	-	Yes	0	
7.	Awards received by branch members	>5	3-5	1-2	0	
8.	A) No of events / activities for which Medical Colleges/District Hospitals and Postgraduate students were involved	>10	5-10	1-4	0	
	B) Regular PG Teaching Activities (Clinics/ PALS/NRP) conducted by branch	Yes	-	-	No	
9.	No. of CMEs / Workshops conducted in total (excluding CIAP modules)	>10	5-10	3-4	<3	
10.	A) No. of Conferences conducted in total	>2	2	1	0	
	B) Zonal / State / Regional conference conducted	Yes	-	-	No	
	C) National / International conference conducted	Yes	-	-	No	
11.	No of activities for raising awareness in the General public/ parents conducted	>15	10-15	5-9	<5	
12.	Targeted activities conducted in schools for education / awareness of children / parents	>10	5-10	1-4	0	
13.	No of targeted activities conducted for nurses/staff/paramedics' education and awareness	>10	5-10	1-4	0	
14.	Parental Educational Videos made by the branch	>10	5-10	1-4	0	
15.	Activities in collaboration with other specialties/ IMA	Yes			No	

**Highest score: 75**

## 117. Criteria for Awards for IAP Days/Weeks Public Awareness Programs

Only registered IAP Branches will be evaluated based on the following aspects:

- a) Active involvement of branch members in the awareness of CIAP-designated Days and Weeks.
- b) Engagement of public figures, influencers, or government officials to create awareness and impact.
- c) Sufficient media coverage and publicity for the activities conducted.
- d) Focus on the quality and impact of the activities carried out by the branch during the awareness programs.
- e) Reporting the awareness activities in the prescribed format and within the given deadlines.

## 118. Scoring System for IAP Days/Weeks Public Awareness Program Awards for branches up to 100 members in strength

S. No	CRITERIA FOR EVALUATION	MARKS				TOTAL
		3	2	1	0	
1.	Total no of activities conducted	>10	5-10	2-4	<2	
2.	Whether the celebration of activity involved active participation/ involvement of staff nurses / paramedical staff, etc.	Yes	-	-	No	
3.	Whether the celebration of the activity involved active participation / involvement of medical college / district hospital	-	-	Yes	No	
4.	No. of activities for the General population/ Parents to create awareness	>5	3-5	1-2	0	
5.	Community leader / Corporator / Political leader involved	-	-	Yes	No	
6.	Charity and awareness creation activities conducted for the weaker sections of society	Yes	-	-	No	
7.	No of CME / Talks / Guest Lectures arranged for the celebration	>5	3-5	1-2	No	
8.	Any Media publicity given for the activity (newspaper/radio/TV)	Yes	-	-	No	
9.	Outreach activities targeted to relevant audience	Yes	-	-	No	
10.	Videos / e-content circulated through WhatsApp / social media	>3	2-3	1	No	

11.	Whether Skits/ Role plays were performed	Yes	-	-	No	
12.	Educational Pamphlets/ Posters circulated	Yes	-	-	No	
13	Whether innovative ideas used to enhance the impact of the activity	Yes	-	-	No	

**Highest score: 35**

**119. Scoring System for IAP Days/Weeks Public Awareness Program Awards for branches with 101 to 500 members in strength**

S. No	CRITERIA FOR EVALUATION	MARKS				TOTAL
		3	2	1	0	
1.	Total no of activities conducted	>15	7-15	2-6	<2	
2.	Whether the celebration of activity involved active participation/ involvement of staff nurses/ paramedical staff, etc	Yes	-	-	No	
3.	Whether the celebration of the activity involved active participation/ involvement of medical college/district hospital	-	-	Yes	No	
4.	No of activities for the General population/ parents to create awareness	>5	3-5	1-2	0	
5.	Community leader / Corporator / Political leader involved	-	-	Yes	No	
6.	Charity and awareness creation activities conducted for the weaker sections of society	Yes	-	-	No	
7.	No of CME/ Talks/Guest Lectures arranged for the celebration	>5	3-5	1-2	No	
8.	Any Media publicity given for the activity (newspaper/radio/TV)	Yes	-	-	No	
9.	Outreach activities targeted at the relevant audience	Yes	-	-	No	
10.	Videos / e-content circulated through WhatsApp / social media	>3	2-3	1	No	
11.	Whether Skits / Role plays were performed	Yes	-	-	No	
12.	Educational Pamphlets / Posters circulated	Yes	-	-	No	
13	Whether innovative ideas used to enhance the impact of the activity	Yes	-	-	No	

**Highest score: 35**

**120. Scoring System for IAP Days/Weeks Public Awareness Program Awards for branches with more than 501 members in strength**

S. No	CRITERIA FOR EVALUATION	MARKS				TOTAL
		3	2	1	0	
1.	Total no of activities conducted	>20	10-20	5-9	<5	
2.	Whether the celebration of activity involved active participation/ involvement of staff nurses/ paramedical staff, etc	Yes	-	-	No	
3.	Whether a celebration of activity involved active participation/ involvement of medical college/district hospital.	-	-	Yes	No	
4.	No of activities for the General population/ parents to create awareness	>5	3-5	1-2	0	
5.	Community leader / Corporator / Political leader involved	-	-	Yes	No	
6.	Charity and awareness creation activities conducted for the weaker sections of society	Yes	-	-	No	
7.	No of CME/ Talks/Guest Lectures arranged for the celebration	>5	3-5	1-2	No	
8.	Any Media publicity given for the activity (newspaper/radio/TV)	Yes	-	-	No	
9.	Outreach activities targeted to relevant audience	Yes	-	-	No	
10.	Videos / e-content circulated through WhatsApp / social media	>3	2-3	1	No	
11.	Whether Skits/ Role plays were performed	Yes	-	-	No	
12.	Educational Pamphlets/ Posters circulated	Yes	-	-	No	
13.	Where innovative ideas used to enhance the impact of the activity	Yes	-	-	No	

**Highest score: 35**

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**121. Award Presentation**

1. All the first and second prizes in each award category will be presented on stage during the **Valedictory Function** at the National Pedicon.
2. The Branch President, Secretary, and Treasurer of either the present and previous terms or their nominees will receive the awards on stage.
3. Early bird registration benefits will be provided to the Branch President, Secretary, and Treasurer to facilitate their attendance at the award ceremony during the National Pedicon.
4. Travel and accommodation expenditures will not be borne by the IAP.

**122. Publication in the Annual Report of the Society**

The summary of the awards will be published in the ensuing Annual Report of the IAP to serve as a formal acknowledgment and historical record of their achievements.



# CHAPTER - 18

## Standard Operating Procedure for Certificates

### 123. Objective

The objective of this SOP is to establish a standardized process for the issuance of certificates to recognize participation, achievement, and completion of programs, events, or activities.

### 124. Certificate Categories

Certificates may be issued either in physical or digital format to those who have fulfilled predefined criteria and eligibility requirements for the certificate under various categories, including.

1. Participation in Conferences, Workshops, Seminars, Training Programs, etc.
2. Completion of educational courses or modules.
3. Achievement or recognition for outstanding performance or contribution.
4. Membership

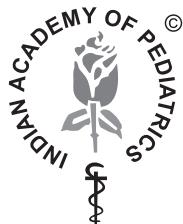
### 125. Certificate Design

1. A standard certificate template shall be designed from time to time and approved by the Executive Board.
2. The template shall include the IAP's logo, name, and relevant details, such as the recipient's name, program title, date, and signature of the President and Secretary General of IAP.



## A few Examples of Certificates:

## 126. FELLOW MEMBER CERTIFICATE



# Indian Academy of Pediatrics

[Founded in India in 1963]

This is hereby certified and proclaimed that

**[Photo of Fellow]**

**Dr....., Membership No. F/20../....**

has been elected as a "**FELLOW MEMBER**" of the Indian Academy of Pediatrics in the year..... This prestigious award is bestowed in recognition of the exceptional dedication and outstanding contribution to the realm of Pediatrics, furthering the objectives of the Indian Academy of Pediatrics.

We affix our hands and seal on .... January 20.....



**President, IAP**

**Secretary General, IAP**



# Indian Academy of Pediatrics

[Founded in India in 1963]

## Certificate of Excellence

This is hereby certified and proclaimed that

**[photo]**

**[Name with IAP membership number]**

has been bestowed with the esteemed

### ***Dr. Shantilal C Sheth Oration***

Certification in profound acknowledgment of unparalleled dedication and extraordinary contributions in fostering the advancement fostering the advancement of Pediatric Science.

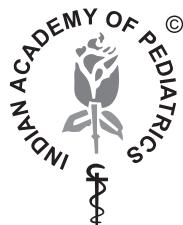
This illustrious accolade is conferred upon **(Name of the recipient)** under our imprimatur and seal on ..... January ..... [Year]



**President, IAP**

**Secretary General, IAP**

## 128. NATIONAL TOT FACULTY / PARTICIPANT CERTIFICATE



# Indian Academy of Pediatrics

[Founded in India in 1963]

## Certificate of Participation

This is hereby certified that

***[Participant's Full Name with IAP membership number]***

has successfully participated as a Faculty / Consultative Participant in the .....Module Name ..... National Training of Trainers (TOT) organized under the IAP Presidential Action Plan - [Year] held on [Date] at [Venue], (City Name).

This certificate is awarded in recognition of commitment to advancing pediatric care, active engagement in the training sessions, and invaluable contribution to the collaborative learning environment.



[All 3 dignitaries' names and signatures: President, Secretary, Convenor - IAP Presidential Action Plan Core Committee]



# Indian Academy of Pediatrics

[Founded in India in 1963]

## Certificate of Participation

This is hereby certified that

**[Participant's Full Name with IAP membership number]**

has successfully participated as Faculty / Consultative Participant in the ..... Zonal Training of Trainers (TOT) in .....  
[Module Name] ..... organized under the IAP Presidential Action Plan - [year] held on [Date] at [Venue], (City Name).

This certificate is awarded in recognition of commitment to advancing pediatric care, active engagement in the training sessions, and invaluable contribution to the collaborative learning environment.



[All 4 dignitaries' names and signatures: President, Secretary, Convenor - IAP Presidential Action Plan Core Committee, and Vice President of that Zone]

## 130. WORKSHOP FACULTY / PARTICIPANT CERTIFICATE



# Indian Academy of Pediatrics

[Founded in India in 1963]

## Certificate of Participation

This is hereby certified that

**[Participant's Full Name with IAP membership number]**

has successfully participated as Faculty / Delegate in the [Module Name]. Workshop organized under the IAP Presidential Action Plan [year] held on [Date] at [Venue], (City Name).

This certificate is awarded in recognition of commitment to advancing pediatric care, active engagement in the training sessions, and invaluable contribution to the collaborative learning environment.



[All 5 dignitaries' names and signatures: President, Secretary, Convenor - IAP Presidential Action Plan Core Committee, Vice President of that Zone, President of Host branch]

131. Standard format for any other Award, including the Academic Paper Award



# Indian Academy of Pediatrics

[Founded in India in 1963]

.....[*Insert the particularity of award*]... Award

This is to certify that the paper titled “xxxxx” authored by ‘xxxxx’ was presented by Dr. ..... [Insert Name and IAP Membership no.] for ..... Award at PEDICON ....., hosted by the Indian Academy of Pediatrics on Date, Month, Year in Venue, City - State Name.

“This paper was awarded ..... Prize and Medal” [insert type of medal awarded]



President, IAP

Secretary General, IAP



# Indian Academy of Pediatrics

[Founded in India in 1963]

## *Certificate of Excellence*

This is to certify that [Branch Name] has demonstrated exemplary efforts in promoting academic excellence, professional development, and community outreach, thereby enriching the field of pediatrics and advancing child healthcare.

**"[Branch Name]'s has been awarded ..... Prize" in [year]**

for its contribution to the mission of the Indian Academy of Pediatrics on [date] at the [Venue] during PEDICON year...



**President, IAP**

[Signature]

**Secretary General, IAP**

[Signature]



# Indian Academy of Pediatrics

[Founded in India in 1963]

.....[Insert the name of award] ..... Award

This is to certify that the paper titled “xxxxxxxx” authored by Dr ..... [Insert Name and IAP Membership no.] was presented for ..... Award at PEDICON ....., hosted by the Indian Academy of Pediatrics on Date, Month, Year in Venue, City - State Name.

“This paper was awarded ..... Prize and ..... Medal” [insert type of medal awarded]



Name & Signature of  
**President, IAP**

Name & Signature of  
**Secretary General, IAP**

## 134. Oral Presentation and e-Poster Presentation Prizes



# Indian Academy of Pediatrics

[Founded in India in 1963]

## .....[Insert type of Presentation].....Award

This is to certify that the Academic Paper titled “xxxxxx” authored by Dr ..... [Insert Name and IAP Membership no.] for ..... insert type of presentation at PEDICON ....., hosted by the Indian Academy of Pediatrics on Date, Month, Year in Venue, City and State Name.

“This paper was awarded.....Prize”



Name & Signature of  
President, IAP

Name & Signature of  
Secretary General, IAP

135. Endowment Award, Oral Presentation, e-Poster Presentation, and Abstract Presentation  
Participation Certificate



# Indian Academy of Pediatrics

[Founded in India in 1963]

## *Participation Certificate*

This is to certify that the Academic paper/Oral Presentation/e-Poster/Abstract titled "xxxxxx" authored by Dr..... was presented for ..... type of award/presentation ....., hosted by the Indian Academy of Pediatrics on Date, Month, Year in Venue, City - State Name.

**"This paper was awarded ..... Prize and ..... Medal" [insert type of medal awarded]**



Name & Signature of  
President, IAP

Name & Signature of  
Secretary General, IAP

# CHAPTER - 19

## SOP for Academic Paper Awards in Pedicon

### 136. Introduction

The Pedicon is the premier annual conference hosted by the Indian Academy of Pediatrics, where excellence in pediatric research and clinical practice converge. The IAP aims to promote the scholarly engagement of Post Graduate students of Pediatric Medicine and recognize and honour their academic work and presentation in the respective domain of awards in the following seven categories.

### 137. Dr. S. T. Achar Award :

1. **First Prize:** A Medal and a Certificate
2. **Second Prize:** Only a Certificate
3. All other participants will be given a 'Certificate of Participation'
4. **Subject:** Nutrition, Growth & Development, Hepatobiliary System.

### 138. Dr. James Flett Award :

1. **First Prize:** A Medal and a Certificate
2. **Second prize:** A Medal and a Certificate.
3. All other participants will be given a 'Certificate of Participation'.
4. **Subject:** Social and Preventive Medicine

### 139. Dr. S. S. Manchanda Award:

1. **First Prize:** A Medal with a certificate
2. **Second prize:** Only a certificate
3. All other participants will be given a 'Certificate of Participation'
4. **Subject:** Neonatology

### 140. Dr. V. Balagopal Raju Award:

1. **First Prize:** A Medal with a certificate
2. **Second prize:** A Medal with a certificate
3. All other participants will be given a 'Certificate of Participation'
4. **Subject:** General Pediatrics

### 141. Oral Paper presentation

First, Second and Third Prize: All with certificates only.

All other participants will be given a 'Certificate of Participation'.

**142. E-poster**

First, Second and Third Prize: All with certificates only.

All other participants will be given a 'Certificate of Participation'.

**143. Abstracts**

No Prizes.

All participants will be given a 'Certificate of Participation'.

**144. Introduction to the DR. S.T.ACHAR AWARD:**

**Dr. S. T. Achar** was a physician (an Internist before 1946, but because of his interest in Pediatrics, he changed over to Pediatrics in 1946. He was the first full time Professor of Pediatrics at the Children's Hospital in Madras General Hospital and was the pioneer in developing the Department of Pediatrics in South India. The Diploma in Child Health at the University of Madras was started in 1959, and the M.D. in Pediatrics in 1964. He did pioneering work in Liver Diseases in Children, particularly on Indian Childhood Cirrhosis. In his Liver Disease Clinic, there were records of more than 1000 cases of Indian Childhood Cirrhosis (ICC). He trained most of the pediatricians in Tamil Nadu, Karnataka, and Kerala in pediatrics. In 1964, with the help of the Government of India, he planned the Institute of Child Health in Children's Hospital in Egmore, Madras. He started a Subspecialty in pediatrics. Prof. Achar was also a member of the Liver Disease Committee of the Indian Council of Medical Research and was one of the most eminent national and international figures in the field of pediatrics. He was a member of the Advisory Board of the International Pediatric Association from 1959 to 1964. After he laid the foundation of Pediatrics in South India, he visualized the development of many subspecialties in the Institute of Child Health and Children's Hospital, Egmore. He was the author of the first Textbook of Pediatrics in the 60s, which has been widely read all over the country. When he passed away in 1968, for recognizing his groundbreaking research and exemplary pioneering in the field of Pediatrics in India, in 1969 the Indian Academy of Pediatrics started '**S. T. Achar Award in Pediatrics**' to pay tribute to Dr. S. T. Achar's legacy of excellence and innovation.

**145. Introduction to the DR. JAMES FLETT Award:**

**Prof. James Flett** was a WHO Professor for 2 years in 1962 and 1963. He was initially based at the Pediatric Centre, JJ Group of Hospitals, and Grant Medical College to evaluate the various programs of teaching and training, comprehensive health services, and research. He also visited the other teaching hospitals, viz. KEM and GS Medical College, Nair Hospital, and T. N. Medical College, as well as Bai Jerbai Wadia Hospital for Children. He helped to upgrade pediatrics in Bombay, particularly through clinical pediatric meetings, which were started by the late Dr. George Coelho and Dr. R. V. Sanzgiri in 1946. Later, all four medical colleges in Bombay collaborated in pediatric teaching, particularly during clinical meetings. Dr. James Flett was extremely social. Unfortunately, Dr. James Flett passed away at the age of 49 in 1966 in a USA car accident. Dr. S. M. Merchant helped to start the Dr. James Flett Endowment Award in Social and Preventive Pediatrics by IAP in 1968 to pay tribute to Dr. James Flett, who strived to promote child health and welfare within communities. Mrs. Flett donated to IAP to start the award in his name to honor those dedicated to advancing social and preventive pediatric care.

#### **146. Introduction to the DR. S. S. MANCHANDA Award:**

**Dr. S. S. Manchanda** was the Head of the Department of Children's Hospital in Amritsar. He developed the Department of Pediatrics at Amritsar Medical College. With his great interest, devotion, and hard work, he remarkably collected a large number of basic statistical data and epidemiology of various diseases in children. He had a great interest in Neonatology. Because of his high status in the pediatric field, the Government of India appointed him as the Director of the Children's Hospital in Kabul, Afghanistan. Dr. Manchanda was the Organizing Secretary of the 3rd National Conference of IAP in Amritsar in 1966, President of the Indian Academy of Pediatrics in 1967, and the National Conference of IAP at Madras. Dr. Manchanda passed away in 1967, leaving behind an excellent department, and because of his interest in Neonatology, a Neonatology Research Award was started by the IAP in 1976 to pay tribute to Dr. S. S. Manchanda's pioneering contributions.

#### **147. Introduction to the DR. V. BALAGOPAL RAJU Award:**

Dr. V. Balagopal Raju was one of the stalwarts in pediatrics in India and after training for a Diploma in Child Health in Bombay and an MD in Pediatrics in Patna, he succeeded Prof. S. T. Achar as the Director of the Institute of Child Health and Children's Hospital, Egmore, Madras. With his keen interest and dynamic personality, he developed the Institute into a major center for developing a large number of subspecialties in pediatrics with eminent professors in all the specialty departments and adequate staff and facilities. Dr. V. Balagopal Raju had worked with Dr. Achar on Liver Diseases in Children, particularly Indian Childhood Cirrhosis, and continued further studies on this subject. Dr. V. Balagopal Raju organized a very successful National Conference of the Indian Academy of Pediatrics in 1967 and was the President of the IAP in 1975. Dr. V. Balagopal Raju passed away in 1975. The Indian Academy of Pediatrics pays tribute to Dr. V. Balagopal Raju, who has made significant contributions to improving the overall concept of Pediatric Medicine and its subspecialties by giving the DR. V. BALAGOPAL RAJU Award in Child Health since 1980.

#### **148. Award Selection Process:**

1. The President Elect shall constitute a different Committee for each of the 4 Endowment Awards and for Oral Paper Presentations, e-posters, and Abstracts as follows;
  - a. **Chairperson:** President on chair at the time of Pedicon [ex. The President Elect of 2024 will be the Chairperson for the Pedicon - 2025 Committee.]
  - b. **Convenor:** Secretary General on chair at the time of selection of awards
  - c. **Members:** 5 members, one member from each of the 5 Zones.
2. Each Member of the committee shall be a Fellow/Life Member of IAP for 10 years.
3. A Member shall not be a Member of more than one award committee.
4. The number of Publications in index Journals, Literature Reviews, Research Activities, Academic positions, Previous experience, Participation in Editorial Boards, Ability to Review, Multi-Ethnicity, Competency, and Reputation in the National and International Scientific Community of Pediatrics shall preferably be taken into consideration as the eligibility criteria for the selection of each Member.

**149. Terms of reference to the Award Committee**

1. Each Member has to sign and submit an undertaking about 'Conflict of Interest' as described further below.
2. Each academic paper shall preferably be anonymized by giving serial numbers to ensure impartiality or bias during the review process by the award committee.
3. The committee members shall carefully review all academic papers received for the award, paying close attention to how each academic paper meets the established criteria.
4. Before reviewing applications or nominations, the award committee may establish clear and specific criteria for evaluating research papers, including factors such as the originality of the academic work and fulfilment of the criteria for the particular award, while continuously reviewing and refining their selection processes.
5. Committee members may score each application or nomination based on the established criteria.
6. After scoring, applications can be ranked from highest to lowest based on their total scores.
7. The committee shall document the selection process, including the rationale behind the final decision.
8. The justification shall be provided for why the chosen candidates were deemed most deserving of the award.
9. The committee has the right to disallow the presentation of the award paper if any technical lapse in the concerned paper is brought to their notice at any time before the presentation.
10. The Committee may select an academic work for awards. The remaining academic works can be selected for an oral paper presentation, an e-poster presentation, or an abstract based on criteria such as Scientific Merit, Innovation, Methodological Soundness, Clinical Relevance, and potential impact on pediatric practice or healthcare outcomes. Emphasis is placed on the clarity and coherence of the paper presentation, including the effectiveness of the title, abstract, introduction, methods, results, discussion, and conclusion sections.
11. The decision of the committee will be final and binding on all the concerned.

**150. Conflict of Interest Declaration**

I, [Insert Name], hereby declare that I have read, understood, and agree to comply with the 'Conflict-of-Interest' policy of the Indian Academy of Pediatrics. In accepting my role as a member of [Insert Award Committee Name], I acknowledge and affirm the following: I certify that I have not influenced or served as a guide, supervisor, or author for any academic work that may be presented to the committee for evaluation or consideration.

---

I affirm that none of my immediate family members or relatives are enrolled as students or participants whose work will be evaluated or discussed by the award committee.

I understand the importance of promptly disclosing any potential conflicts of interest that may arise during my tenure on the committee. I agree to provide full and accurate disclosure of any relationships, financial interests, or affiliations that could reasonably be perceived as influencing my judgment or actions.

I commit to recusing myself from participating in any decision-making process or discussion in which I have a real or perceived conflict of interest. I will abstain from voting on matters where my impartiality may be compromised and refrain from influencing the outcome of decisions related to conflicted matters.

I acknowledge the confidential nature of the committee's proceedings and agree to maintain the confidentiality of all sensitive information shared within the committee, including proprietary data, personal information, and deliberations.

I understand that I am required to periodically review and update my conflict-of-interest declaration as required by the policies of the Indian Academy of Pediatrics.

I am aware of the potential consequences of non-compliance with the Conflict-of-Interest policy, including but not limited to disciplinary action, removal from the committee, or other sanctions as deemed appropriate by the IAP.

**I further declare that:**

I am not associated in any capacity (e.g., authorship, supervision) with any academic work submitted to any other award committee for evaluation.

None of the students, authors, or participants whose work will be assessed by other award committees are my immediate family members or relatives.

I will voluntarily abstain from any influence or interference in evaluating academic work to avoid bias or conflict of interest.

By signing below, I affirm that I will adhere to the highest standards of integrity, impartiality, and ethical conduct in fulfilling my duties as a member of the [Insert Award Committee Name] and will uphold the objectives and principles of the Indian Academy of Pediatrics.

Name and Signature: \_\_\_\_\_

Place and Date: \_\_\_\_\_

**151. Eligibility Criteria to Submit the 'Academic Work':**

Candidate shall be a Member of the Indian Academy of Pediatrics or have applied for IAP Membership. If applied for IAP membership, details of such application and membership contribution to the corpus fund shall be mentioned.

**152. Terms of Reference for the 'Academic Work':**

1. The academic work for the
  - a. The Dr. S. T. Achar Award shall be in Nutrition, Growth & Development, Hepatobiliary System,
  - b. The Dr. James Flett Award shall be in Social and Preventive Pediatrics,
  - c. The Dr. S.S. Manchanda Award shall be in Neonatology, and
  - d. The Dr. V. Balagopal Raju Award shall be in General Pediatrics.
2. No more new awards shall be instituted in the future without a 3/4th majority decision by the Executive Board and the General Body.
3. The academic paper submitted for the above awards shall not have been presented or published anywhere earlier, nor shall it have received any prize elsewhere until the final presentation at Pedicon.
4. The Academic Paper shall be one relating to original work done in India.
5. More than one member can present an Academic Paper. In such cases, the main author shall be an IAP Member and listed as the first author in the abstract as well as the full paper. In case the Award is given to a paper where there is more than one author, the main author will be awarded the Medal and a Certificate of Merit, while each of the co-authors will only be awarded a Certificate of Merit.
6. A member shall preferably not present more than one paper for the award in any one category of awards at Pedicon.
7. The Academic paper shall not be more than 2500 words of text (excluding the Title page, Abstract, References, Tables, and Figures), and preferably, it may not include more than 4 tables and 2 figures.
8. The Academic Paper submitted for the award shall be accompanied by an undertaking countersigned by the Head of the Department and Head of the Institute as per the prescribed procedures. The document shall be signed in the original one.

**153. Undertaking to be submitted along with the Academic Paper:****NAME OF THE AWARD : [Insert Name]**

Name of the main author with IAP Membership No. Or details of membership application and fees paid, with address, mobile number, and email.

Co-authors Name

I, hereby certify that I have read the award rules and that the facts stated above are true that the above-mentioned paper has not won an award elsewhere, and that the paper relates to original work done by me in India. I also certify that I have not submitted this

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work for any other category of award than mentioned above and that this academic paper has not yet been published in any scientific journal. I have taken due permission from the ethical committee of the institute for this academic work as needed.

Name of the Author(s) 1) 2) 3) 4)

Place:

Date:

Signature of Author(s)

### **Countersignature**

I, the undersigned, hereby certify that I have read the award rules and gone through the above-mentioned paper and further certify that the said paper relates to the original work done by Dr. .....(insert name) at our institution .....(insert name) .

Signature of the Head of the Department

Signature of the Head of the Institution

(Seal of the Institution)

#### **154. Academic work submission process:**

The academic paper shall be neatly typed in Times New Roman, font size 12, with double spacing, in a complete Word document. It shall include an abstract of no more than 300 words and clearly indicate the name of the award for which it is being submitted at the top of the document.

The academic paper shall be submitted to the Secretary General of IAP through email [awardpaperpedicon@iapindia.org](mailto:awardpaperpedicon@iapindia.org) on or before the last date notified from time to time.

Notification for Academic Paper submission for the award shall be within May 31st. The last date for submission of the academic paper shall not be later than September 30th.

#### **155. Award Presentation**

The recipient of the Endowment Award shall be announced and presented during a designated ceremony at Pedicon.

The award recipient's name and achievements shall be publicized through official IAP channels, such as the website, newsletters, and social media platfor



## CHAPTER - 20

### SOP for Oral Paper Presentation in Pedicon

#### 156. Terms of Reference for Oral Paper Presentation:

1. Authors of accepted Oral papers may be invited to present their findings during dedicated Oral paper sessions.
2. Oral presentations and abstract acceptance notifications shall be sent to authors within the prescribed date.
3. Accepted presenters are allocated specific time slots within oral presentation sessions, typically ranging from 6 minutes per presentation and 2 minutes for questions and discussion. So, a minimum of 6 presentations and a maximum of 8 presentations in one hour.
4. Presenters are required to adhere to designated presentation formats, such as PowerPoint slides, to ensure consistency and professionalism in content delivery.
5. Oral presentations shall include only Research findings done in the previous 2 years.
6. Presenters shall adhere to the prescribed guidelines by the Oral Presentation Award Committee.
7. The presenting author shall register for the Pedicon conference.
8. The presenting author shall be an IAP Member.

#### 157. Oral paper presentation submission guidelines

1. Notification for Oral Paper Presentation shall preferably be within May 31st. The last date to submit the abstracts for the Oral Paper Presentation shall preferably be no later than September 30th.
2. Authors can submit abstracts for oral presentation.
3. The title of the Oral presentation paper shall be brief but adequately descriptive.
4. The body text of the research or award paper will be limited to 300 words. Word - processing software, such as Microsoft Word, is recommended for editing and counting the number of words. Extra spaces and symbols shall be avoided as they are also included in the word count.
5. The text of the abstract for Oral presentations shall be structured to avoid any special characters, tables, references, or photos.
6. Authors shall have to disclose any conflict of interest in their presentation at the Forum.
7. A short CV of the presenting author shall be attached.

**158. Declaration by the Authors**

1. By submitting an Oral Presentation abstract, the submitting first author confirms that all information in the abstract is correct and has been approved by the co-authors.
2. Submission of an Oral Presentation abstract constitutes the author's consent for publication. All research-based abstracts may be published in a special supplement of Indian Pediatrics.
3. The submitting author, on behalf of all authors and institutions, warrants that they are the sole owner or have the necessary rights to all the information and content submitted to the Oral Presentation Committee. Furthermore, the publication of the abstract will not infringe upon any third-party rights, including but not limited to intellectual property rights.
4. By submitting an abstract, the author grants the Organiser a royalty-free, perpetual, irrevocable, non-exclusive license to use, reproduce, publish, translate, distribute, and display the content.
5. By submitting an abstract, authors confirm that the contact details are saved in the records of the corresponding author, who will be notified about the status of the abstract. The corresponding author is responsible for informing the other authors about the status of the abstract.
6. The Oral Presentation Committee reserves the right to remove any abstract that does not comply with the above.
7. Abstracts not selected for Oral presentations will automatically be considered for e-poster presentation unless the corresponding author informs his unwillingness for the e-poster presentation.
8. The corresponding Author will have to give an undertaking that this research has neither been published in any Journal nor been presented at any Conferences.



# CHAPTER - 21

## SOP for e-Poster Presentation in Pedicon

### 159. Terms of Reference for Authors of e-Poster Presentation:

1. Notification for e-Poster Presentation submission shall be within May 31<sup>st</sup>. The last date for submission of the e-Poster Presentation shall not be later than September 30<sup>th</sup>.
2. Authors of accepted E-Poster presentations may be invited to present their findings via E-Poster at a dedicated e-poster venue.
3. Acceptance notifications shall be sent to authors within the prescribed time, along with instructions for preparing final versions of their e-posters and participation details.
4. Technical support and assistance are provided to presenters to facilitate the seamless display of their presentations within the conference venue's audio-visual infrastructure.
5. Digitally displayed e-posters on designated screens or monitors throughout the conference venue shall allow conference delegates to view and interact with the content at their convenience.
6. Case reports shall only be considered for e-Posters.

### 160. Guidelines for e-Poster Presentation:

1. file format shall be PDF.
2. total size of the presentation shall not exceed 5 MB.
3. one page per e-Poster only.
4. font size of the text shall be at least 14 points.
5. font chosen shall be a simple and clear one (ex. Times New Roman)
6. when using light backgrounds (ex., white, yellow, light blue), dark fonts (ex., black, navy blue, dark green) shall be used.
7. when using dark backgrounds (ex., blue, purple), light fonts (ex., white, yellow, cyan) have to be used.
8. color shall be used sparingly and not with great contrast.
9. illustrations/images/photographs used in the e-poster shall be enlarged enough to show relevant details.

### 161. Instructions for e-Poster display

1. e-Poster sessions consist of rows of monitors on similar topics.
2. e-poster shall be numbered.

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- 3. there may be multiple e-poster sessions scheduled concurrently.
- 4. presenting author shall be present at the display monitor at the scheduled time and date during the assessment by the Jury.

**162. Guidelines for Jury:**

- 1. jury shall be selected by the local Scientific Committee.
- 2. jury can recuse himself/erite they himself if there is any conflict of interest.

**163. Guidelines for Case Report**

- 1. The text (Body) of the 'Abstract' for Case Reports shall not be more than 300 words.
- 2. Case reports will be considered for e-posters only.
- 3. Case reports shall be interesting, e.g., Rare cases or presentations.
- 4. Case reports shall be structured in the following manner.
  - a. Background of the case report, including the case characteristics such as case history and clinical presentation.
  - b. The results of those tests that revealed the diagnosis, response to treatment, and outcome.
  - c. A brief statement on the present case.



## CHAPTER - 22

### Standard Operating Procedure for Abstracts in Pedicon

#### 164. Objective

The objective of the Abstracts of Pediatric Academic Work is to recognize and reward outstanding academic contributions in the field of pediatrics. It aims to encourage and foster scholarly engagement for Post Graduate Students of Pediatric Medicine and to present their original 'academic works' in a concise and impactful manner.

#### 165. Eligibility Criteria:

1. Abstract submissions may be open to Post Graduate Students of Pediatric Medicine, who are members of IAP.
2. Submissions shall present original academic work related to any aspect of pediatric medicine, including clinical studies and basic science research in Adolescent Pediatrics, Allergy and Immunology, Cardiology, Emergency Medicine, Intensive Care, Endocrinology, Gastroenterology and Hepatology, Genetics, General Pediatrics, Growth & Development, Hematology-Oncology, Infectious Diseases, Vaccinology, Neonatology, Nephrology, Neurology, Non-Communicable Diseases, Nutrition, Pulmonology, Rheumatology, and Social Pediatrics (including Child Abuse and Neglect).
3. Abstracts may be submitted subspecialty-wise.

#### 166. Submission Guidelines

1. Notification for 'Abstract' submission shall preferably be within May 31<sup>st</sup>. The last date for submission of the 'Abstract' shall preferably be not later than September 30<sup>th</sup>.
2. Abstract submissions shall adhere to specific guidelines provided by each award committee, including word limits, formatting requirements, and submission deadlines.
3. Authors may be required to provide structured abstracts for 'Research Work' in a standardized format, including sections such as background/objectives, methods (including statistical methods where relevant), results, and conclusions. References can be quoted.
4. Authors shall submit abstracts with a clear undertaking that the academic work is original with all regulatory approvals, including clearance from an ethics committee if needed.

**167. Review Process**

1. Submitted abstracts are typically subjected to a peer-review process to evaluate their scientific quality, relevance, and originality.
2. Committee members may assess factors such as the clarity of the academic work, study design, the validity of the results, and the significance of the findings.

**168. Selection Criteria**

1. Abstracts may be evaluated based on criteria such as scientific merit, innovation, methodological soundness, clinical relevance, and potential impact on pediatric practice.
2. Emphasis may also be placed on the clarity and coherence of the abstract presentation, including the effectiveness of the title, abstract structure, and language.
3. Abstract shall not be more than 300 words.
4. Abstract shall not have been submitted or published in any Journals or conferences.

**169. Presentation**

1. The presenting author of selected academic works shall be invited to present at the Pedicon Conference at the designated date, venue, and time.
2. Abstracts may be published in Indian Pediatrics and any other IAP publications.



## CHAPTER - 23

### **SOP for Padma Bhushan Dr. Shantilal C Sheth Oration**

#### **170. Objective**

Dr. Shantilal C Sheth Oration aims to recognize and honor an IAP Member who has distinguishably contributed in excellence to Pediatric Medicine.

#### **171. Introduction to Dr. Shantilal C Sheth**

##### **Hon. Surgeon Commander Padma Bhushan Dr. Shantilal Chhaganlal Sheth**

[29 Oct 1912 to 24 Jan 1990]

MBBS Bombay(1937), DCH(1947), MRCP(1948), MD Bombay(1948), FASc India(1964), FRCP(1965), FIAP India(1977). Hon FAAP USA(1964)

He was a revered pioneer of Pediatrics who made indelible contributions to pediatric medicine in India. He studied medicine at the Grant Medical College, University of Bombay. After holding house appointments at the Sir J J Hospital and Grant Medical College, his interest in pediatrics brought him to Britain for postgraduate training at the Institute of Child Health. He obtained the DCH and followed this with a membership of the College before returning to India in 1948 to take up an appointment as Honorary Director of Pediatrics and Head of the Paediatric department at the Topiwala National Medical College and BYL Nair Hospital, Bombay. He was later appointed Honorary consulting pediatrician to the Kasturba City Fever Hospital and the Bhatia General Hospital in Bombay.

Dr. Shantilal C Sheth made an outstanding contribution to the cause of medical education in India. His untiring efforts contributed substantially to the integration of the Indian Paediatric Society and the Association of Paediatricians of India which became the Indian Academy of Paediatrics in 1963, of which he was the first Secretary General in 1963 and President in 1966. He was President of the College of Physicians and Surgeons, Bombay, from 1953 -58; Senior Vice-President of the 1st All-Asian Congress of Paediatrics; Vice-President of the Indian Medical Association; a member of the Senate of the University of Bombay for 25 years, and Chairman of the Board of Studies and Member of the syndicate for nine years. For over 10 years, he represented the University of Bombay on the Indian Medical Council and served on the Executive Committee, representing all Indian universities.

From 1969 to 1975, he was President of the Indian Medical Council and Chairman of its statutory postgraduate medical education committee. He was influential in providing coordinated and effective leadership both at undergraduate and postgraduate levels of medical education and in the assessment and control of standards. He was also elected a Fellow of the Indian Academy of Sciences. He was Honorary Physician to the President of India and Honorary Surgeon Commander to the Indian Navy. He wrote many scientific and research papers and was the joint editor of the Indian Journal of Child Health.

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Dr. Shantilal C Sheth achieved international as well as national fame; he was elected an honorary fellow of the American Academy of Paediatrics in 1964 and a Fellow of the College in 1965. In 1972, he was awarded the prestigious Padma Bhushan award by the President of India for 'meritorious, distinguished contributions and services in the field of medical education, medical research and medical care.'

## **172. Eligibility Criteria for Dr. Shantilal C Sheth Oration**

Shall be a Fellow Member of IAP.

## **173. Selection Criteria for Dr. Shantilal C Sheth Oration**

The selection of the orator for Dr. Shantilal C Sheth's Oration is guided by meticulous criteria.

1. Nominees shall have demonstrated exceptional professional accomplishments in Pediatrics.
2. Nominees shall have made significant contributions to the advancement of pediatric healthcare, whether through Research, Clinical Practice, Teaching, or Advocacy.
3. The nominee's work shall embody innovation and have made a tangible impact on pediatric practice, policy, or public health.
4. Nominees shall adhere to the highest ethical standards in pediatric practice and research, reflecting Dr. Shantilal C Sheth's commitment.

## **174. Nomination Process**

1. Nominations for Dr. Shantilal C Sheth's Oration may be announced on the IAP Website, Indian Pediatrics Journal, and Pedicon Website and its official communications.
2. Additionally, candidates may be considered based on recommendations from the IAP Branches or Subspecialty Chapters with the consent of the Nominee. The concerned President and the Secretary shall send such proposals.
3. Nominations shall include a comprehensive Curriculum Vitae (CV) of the nominee, accompanied by letters of recommendation highlighting their noteworthy contributions to Pediatrics.
4. The announcement for nominations shall be made by June 30<sup>th</sup>, with the deadline for submissions set as August 31<sup>st</sup>.
5. Nominations shall be submitted through the IAP website.

## **175. Selection Committee**

A distinguished Selection Committee shall comprise

1. **Chairperson:** President-Elect

2. **Co-Chairpersons:** President and Immediate Past President
3. **Convener:** Secretary General
4. **Co-Convener:** Treasurer
5. **Member:** Two - Vice Chancellor and Dean of IAP-ICP

The chairperson will have an additional casting vote in case of a tie.

#### **176. Selection Process**

The Selection Committee shall review nominations and select the orator based on the nominee's contributions and accomplishments in the field of pediatrics. His/her exemplary academic works and contribution to the IAP and the Society shall be considered, ensuring a fair and rigorous evaluation process.

#### **177. Announcement**

The selected orator shall be announced on the official websites of the Indian Academy of Pediatrics and Pedicon, as well as in their respective publications. Additionally, the selected nominee shall be notified directly by October 31st.

#### **178. Oration Presentation**

1. The selected nominee for the Dr. Shantilal C Sheth Oration shall deliver the oration of his choice within their field of expertise during the prestigious ceremony at the IAP Annual Conference Pedicon, emphasizing the importance and honor associated with this esteemed accolade. He shall also provide insights into their visionary perspectives.
2. The Oration shall take place on the day following the Pedicon inaugural function.
3. The total duration of the oration session shall be 60 minutes [45 minutes for the oration talk + 15 minutes for the honor ceremony].
4. The Oration session shall be a plenary session chaired by the President and the Secretary General.
5. Before the oration commences, Padma Bhushan Dr. Shantilal C Sheth shall be remembered by the Secretary General by highlighting the aforementioned introduction. The Awardee shall be introduced by the President.

#### **179. Felicitation**

1. The orator shall be presented with a specified certificate and an award plaque as tokens of recognition.
2. The Awardee will be introduced by the President and Secretary General during the ceremony of honoring with citation,

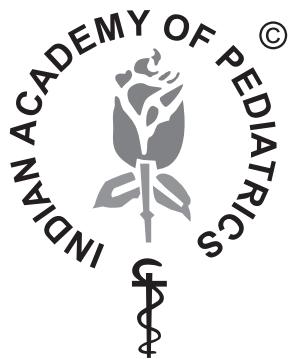
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3. After the oration, Dr. Shantilal C Sheth oration awardee shall be honored with all due respect by the President, President Elect, Secretary General, Treasurer, and all Past Presidents present at the venue.

#### **180. Award Plaque**

1. The award plaque shall prominently feature the engraved IAP logo and the title "Indian Academy of Pediatrics" on the front panel, along with the distinguished title "Dr. Shantilal C Sheth Oration" and the name of the awardee. Additionally, the plaque will include the seal of IAP with the signatures of the President and the Secretary General.
2. On the back panel, it shall feature "Pedicon - [insert Year]," the venue, and the date of the oration ceremony.
3. The plaque may preferably be crafted in silver.





# **SECTION - 3**

# **CONFERENCES**

**SOP for Pedicon**

**Part 1 - “The Pre-Pedicon Preparatory Phase”**

# CHAPTER - 24

## The Guidelines for Pre-Conference Procedures

### 181. Objective

To establish administrative guidelines for conducting the annual National Conference of the Indian Academy of Pediatrics, known as Pedicon, within the framework outlined in Clause 23 and its subclauses of the Memorandum of Association. These guidelines will focus on achieving the academic and social objectives of the Indian Academy of Pediatrics.

### 182. Pre-Conference Procedures

1. The bid [invitation to apply] for hosting the Pedicon shall be extended two years in advance to all the branches of the Indian Academy of Pediatrics as stipulated in Clause 23.1 and 23.3 of the Memorandum of Association.
2. The invitation for applications/bids to host Pedicon shall be made on or before August 31<sup>st</sup> [e.g., Applications for Pedicon 2027 shall be called on or before August 31<sup>st</sup>, 2024], and it shall be announced through the website and all official communication channels of the Indian Academy of Pediatrics. Furthermore, announcements regarding applications shall be sent to all presidents and secretaries of all the District, City, and State Branches' official email addresses and the official email addresses of the Branches in that particular Zone as per the records maintained by the IAP.
3. The application/bid submission deadline shall be on or before November 30th of the same year. For example, applications for Pedicon 2027 shall be submitted by November 30th, 2024.
4. The application shall adhere to the prescribed format of IAP.

### 183. Rotation Policy for Bidding and Hosting Pedicon

1. Starting from Pedicon 2030, invitations to host the event will follow a zonal rotation system, with the sequence as follows: 2030 - North Zone, 2031 - West Zone, 2032 - Central Zone, 2033 - South Zone, and 2034 - East Zone. This sequence will continue thereafter in the same rotational order. Only branches from the designated zone for a given year will be eligible to apply to host Pedicon that year.
2. The branch or city that hosted Pedicon for a given zone will not be eligible to bid again for Pedicon, immediately following the rotation cycle.
3. Only branches within the zone eligible for that year's rotation shall apply for an international conference hosted by the IAP.
4. Any international conference organized by a subspecialty chapter shall be governed by clause 23.7 of the MOA.
5. A district branch with a minimum of 200 members can bid for the Pedicon in collaboration with or without their State Branch to fulfill all the prescribed criteria.

6. The bidding branch shall submit an MOU with the State branch and conduct the event at any venue within their State.
7. Additionally, an MOU with the branch where the venue is located is necessary.

**184. Eligibility criteria for a branch to bid**

shall be in accordance with clause 23.3 of MOA. The bidding branch shall

1. Have a minimum of 200 Members.
2. Be registered with statutory authorities, ex. Registrar of Societies.
3. Have their own PAN card.
4. Have a valid 12 A/12AA/12AB Certificate from the IT department.
5. Have filed Income tax returns for the last 3 years continuously.
6. Have no arrears to the IAP.
7. Be in a city that can preferably accommodate around 10,000 delegates.
8. Have a reserve fund of a minimum of Rs.50 (fifty lakh).
9. Have prior experience in organizing either a National Pedicon, a Zonal Pedicon, or a National Conference of a Subspecialty Chapter.

**185. Terms of Reference for bidding to host the National Pedicon**

1. As per Clause 23.3 of the Memorandum of Association, a demand draft in favor of the 'Indian Academy of Pediatrics,' payable in Mumbai, shall be attached to the bid application. Alternatively, if payment is made via NEFT or RTGS transfer to the IAP account, including the transaction details and a copy of the transaction receipt is mandatory.
2. The Executive Board will determine the bid application fee from time to time. As of 2024, the application fee is Rs. 5 (five) lakhs. The IAP shall refund the bid application fee to all unselected branches within one week of announcing the selected branch. However, 10% of the bidding (application) fee will be retained by the IAP as administrative charges.
3. The application shall include the following attachments:
  1. Copy of the Society Registration Certificate. [along with a recent renewal certificate]
  2. Copy of PAN card.
  3. Copy of valid 12 A/12AA/12AB Certificate.
  4. Copy of Audit Reports and IT returns for the last three financial years.
  5. Copy of detailed 'Estimate Budget' for Pedicon.

6. A Demand Draft (to be enclosed) or a copy of the acknowledgment receipt showing proof of payment for Pedicon bid application fees, including details of the payment mode (RTGS or NEFT).
7. Copy of the latest Bank Statement/fixed deposits, etc., showing reserved funds of a minimum of Rs 50 (fifty) lakh.
8. Brief note on Organising Committee, place, venue with conference layout plan, registration fee structure in each category, options for delegates' accommodation, including details of hotels and room rates, and plan for compliance with regulatory requirements.
9. Copy of the GBM resolution, which is called for electing the Organising Chairperson, Organising Secretary, and Organising Treasurer.
10. An undertaking from the organizing committee that "they will work for the success of the Pedicon Conference"
11. A proposal outlining the registration slab/amount for the Pedicon.
12. A Memorandum of Understanding on legal paper between the bidding branch, IAP, and other parties, as specified in the sample MOUs below.
13. No Objection Certificate from the IAP and the respective State Branch, confirming clearance of any financial dues. [Not applicable if a State Branch is bidding].
14. Requisite undertakings as mentioned in the following clauses.

4. The application shall be accompanied by an undertaking confirming that the Organising Committee will submit to the IAP at least 6 months before the event, all necessary 'No Objection Certificates' from the Ministry of External Affairs and the Ministry of Home Affairs of the Union Government of India if foreign delegates are participating.

5. Additionally, an undertaking shall accompany the application confirming that the organizing committee will provide the IAP with all the necessary permissions or NOCs from authorities before the event, such as:

1. National Medical Commission and State Medical Council
2. Fire Safety Department
3. Local Government Police Department for Security
4. Local Government Transport Department
5. Local Government Health Department for Ambulance Service
6. Local Corporation/Municipality Certificate if needed
7. Local Government Environment Department if needed
8. Any other Permission/NOC/Licences/Certificate from the Statutory authorities as necessary or applicable at the place of proposed Pedicon.

6. The applicant Branch shall provide the minutes of the General Body Meeting held for the election of the Organizing Chairperson, Organizing Secretary, and the Organizing Treasurer of the Pedicon as per clause 23.3 of the Memorandum of Association.
7. The application shall also be accompanied by a detailed budget estimate for the Pedicon as directed in clause 23.3 of MOA.
8. In the event of a faulty or incomplete bid application or failure to provide all required documents and undertakings as stipulated, the bid will be immediately disqualified and will not be considered for further scrutiny by the committee appointed by the Executive Board.

**186. A format that the bidding branch shall complete to submit a bid for the Pedicon:**

1. Name of the bidding branch for the Pedicon: Insert the name of the IAP State Branch or IAP District Branch.
2. Does the hosting city have a medical college? Yes / No  
If yes, are they government medical colleges or private medical colleges?
3. Details of Possible Venue:
  - a. Distance from Railway Station:
  - b. Distance from Airport:
  - c. Main Hall Seating Capacity:
  - d. Details of Subsidiary Halls Seating Capacity:
  - e. Inauguration Ceremony Hall Seating Capacity:
  - f. Accommodation Capacity in the Host City:
  - g. Number of Rooms Available at Hotels (Star and Non-Star):
  - h. Number of Guest Houses available:
4. Transport Connections to Other Parts of the Country:
  - a. Number of Trains per Day:
  - b. Number of Flights per Day:
5. Details of the recent National Conference hosted by the branch, including the status of report submission.
6. Details of the last Zonal, State, District, or City Conferences hosted by the branch, including the status of report submission.
7. Details of all requisite documents are attached.

**187. Pedicon Bid Scrutiny Committee**

1. IAP shall constitute the Pedicon bid scrutiny committee as per clause 23.4 of MOA. The committee shall consist of
  - a. Chairperson - President
  - b. Co-Chairpersons - President-Elect and Immediate Past President
  - c. Conveners - Secretary General and Treasurer
  - d. Members - 5 [as defined in clause 23.4 of MOA]
2. Any members of the committee having a conflict of interest shall recuse themselves from the scrutiny and selection process.

**188.** The Pedicon bid scrutiny committee shall scrutinize all the applications received, emphasizing the documents attached, the past performance of the applicant branch, the suggested venue, infrastructure, the availability of transport and accommodation facilities at the proposed location, and the 'budget estimate,' including the proposed registration fee slabs.

**189.** The Pedicon bid scrutiny committee shall submit the report to the Executive Board for its perusal. The Executive Board shall discuss the same in its ensuing EB meeting, preferably held before May 31st, and select the branch amongst all applicants to host the Pedicon. Each branch submitting the bid for pedicon shall be given the opportunity to present their proposal to the Executive Board during the meeting, prior to the selection process. The selection can be unanimous, by consensus, or through voting by majority, ensuring a fair and transparent decision making process. Voting shall be by secret ballot means.

**190.** Once the host branch for Pedicon has been selected, an allotment letter confirming the selection to host Pedicon will be sent to the host branch via email for official communication within 7 days of the selection by the Executive Board.

**191.** All information pertaining to the selection process, including invitations for applications, details of applicant branches, shortlisted branches, and the ultimately selected branch, shall be announced periodically in the designated area on the IAP website. All communications, decisions, and actions taken during the application process shall be documented and stored till the Pedicon event is over for transparency and accountability purposes.

**192. Formation of Pedicon Organizing Subcommittees**

All the members of the Pedicon Organising Committee and its subcommittees shall be selected at the Special General Body Meeting of the Host Branch, held soon after winning the bid for Pedicon. The host branch President, host branch Secretary General, and host branch Treasurer of each year may preferably and respectively be selected in their tenure as the Co-organizing Chairperson, Co-organizing Secretary, and Co-organizing Treasurer of the Pedicon Organising Committee.

193. Each Pedicon Subcommittee shall have one Chairperson, one Convenor, and at least 5 members. The subcommittees may preferably be

1. Registration Committee
2. Scientific Committee
3. Reception Committee
4. Finance Committee
5. Venue Committee
6. Stalls Committee
7. Catering Committee
8. Banquet Committee
9. Souvenir Committee
10. Transport Committee
11. Accommodation Committee
12. Audio-Visual Committee
13. Master of Ceremony Committee
14. Liaison Committee
15. Memento and Certificates Committee
16. Stationery & Printing Committee
17. Digital Committee
18. Pedicon's IAP Presidential Action Plan Coordination Subcommittee
19. Awards Coordination Committee
20. Workshop Committee
21. Security Committee
22. Media and Publicity Committee
23. Cultural Committee
24. Sports Committee
25. and any other committee as decided by the Pedicon Organising Committee.

194. The Pedicon Organising Committee shall be guided by the Advisers and Patrons. Host branch President Elect, Immediate Past President, and any others as decided by the General Body shall be Patrons. The Pedicon Organising Committee can select any advisers.

195. **The Function and Responsibility of Advisers and Patrons**

1. Provide guidance and support to the Organizing Committee based on their expertise and experience.
2. Offer advice on program development and event logistics.
3. Assist in identifying potential sponsors.

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- 4. Serve as ambassadors for the event within the IAP.
- 5. Act as liaisons between the organizing committee and the President Elect of IAP, the IAP Office, Academic Institutions, and any other professional organizations.

**196. The function and responsibility of the Pedicon Organising Chairperson**

- 1. Shall be overall in charge of and responsible for overseeing the successful planning, management, and execution of the Pedicon event, in alignment with the objectives of the IAP.
- 2. Provides leadership and direction to the Pedicon Organizing Subcommittees.
- 3. Chairs the meetings and ensures the effective implementation of decisions.
- 4. Acts as the primary point of contact for the President Elect of IAP, Vendors, Academic Partners, and Faculties, ensuring coordination.
- 5. Collaborates with the Organizing Secretary, Organizing Treasurer, and all subcommittees to ensure seamless coordination of all activities.

**197. The function and responsibility of the Pedicon Organizing Secretary**

- 1. Assists the Organising Chairperson in planning and coordinating Pedicon activities.
- 2. Manages communication with Vendors and Academic Partners, including sending out invitations, responding to inquiries, and organizing meetings.
- 3. Convene meetings of the Organising Committee, maintain minutes of the meetings, and execute the decisions of the Organising Committee.
- 4. Coordinates logistics, including venue booking, accommodation arrangements, and transportation for Faculties and Delegates.
- 5. Assists in the preparation of promotional materials, such as Scientific Brochures, e-posters on the Pedicon Website, and Press releases.
- 6. Liaises with each subcommittee member to integrate Pedicon activities with IAP's strategic objectives.
- 7. Shall submit monthly reports to the IAP regarding all administrative matters.

**198. The function and responsibility of the Pedicon Organizing Treasurer**

- 1. Shall work in collaboration with the Finance subcommittee and manage the finances of Pedicon.
- 2. Develops and maintains the budget for the event, including revenue projections and expenditure estimates.
- 3. Handles day-to-day financial transactions, such as collecting registration fees, processing payments to vendors, and managing academic grants.
- 4. Prepares regular financial reports for the Organizing Committee, highlighting income, expenses, and budget variances.

5. Ensures compliance with financial regulations and guidelines, including tax obligations and audit requirements.
6. Shall submit a monthly report to the IAP within the prescribed time regarding all financial and accounting matters.

**199. The functions and responsibilities of the Registration Committee**

1. Collaborate with IAP, Subspecialty Chapters, and all the IAP Branches to promote registration to the Pedicon.
2. Promote registration through various channels such as the Indian Pediatrics Journal, emails to members, social media, and official publications of the Pedicon Organizing Committee.
3. Promote registration by regularly highlighting the benefits of early registration, the different time slabs with varying rates at each interval, and key features of the Pedicon event.
4. Manage the registration process for Pedicon, including online registration at the Pedicon website and on-site registration, providing clear instructions, registration forms, and payment options securely.
5. Monitor payment gateways or merchant services to accept various payment methods, including credit/debit cards, bank transfers, and online wallets, and issue the payment receipt and the registration number.
6. Assist the registrants via dedicated helplines, email support, and FAQs to address queries, troubleshoot technical issues, and facilitate smooth registration experiences.
7. Be responsible for payment reconciliation and tracking mechanisms.
8. Coordinate the setup of on-site registration counters or kiosks at different venues in the country, equipped with necessary infrastructure, registration materials, and personnel.
9. Oversee, secure, and store the delegate's data during registration, ensuring accuracy, completeness, and compliance with data protection regulations.

**200. Composition of the Scientific Committee****Chairperson:**

1. President-Elect

**Members:**

1. President
2. Immediate Past President
3. Secretary-General
4. Scientific Chairperson of the conference
5. Organising Chairperson

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- 6. Organizing Secretary
- 7. Immediate Past Organizing Secretary
- 8. Vice Chancellor of IAP-ICP
- 9. Dean of IAP-ICP

The President-Elect, in his capacity as the chairperson of the Committee, can appoint any Member as the Convener of the Scientific Committee who shall be responsible for the coordination among the members of the scientific committee and with the Pedicon Organizing Committee.

#### **201. The functions and responsibilities of the Scientific Committee**

- 1. Develop the scientific program for Pedicon in coordination with the keynote lectures, symposia, Panel Discussions, Plenary Sessions, Workshops, and Oral, E-poster, and Abstract presentations.
- 2. Invite and coordinate with all the faculties, including speakers, moderators, and panelists of Pedicon academic events.
- 3. Coordinate with Academic Award Committees and Dr. Shantilal C Sheth Oration Committee of the IAP.
- 4. Ensures that the scientific content meets the academic standards and objectives of the IAP.
- 5. Organize scientific sessions based on each field of Pediatrics and assign moderators/ chairpersons/panelists/speakers for each session to ensure smooth conduct and coordination with speakers to finalize session timings.
- 6. Liaise with relevant accreditation bodies to obtain CME accreditation for the Pedicon and ensure compliance with accreditation requirements and guidelines in conference science organization and implementation.
- 7. To maintain records of all scientific program -related activities, including speaker invitations and session schedules.
- 8. To collaborate with other subcommittees, such as the Venue Committee, Audio-Visual Committee, master of Ceremony Committee, Digital Committee, etc., to ensure seamless integration of scientific sessions.
- 9. Overall responsibility for the content, design, approval, and distribution of the scientific brochures.
- 10. The decisions made by the Scientific Committee regarding the conference's scientific content, structure, and related matters shall be final and binding on all parties involved.

#### **202. The functions and responsibilities of the Reception Committee**

- 1. Welcomes IAP Executive Board, Faculties, Delegates, Guests, Academic Partners, Media Personnel, and other dignitaries to Pedicon.

2. Provide assistance and information to participants regarding registration, accommodation, and event logistics.
3. Arrange for the setup of registration desks and information counters to address attendee inquiries, provide directions, and offer assistance throughout the conference.
4. Distribute conference badges, welcome kits, program schedules, and other relevant materials to registered delegates and faculties.
5. Maintain directional signage to assist delegates.
6. Extend a warm welcome to distinguished guests, members of the IAP Executive Board, faculties, and delegates attending the conference, adhering to etiquette and protocol.
7. Assign dedicated volunteers or staff members to greet and assist IAP office bearers and guests upon their arrival, providing personalized attention and support as needed.
8. Escort the IAP Office Bearers and the Guests to designated areas and ensure their accommodation and hospitality.
9. Coordinate with other committees in special receptions and social events to foster camaraderie among delegates.
10. Communicate important announcements, updates, and schedule changes to delegates either by digital displays or printed notices at reception areas.

### **203. The functions and responsibilities of the Finance Committee**

1. Shall work in collaboration with the Pedicon Organizing Treasurer.
2. Develop a comprehensive budget for the Pedicon conference, encompassing all anticipated expenses and revenue streams, in collaboration with the organizing committee.
3. Review the budget proposals submitted by various subcommittees and departments, ensuring alignment with overall financial objectives and constraints.
4. Monitor budget execution throughout both the planning and implementation phases, ensuring that all expenses remain within the 'budget estimate' limits approved by the General Body of IAP.
5. Maintain accurate and up-to-date financial records for all transactions related to the Pedicon conference, including income, expenditures, receivables, and payables.
6. Coordinate fundraising and initiatives to secure sponsorship and grants from Academic partners.
7. Negotiate and document the sponsorship/grant agreements outlining rights, obligations, and benefits for both parties in accordance with ethical and legal standards.

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- 8. Ensure compliance with accounting standards and statutory regulations.
- 9. Develop and implement strategies to mitigate financial risks.
- 10. Prepares financial reports and accounts of Pedicon for internal audit by the designated Pedicon auditor and as well as external audit by the IAP Finance Committee. IAP may take the opinion of the designated IAP auditor over the Pedicon accounts.

#### **204. The functions and responsibilities of the Venue Committee**

- 1. Selects and secures suitable venues for Pedicon events in alignment with established guidelines for conference halls, meeting rooms, and exhibition spaces, considering factors such as capacity, location, facilities, budgetary constraints, safety and technological infrastructure, accommodation options, transportation accessibility, and cost-effectiveness.
- 2. Negotiating with the venue management to finalize terms and conditions, including rental rates, event dates, cancellation policies, and service agreements.
- 3. Work in coordination with the Finance Committee to establish a budget for venue related expenses, including rental fees, catering costs, equipment rentals, and ancillary services.
- 4. Shall oversee the logistical arrangements, technical support, seating arrangements, and facilities management at the Venue for the conference, including meeting rooms, exhibition halls, audiovisual equipment, Wi-Fi connectivity, fire safety, water resources, ambulance, and appropriate signage.
- 5. Ensure that conference hall decorations are functional, practical, and conducive to the delivery of Scientific sessions, awards presentations, and workshops.
- 6. Design and adorn the main stage area with decorative elements, including podiums, draperies, banners, standees, and lighting effects, to create a focal point for keynote speeches, panel discussions, and award ceremonies during Pedicon.
- 7. Ensure that stage decorations are visually appealing, professionally executed, and aligned with the overall theme and branding of the conference.
- 8. Shall interact with venue staff and clarify any queries.

#### **205. The functions and responsibilities of the Stalls Committee**

- 1. Coordinate with the Venue committee to allocate adequate space and formulate floor plan layouts for Academic partners to establish stalls to showcase their products, branding placements, and promotional activities and distribute literature ensuring optimal visibility and accessibility for the delegates.
- 2. Manage the logistical support regarding stall setup and allotments as per the contract signed, dismantling, shipping, storage, security, and onsite services available during the Pedicon in accordance with the mutually agreed upon specifications.

3. Offer assistance and troubleshooting guidance to exhibitors throughout the trade show, addressing any logistical, technical, or operational issues that may arise during setup, exhibition hours, or breakdown.
4. Facilitates interaction opportunities between academic partners and delegates at the stalls.

**206. The functions and responsibilities of the Catering Committee**

1. Shall be responsible for catering services, menu planning, food safety, and hospitality management in the dining area.
2. Shall identify, evaluate, and select reputable catering vendors for delivering high-quality meals, snacks, and refreshments at a large scale, considering factors such as culinary expertise, food safety standards, pricing, and logistical capabilities.
3. Shall coordinate with other committees and catering vendors to arrange for adequate kitchen facilities, food preparation areas, storage spaces, serving stations, dining areas, and sanitation measures to support the hygienic & smooth operation of catering services.
4. Shall curate a balanced and varied selection of lunch, snacks, and beverages on each day of the event that offers variety, freshness, and quality.
5. Oversee the setup, execution, and breakdown of catering operations, including meal service timings, buffet arrangements, table settings, decor elements, signage, waste management, and cleaning protocols, adhering to health and safety guidelines and venue regulations.
6. Train catering staff and volunteers on professional service standards, hospitality etiquette, and conflict resolution techniques to provide attentive, courteous, and responsive assistance to delegates during meal times.

**207. The functions and responsibilities of the Banquet Committee**

1. Shall be responsible for the successful planning, coordination, and execution of the banquet, providing delegates with a memorable and enjoyable banquet experience.
2. Shall identify suitable banquet halls capable of accommodating all the delegates registered for the conference, providing adequate space for dining, entertainment, and socializing, and offering amenities such as audiovisual equipment, stage platforms, and dance floors.
3. Shall coordinate with other subcommittees to finalize seating arrangements, table configurations, lighting arrangements, and decor elements, optimizing the layout for guest comfort, traffic flow, safety, and aesthetic appeal, adhering to local regulations.
4. Coordinate with the IAP and Organising Committee to develop a menu featuring a diverse array of both vegetarian and non-vegetarian appetizers, starters, side dishes, desserts, and beverages that align with the cultural practices of the delegates while also ensuring flawless food service, plate presentation, and dining experience.

5. Shall arrange for entertainment acts, live performances, or cultural showcases to complement the banquet proceedings and engage attendees, providing opportunities for relaxation, enjoyment, and social interaction during the event.
6. Develop a structured program agenda for the banquet, including welcome remarks, acknowledgments, and interactive activities, ensuring smooth transitions between each segment and adherence to scheduled timelines.
7. Coordinate with decor vendors, florists, and lighting specialists to install multimedia displays, decor elements, centrepieces, table linens, chair covers, drapery, and floral arrangements that enhance the aesthetic appeal and thematic coherence of the banquet venue.
8. Oversee logistical arrangements for transportation, parking, security, and guest hospitality services during the banquet event, ensuring seamless coordination with venue staff, catering teams, audiovisual technicians, and event personnel to address any operational challenges or contingencies.
9. Conduct site inspections, rehearsals, and walkthroughs prior to the banquet to familiarize committee members and vendors with the venue layout, event flow, emergency procedures, and safety protocols, mitigating risks and ensuring compliance with event guidelines and regulations.
10. Train banquet staff and volunteers on hospitality etiquette and protocol for interacting with IAP office Bearers, Faculties, and Delegates.

**208. The functions and responsibilities of the Souvenir Committee**

1. Oversee and coordinate with other subcommittees in the planning, creation, and distribution of the souvenir publication either in physical or digital format.
2. To solicit and review the articles, research papers, abstracts, case studies, and other relevant content from academicians and researchers among IAP Members.
3. To conceptualize the design specifications and layout of the souvenir publication, ensuring that the Souvenir reflects the Pedicon theme.
4. To incorporate memorable photos from the Pedicon to enhance the nostalgic value of the souvenir.
5. Choose a vendor and oversee prepress preparations, digital file submissions, and proofing the Souvenir.

**209. The functions and responsibilities of the Transport Committee**

1. To prepare a detailed budget for transportation expenses and coordinate transportation logistics to ensure smooth and efficient travel arrangements for IAP Office Bearers, Faculties, delegates, and their accompanying persons during the annual Pedicon conference.

2. To conduct a thorough evaluation of transportation needs to and from the venue, consider delegate registration, venue location, accommodation arrangements, and event schedule, and subsequently liaise with relevant transport authorities for coordination and additional arrangements.
3. To determine the types and quantities of vehicles needed for the Pedicon conference and solicit bids from reputable transportation service providers.
4. To negotiate contracts, finalize rental agreements, and ensure compliance with budgetary constraints.
5. To ensure compliance with and procure necessary permissions from government regulatory authorities for access to the venue, parking facilities, and designated pick-up/drop-off points at the venue.
6. Implement real-time monitoring systems and contingency plans to address unforeseen circumstances, traffic congestion, or route diversions.
7. To deploy dedicated staff or volunteers at necessary areas to assist delegates with boarding, luggage handling, special assistance needs, and inquiries.

**210. The functions and responsibilities of the Accommodation Committee**

1. To conduct a thorough assessment of accommodation requirements, considering factors such as anticipated attendance, duration of stay, delegate's preferences, and budgetary constraints.
2. To determine the types of accommodation needed, including hotels, guesthouses, and serviced apartments, considering proximity to the conference venue, room availability, amenities, and rental rates.
3. To solicit proposals from various accommodation providers, negotiate room rates, and finalize contractual agreements, which clearly shall include terms and conditions, room block allocations, cancellation policies, room upgrades, early check-in/late check-out options, and additional amenities/services.
4. To establish efficient reservation processes, including online booking platforms, dedicated reservation hotlines, and email communication channels to maintain open communication channels with registered delegates to address inquiries, resolve issues, and ensure a positive accommodation experience throughout their stay.
5. To disseminate comprehensive information to Pedicon attendees regarding available accommodation options, room rates, booking procedures, cancellation policies, and hotel amenities.

**211. The functions and responsibilities of the Audio Visual Committee**

1. Assess the audio-visual requirements for each session, including plenary sessions, Scientific presentations, and panel discussions.
2. Coordinate with session organizers and speakers to gather information about their audio-visual needs, such as presentation formats, audio requirements, and equipment aids for voting.

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- 3. Soliciting bids from the vendors and arranging all necessary audio-visual equipment, including projectors, screens, microphones, sound systems, and other accessories.
- 4. Coordinate with venue staff to ensure proper setup of equipment in each session room, including testing and troubleshooting to resolve any technical issues.
- 5. Assist the speakers with uploading and testing their presentations in the preview room, ensuring compatibility with the audio-visual equipment available.
- 6. Coordinate with the IT team to set up live streaming of select sessions for remote attendees, if applicable.
- 7. Arrange for the recording of key sessions and presentations for archival purposes.

## **212. The functions and responsibilities of the Master of Ceremony Committee**

- 1. Identifying and selecting experienced and proficient members to serve as Masters of Ceremony for different segments of the conference, including plenary sessions, keynote speeches, panel discussions, and awards ceremonies.
- 2. Collaborating with the Scientific Committee to develop comprehensive scripts and agendas for each session, outlining the sequence of events, introductions, transitions, and announcements.
- 3. Crafting informative introductions for Speakers/ Moderators/ Chairpersons/ Panellists highlighting their credentials, achievements, and contributions to their respective fields while maintaining brevity and clarity.
- 4. Coordinating with volunteers and technical staff to ensure seamless execution of sessions, including managing time limits, facilitating audience participation, and troubleshooting any logistical or technical issues that may arise.
- 5. Implementing strategies to engage and interact with the audience throughout the conference, such as conducting polls and encouraging participation in discussions.
- 6. Upholding professional standards of conduct and etiquette during sessions, including maintaining decorum, respecting diversity and inclusivity, and fostering a welcoming and respectful environment for all participants.
- 7. Being adaptable and responsive to changes or unexpected developments during the conference, such as last-minute speaker substitutions, schedule adjustments, or technical glitches, and managing them with composure and professionalism.
- 8. Conduct thorough rehearsals and briefings with MCs prior to the conference to familiarize them with the agenda, scripts, stage layout, technical equipment, and any other relevant details, ensuring they are well prepared and confident in their roles.

## **213. The functions and responsibilities of the Liaison Committee**

- 1. Facilitating communication and collaboration between the Pedicon organizing committee and others such as government agencies, local authorities, and vendors.

2. Liaise with local authorities and government agencies to obtain necessary permits, licenses, and approvals for hosting the conference, including permissions for venue setup, signage, and transportation.
3. Responsible for liaising with the State Medical Council for allotting 'credit hours' to the Pedicon Conference.
4. Serve as a point of contact for all in addressing any concerns, queries, or issues related to compliance with Statutory regulations.
5. Act as a mediator or facilitator in resolving conflicts or disputes that may arise in organizing the Pedicon.
6. Coordinate with the media and publicity committee to promote the Pedicon conference and liaise with government authorities.

**214. The functions and responsibilities of the Memento and Certificates Committee**

1. Is responsible for selecting, designing, and procuring mementos or tokens of appreciation, as well as certificates of participation, for various awardees, faculties, guests, delegates, academic partners, and volunteers involved in the Pedicon conference.
2. Collaborate with other subcommittees to collect details of the recipients who will receive mementos and certificates.
3. Determine the budget allocated for mementos and certificates, considering the quantity required and the quality standards desired.
4. Responsible for designing/procuring the mementos and certificates that align with the prescribed theme, format, and branding of the Indian Academy of Pediatrics and the Pedicon conference.
5. Consider factors such as material, size, shape, and customization options to ensure the mementos and certificates are visually appealing, durable, and reflective of the event's significance.
6. Soliciting quotations and proposals from vendors and comparing pricing, quality, production lead time, and customization options.
7. Collaborate with the finance committee to finalize the budget allocation for mementos and certificates, obtaining necessary approvals for procurement.
8. Conduct quality checks on the received mementos and certificates to ensure they meet the expected standards of craftsmanship, format, and presentation.
9. Arrange for appropriate packaging and presentation of mementos and certificates, considering IAP & Pedicon branding, aesthetics, and practicality.
10. Prepare personalized labels or tags for each memento and certificate, imprint the recipient's name and particulars of the award, as well as a brief message of appreciation as per the prescribed format.

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- 11. Coordinate with the logistics committee to arrange transportation and storage of mementos and certificates, ensuring timely delivery to the conference venue.
- 12. Develop a distribution plan for presenting mementos and certificates to recipients during designated sessions or ceremonies, ensuring that each recipient is acknowledged and appreciated.
- 13. Maintain detailed records of all transactions related to mementos and certificates, including invoices, receipts, and delivery confirmations.

#### **215. The functions and responsibilities of the Stationery and Printing Committee**

- 1. Collaborate with other subcommittees to determine the stationery and printing requirements for the Pedicon conference, including promotional materials, signage, badges, programs, and informational brochures within the specified budget and timeline.
- 2. Conduct a thorough assessment of the quantity, specifications, and branding guidelines for each item to ensure consistency and alignment with the Pedicon's theme and objectives.
- 3. Work closely with the design team or graphic designer to create visually appealing layouts and artwork for stationery and printing materials, incorporating the IAP Logo and Pedicon logo.
- 4. Collaborate with content contributors to gather relevant information, speaker profiles, session schedules, and other content to be included in printed materials.
- 5. Soliciting quotations and proposals from multiple vendors, comparing pricing, production capabilities, print quality, and delivery logistics.
- 6. Determine the appropriate paper stock, finish, and printing techniques for each item based on its intended use and budget constraints.
- 7. Address any issues or discrepancies identified during the quality control process, coordinating with vendors to make necessary adjustments or reprints.
- 8. Maintain an inventory of printed materials, tracking quantities distributed and remaining stock to facilitate replenishment as needed throughout the conference.

#### **216. The functions and responsibilities of the Digital Committee**

- 1. To ensure the effective use of digital technology to enhance participant experience and facilitate seamless event operations.
- 2. Shall develop and maintain the official Pedicon website, ensuring it is user-friendly, informative, and up-to-date with relevant conference information, Scientific schedules, and resources.
- 3. Shall implement an online registration system for delegates, faculties, and other participants, enabling secure, convenient, and efficient registration processes.

4. Shall select and configure a virtual conference platform to host virtual sessions, live streams, interactive workshops, and other online activities, ensuring accessibility and reliability.
5. Shall provide technical support to conference participants before, during, and after the event, addressing inquiries, troubleshooting issues, and assisting with platform navigation.
6. Shall develop and implement digital marketing strategies to promote Pedicon across various online channels, including social media, email campaigns, and digital advertisements, to maximize reach and engagement.
7. Shall manage digital content creation, including videos, presentations, and promotional materials, and organize them in a centralized digital repository for easy access and distribution.
8. Shall, whenever needed, arrange the live streaming of keynote sessions, plenary talks, and other conference proceedings for virtual attendees, ensuring high-quality streaming and seamless viewing experiences.
9. Shall facilitate virtual networking opportunities for delegates and faculties through online chat rooms and discussion forums.
10. Shall implement robust data security measures to protect the privacy and confidentiality of participant information collected during the registration process and other digital interactions.
11. Shall utilize digital analytics tools to track website traffic, registration metrics, session attendance, and other key performance indicators, providing insights for future event planning and optimization.

**217. The functions and responsibilities of the Pedicon's IAP Presidential Action Plan Coordination Subcommittee**

1. Shall be a designated liaison or point of contact within the Pedicon Organising Committee to facilitate communication with the IAP Presidential Action Plan Committee.
2. Review the objectives and program schedules of the IAP Presidential Action Plan and identify areas where the Pedicon Organising Committee can contribute or align its activities to support the broader goals of the IAP.
3. Schedule regular meetings of the Pedicon Organising Committee with the IAP Presidential Action Plan Committee to review progress, address challenges, and make necessary adjustments.
4. Share relevant information, updates, and progress reports on both the Pedicon planning process and the implementation of the IAP Presidential Action Plan.
5. Determine and manage funding requirements, Venue, Accommodation, Transport, Audio-Visual, Memento and Certificate, Media and Publicity, Printing and Stationery, photography, Catering, and Master of Ceremony logistics to support collaborative efforts for IAP Presidential Action Plan Programs.

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**218. The functions and responsibilities of the Workshop Committee**

1. Define the objectives and scope of the workshops to be conducted during Pedicon, ensuring alignment with the overall theme, goal of Pedicon, and objectives of IAP.
2. Organize relevant workshops with topics that address current trends, challenges, and advancements in pediatric healthcare based on criteria such as relevance, innovation, educational value, and feasibility.
3. Formulate various workshop teams and provide detailed guidelines, timelines, and logistical information for workshop preparation and delivery.
4. Promote workshops through Pedicon conference materials, website, social media, and targeted communications.
5. Collaborate with the Registration subcommittee to register and invite the faculties and delegates to the various workshops organized.
6. Collaborate with the Pedicon venue subcommittee, audio-visual subcommittee, and any other subcommittee to secure appropriate workshop venues equipped with necessary audiovisual equipment, seating arrangements, and technical support.

**219. The functions and responsibilities of the Award Coordination Committee**

1. Shall collaborate and coordinate with various subcommittees like Academic Awards, Oral Paper Presentations, e-posters, Abstracts, Fellowship Awards, IAP Branch Awards, Dr. Shantilal C Sheth Oration, UG -PG Quiz Awards, Lifetime Achievement Awards, and Special Appreciation Awards at Pedicon.
2. Coordinate with other subcommittees and organize the venue, audiovisual requirements, and all other logistics for the smooth conduct of Academic awards, Oral papers, e-posters, and Abstract presentation schedules/sessions.
3. Communicate to award recipients for their presence in the award distribution ceremony.
4. Coordinate with memento and certification committee in preparation of the award certificates, plaques, and medals for presentation to awardees, ensuring accuracy, quality, and timely delivery.

**220. The functions and responsibilities of the Security Committee**

1. Conduct a comprehensive risk assessment to identify potential security threats and vulnerabilities.
2. Developing a security plan in coordination with local authorities and law enforcement agencies to mitigate identified risks.
3. Implementing measures to allow access only to registered delegates and invitees, guests, media personnel, pedicon vendors, and pedicon academic partners at the venues.

4. Planning and executing strategies for managing crowd flow, ensuring orderly movement, and preventing overcrowding.
5. Deploying surveillance systems, such as CCTV cameras and security personnel, to monitor activities and respond to incidents promptly.
6. Establishing protocols for responding to emergencies, including medical emergencies, security breaches, and natural disasters.
7. Collaborating with local authorities such as police and fire safety departments to coordinate security efforts effectively.
8. Maintaining clear communication channels with event staff, volunteers, and attendees to provide security updates and instructions as necessary.

**221. The functions and responsibilities of the Media & Publicity Committee**

1. To promote the Pedicon conference, enhance its visibility, and disseminate pediatric health information to the general public and the authorities through various media channels.
2. Develop a comprehensive media strategy outlining goals, key messages, and communication channels to be utilized for promoting Pedicon events and initiatives.
3. Responsible for positive relationships with media outlets and journalists to secure media coverage, interviews with the Pedicon organizing committee, and press releases related to Pedicon activities and Pediatric health information.
4. To draft and distribute press releases announcing important IAP objectives and milestones achieved, keynote speakers, scientific researchers, award recipients, and other newsworthy pediatric science updates to local and National media outlets.
5. Manage official Pedicon social media accounts across platforms such as Twitter, Facebook, LinkedIn, and Instagram to engage with IAP members and share event highlights, post updates, and amplify Pedicon's digital media presence.
6. Coordinate the design, production, and distribution of promotional materials such as brochures, flyers, posters, banners, and digital assets to raise awareness about Pedicon events and attract IAP members to participate in Pedicon.

**222. The functions and responsibilities of the Cultural Committee**

1. Plan and coordinate engaging cultural events and performances, showcasing music, dance, and various artistic expressions for Pedicon delegates.
2. Collaborate with local artists, performers, and cultural organizations to highlight the host city's cultural heritage through diverse forms of art.
3. Design a themed cultural evening, showcases, and exhibitions to celebrate traditions and customs while ensuring inclusivity and respect for diverse cultural sensitivities.
4. Organize competitions, talent shows, and interactive sessions to foster participation and appreciation of different cultural backgrounds among Pedicon delegates.

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**223. The functions and responsibilities of the Sports Committee**

1. Organize and encourage recreational sports activities during Pedicon to promote physical fitness, camaraderie, and recreation among delegates considering their gender, age, and fitness level.
2. Secure suitable venues and facilities for sports activities, ensuring safety and accessibility for all participants.
3. Procure necessary sports equipment and supplies, ensuring availability and proper maintenance throughout the activity.
4. Promote sports activities and encourage participation among delegates through pre-conference announcements.
5. Establish clear communication channels for participants to register, receive updates, and ask questions about sports activities.
6. Develop a detailed schedule of sports events, including timings, locations, and rules for each competition.



# CHAPTER - 25

## Guidelines for Pedicon Mascot and Pedicon Theme

### 224. Terms of Reference for Pedicon Mascot

1. Upon its formation, the Pedicon Organizing Committee shall select a Pedicon Mascot to symbolize the essence of the conference, reflecting its theme, values, and identity, and creating memorable experiences for participants.
2. While selecting a mascot, factors such as creativity, originality, and relevance to the conference theme shall be considered.
3. After selection, integrate the mascot into Pedicon branding elements, including logos, banners, posters, websites, and social media profiles.
4. Incorporate the mascot into event programming, activities, and photo opportunities during Pedicon, such as meet-and-greets, mascot parades, and interactive sessions with delegates and their family.

### 225. Terms of Reference for Pedicon Theme

1. The Pedicon theme acts as the guiding principle for the conference, shaping its content, activities, and discussions to reflect its central message and goals.
2. The Pedicon Organizing Committee shall provisionally select the 'Pedicon Theme' in its initial planning meeting shortly after its formation, considering its relevance to current trends and challenges in pediatric healthcare, its alignment with the conference's educational objectives, its potential to foster engagement and dialogue, and its appeal to a diverse audience.
3. IAP concurrence is required for the selected 'theme.' IAP may suggest any change in the 'Pedicon Theme' with a valid reason. This suggestion needs to be ratified at the next meeting of the Pedicon Organising Committee.
4. The Pedicon theme shall not be a repeat of previous Pedicons or any other organizations [to prevent any legal issues that may arise]. The theme shall articulate the core objectives of IAP and key focus areas of the prevalent pediatric health issues, ensuring no controversy, clarity, coherence, and relevance to pediatric science.
5. The Pedicon theme is seamlessly integrated into Pedicon branding, creating a unified and impactful conference identity.
6. Keynote presentations are used to showcase how the theme permeates all aspects of the conference.

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- 7. The President of the Indian Academy of Pediatrics selects a renowned IAP Member, preferably a distinguished past President of IAP known for his leadership, expertise, and contributions to pediatric healthcare, to deliver insights into the evolution, challenges, and future directions of pediatric medicine in line with the conference theme.
- 8. The selected speaker addresses themes relevant to their expertise, offering insights into innovative practices and collaborative initiatives that address the conference theme's objectives.
- 9. The content of the speech will align with and contribute to the exploration and discussion of the key concepts and goals of the Pedicon theme.

**226.** The session on Pedicon's theme is a plenary session chaired by the President and the General Secretary of IAP, lasting for 60 minutes.

**227.** The speaker is honored with a designated plaque and certificate for their contribution to the conference.



## CHAPTER - 26

### Terms of Reference for 'Memorandum of Understanding, No Objection Certificate, and Undertaking & Acknowledgement'.

#### 228. Objective

1. The objective of this MOU and NOC is to establish a collaborative agreement according to clause 23.5 of the MOA of IAP, between the Indian Academy of Pediatrics, Pedicon Organizing Committee, District/City Branch, State Branch, and Venue Branch (if applicable) to jointly organize and host the Pedicon, the annual National Conference of the Indian Academy of Pediatrics.
2. This MOU covers the contribution to the corpus fund of IAP, the sharing of surplus amongst partners, the internal and external audit of the event, and the transfer of funds within the stipulated time.
3. This MOU and NOC shall be undertaken on a legal paper, duly notarized and submitted along with the bidding application for the Pedicon. The host branch shall provide undertakings on legal papers. The IAP can issue acknowledgment on its letterhead.

#### 229. The sample formats provided below shall be used to draft the MOU, NOC, Undertaking, and Acknowledgement.

1. **Sample 1:** The format for the MOU in case the District or City Branch bids for Pedicon without collaboration with the State Branch or the Venue Branch.
2. **Sample 2:** The format for the MOU in case the District or City Branch bids for Pedicon in collaboration with the State Branch and without involving any Venue Branch.
3. **Sample 3:** The format for the MOU in case the District or City Branch bids for Pedicon in collaboration with the State Branch and the Venue Branch.
4. **Sample 4:** The format for the MOU in case the State Branch bids for Pedicon in collaboration with the Venue Branch.
5. **Sample 5:** The format for the No Objection Certificate to be given by the Venue Branch to the Host Branch.
6. **Sample 6:** The format for the 'Undertaking Regarding Closure of Financial Transactions for Pedicon' to be given by the Pedicon Organising Committee and the Host Branch while terminating this MOU.
7. **Sample 7:** The format for an acknowledgment that the IAP shall provide upon receipt of the Undertaking.

**230. Sample 1: The format for MOU in case the District or City Branch bids for Pedicon without collaboration with the State Branch or the Venue Branch will be as follows:**

**This Memorandum of Understanding is made on [date] at [place] between:**

**1. Indian Academy of Pediatrics**

Address: Plot No.51, 5<sup>th</sup> Floor, Kamdhenu Business Bay, Sector 1, Juinagar East, Nerul, Navi Mumbai – 400706.

Represented by: President and the Secretary General of IAP

Hereinafter referred to as 'IAP'

**2. Pedicon Organising Committee**

Address: [insert the official address of the office of the Pedicon Organising Committee or the host Branch office address]

Represented by: Organising Chairperson, Organising Secretary, and Organising Treasurer of the Pedicon Organising Committee.

Hereinafter referred to as the 'Pedicon Organising Committee'

**3. District/City Branch Name**

Address: [District/City Branch Address]

Represented by: [Name of President and Secretary]

Hereinafter referred to as "Host Branch"

**Roles and Responsibilities**

**We, the Indian Academy of Pediatrics will**

1. Provide overall supervision, guidance, and approval of the faculties and the Scientific program in consultation with the Pedicon Organising Committee.
2. Offer guidance and support to the Pedicon Organizing Committee on conference planning and execution.
3. Promote the conference through IAP's official communication channels, including the website, newsletters, and social media.
4. Approve the final budget and financial plan for Pedicon.
5. Oversee the financial transactions and ensure transparency and accountability.
6. Receive detailed reports on Pedicon's administrative and financial performance.
7. Facilitate external audits of the event.
8. Ensure that contributions to the corpus fund of IAP and surplus sharing amongst IAP, the Host Branch, and the State Branch are made as per the MOU.

**We, the Pedicon Organising Committee [insert place name and year] will**

1. Plan and execute all aspects of the Pedicon conference in consultation with IAP.

2. Maintain regular communication with IAP for updates, approvals, and guidance. Ensure compliance with all local regulations and IAP guidelines.
3. Coordinate with various subcommittees to ensure smooth execution of the event.
4. Promote the Pedicon locally, Nationally, and Internationally to ensure maximum participation & manage delegate registrations, including setting up an online registration system.
5. Create Scientific brochures and disseminate them to all members.
6. Prepare a detailed budget and financial plan for the event.
7. Manage all financial transactions, ensuring proper documentation and reporting.
8. Ensure the venue meets all required specifications for hosting the event.
9. Secure and manage funds for academic partner stalls in line with IAP's guidelines.
10. Ensure proper hospitality and accommodation arrangements for delegates.
11. Submit regular reports to IAP on the progress and status of conference preparations.
12. Share surplus as per the MOU.
13. Ensure timely transfer of funds to the IAP and other involved branches as per the agreed timelines.
14. Open only one Bank account for all the transactions of Pedicon. Close the Bank account by July 31st of the next year, after the completion of the event. Transfer all the remaining funds to the host Branch for further action.
15. Conduct internal audits and facilitate external audits by the IAP.
16. Submit a detailed post-conference report to IAP, including bank statements, financial statements, and audit reports, within six months of the event's completion.

**We [ insert name], the Host Branch, will**

1. Provide initial logistical support and resources for the planning and execution of the conference by the Pedicon Organising Committee.
2. Be part of all the subcommittees of Pedicon.
3. Assist in the overall organization and execution of the Pedicon by the pedicon Organising Committee.
4. Oversee the share of surplus and ensure the timely transfer of funds as per MOU.

**Financial management**

1. All financial transactions and agreements related to the Pedicon shall be transparently managed by the [insert both the Pedicon Organizing Committee and the Host Branch name] as per the statute.

2. Detailed financial reports and Bank statements shall be shared every quarter with the IAP.
3. A contribution to the corpus fund will be given to IAP every 3 months as per the number of registered delegates.
4. An administrative fee of Rs 10 [ten] lakhs or as decided by the Executive Board and approved by the General Body from time to time will be given to IAP within 12 months after the allotment of Pedicon.
5. A contribution of Rs.10 [ten] lakhs will be given to the Indian Pediatrics journal within 12 months after the allotment of Pedicon. Indian Pediatrics journal has to advertise in a multicolour full page about the Pedicon without charges in their every issue till the completion of the event.
6. Surplus sharing by the ..[insert the name of District/City branch hosting the Pedicon].... with the IAP, and [insert State Branch name] will be done in accordance with the directives of the IAP Executive Board given under clause 23.5 outlined in the IAP MOA, as follows:
  - a) A contribution of 30 % of the surplus amount, which includes the bidding fee and contribution to the corpus fund, will be given to the IAP within 6 months of the completion of the event.
  - b) A contribution of 10 % of the surplus amount will be given to the ...[insert State Branch name] within 6 months of completion of the event.
  - c) 60 % of the surplus amount will be retained by the ..[insert Host Branch name] within 6 months of completion of the event.
7. If any funds are credited to the account of the Indian Academy of Pediatrics, they shall be considered as part of the due share payable to it. Such transactions shall be brought to the attention of the Pedicon Organizing Committee and the Host Branch. The credited amount shall be deducted from the total share amount payable to the IAP.
8. In case of any financial loss due to unforeseen circumstances, such losses shall be shared by the IAP, the Host Branch, and the State Branch in the same proportion mentioned in the surplus sharing.

### **Terms of Agreement**

1. **Duration:** This MOU shall be effective from the date of signing and remain in force until July 31st of the next year.
2. **Termination:** This MOU ceases to be in force once the undertaking given by the Pedicon Organising Committee is acknowledged by the IAP.
3. **Dispute Resolution:** Any disputes arising from this MOU shall be resolved amicably through discussion and negotiation. If unresolved, disputes shall be referred to the IAP Executive Board for final resolution. The IAP Executive Board's decision is binding to all the partners.

### Stamps and Signatures

By signing below, the representatives of the IAP, Pedicon Organising Committee, and the Host Branch agree to the terms and conditions outlined in this Memorandum Of Understanding.

[Signature]

[Insert Names]

President and the Secretary General

Indian Academy of Pediatrics

[Stamp]

[Signature]

[Insert Names]

Organising Chairperson, Organising Secretary, and Organising Treasurer

Pedicon Organising Committee

[Stamp]

[Signature]

[Insert Names]

President and Secretary

[Host Branch]

[Stamp]

**Date:**.....

**231. Sample 2: The format for the MOU in case the District or City Branch bids for Pedicon in collaboration with the State Branch and without involving any Venue Branch will be as follows:**

**This Memorandum Of Understanding is made on [Date] at [Place].**

**Between:**

**1. Indian Academy of Pediatrics**

Address: Plot No.51, 5<sup>th</sup> Floor, Kamdhenu Business Bay, Sector 1, Juinagar East, Nerul, Navi Mumbai – 400706.

Represented by: President and the Secretary General of IAP  
Hereinafter referred to as 'IAP'

**2. Pedicon Organising Committee**

Address: [insert the official address of the office of the Pedicon Organising Committee or the Host Branch office address]

Represented by: Organising Chairperson, Organising Secretary, and Organising Treasurer of the Pedicon Organising Committee.

Hereinafter referred to as the 'Pedicon Organising Committee'

---

**3. [District/City Branch Name]**

Address: [District Branch Address]

Represented by: [Name of President and Secretary]

Hereinafter referred to as "Host Branch" [or referred to as 1st host]

**4. [State Branch Name]**

Address: [State Branch Address]

Represented by: [Name of President and Secretary]

Hereinafter referred to as "State Branch" [or referred to as 2nd host]

**Roles and Responsibilities**

**We, the Indian Academy of Pediatrics, will**

1. Provide overall supervision, guidance, and approval of the faculties and the Scientific program in consultation with the Pedicon Organizing Committee.
2. Offer guidance and support to the Pedicon Organizing Committee on conference planning and execution.
3. Promote the conference through IAP's official communication channels, including the website, newsletters, and social media.
4. Approve the final budget and financial plan for Pedicon.
5. Oversee the financial transactions and ensure transparency and accountability.
6. Receive detailed reports on Pedicon's administrative and financial performance.
7. Facilitate external audits of the event.
8. Ensure that contributions to the corpus fund of IAP and surplus sharing amongst IAP, the Host Branch, and the State Branch are made as per the MOU.

**We, the Pedicon Organising Committee [insert place name and year], will**

1. Plan and execute all aspects of the Pedicon conference in consultation with the IAP.
2. Maintain regular communication with the IAP for updates, approvals, and guidance. Ensure compliance with all local regulations and the IAP guidelines.
3. Coordinate with various subcommittees to ensure smooth execution of the event.
4. Promote the Pedicon locally, Nationally, and Internationally to ensure maximum participation & manage delegate registrations, including setting up an online registration system.
5. Create Scientific Brochures and disseminate them to all members.
6. Prepare a detailed budget and financial plan for the event.
7. Manage all financial transactions, ensuring proper documentation and reporting.
8. Ensure the venue meets all required specifications for hosting the event.

9. Secure and manage funds for academic partner stalls in line with the IAP's guidelines.
10. Ensure proper hospitality and accommodation arrangements for delegates.
11. Submit regular reports to the IAP on the progress and status of conference preparations.
12. Share surplus as per the MOU.
13. Ensure timely transfer of funds to the IAP and other involved branches as per the agreed timelines.
14. Open only one Bank account for all the transactions of Pedicon. Close the Bank account by July 31st of the next year, after the completion of the event. Transfer all the remaining funds to the host Branch for further action.
15. Conduct internal audits and facilitate external audits by the IAP.
16. Submit a detailed post-conference report to IAP, including bank statements, financial statements, and audit reports, within six months of the event's completion.

**We [ insert name], the Host Branch, will**

1. Provide initial logistical support and resources for the planning and execution of the conference by the Pedicon Organising Committee.
2. Coordinate with ..[insert State Branch name]...to fulfil all prescribed criteria for hosting the Pedicon.
3. Be part of all the subcommittees of Pedicon.
4. Assist in the overall organization and execution of the Pedicon by the Pedicon Organising Committee in collaboration with the [insert State Branch name].
5. Oversee the share of surplus and ensure the timely transfer of funds as per MOU.

**We [insert State Branch name] will**

1. Ensure that the Pedicon meets all the IAP standards and guidelines.
2. Collaborate with the [insert Host Branch name] in planning, logistics, and implementation of the event.
3. In the event of shortage of reserve funds, support and resources shall be provided to [insert Host Branch name] ensure successful organization & execution of the pedicon.

**Financial management**

1. All financial transactions and agreements related to the Pedicon shall be transparently managed by the [insert both the Pedicon Organising Committee and the Host Branch name] as per the statute.
2. Detailed financial reports and Bank statements shall be shared every quarter with the IAP.

3. A contribution to the corpus fund will be given to IAP every 3 months as per the number of registered delegates.
4. An administrative fee of Rs 10 [ten] lakhs or as decided by the Executive Board and approved by the General Body from time to time will be given to IAP within 12 months after the allotment of Pedicon.
5. A contribution of Rs.10 [ten] lakhs will be given to the Indian Pediatrics journal within 12 months after the allotment of Pedicon. Indian Pediatrics journal has to advertise in a multicolour full page about the Pedicon without charges in their every issue till the completion of the event.
6. Surplus sharing by the ..[insert the name of District/City branch hosting the Pedicon].... with the IAP, and [insert State Branch name] will be done in accordance with the directives of the IAP Executive Board given under clause 23.5 outlined in the IAP MOA, as follows:
  - a) A contribution of 30 % of the surplus amount, which includes the bidding fee and contribution to the corpus fund, will be given to the IAP within 6 months of the completion of the event.
  - b) A contribution of 20 % of the surplus amount will be given to the ...[insert State Branch name] within 6 months of completion of the event.
  - c) 50 % of the surplus amount will be retained by the ...[insert Host Branch name] within 6 months of completion of the event.
7. If any funds are credited to the account of the Indian Academy of Pediatrics, they shall be considered as part of the due share payable to it. Such transactions shall be brought to the attention of the Pedicon Organizing Committee and the Host Branch. The credited amount shall be deducted from the total share amount payable to the IAP.
8. In case of any financial loss due to unforeseen circumstances, such losses shall be shared by the IAP, the Host Branch, and the State Branch in the same proportion mentioned in the surplus sharing.

#### **Terms of Agreement**

1. **Duration:** This MOU shall be effective from the date of signing and remain in force until July 31st of the next year.
2. **Termination:** This MOU shall not be terminated by any of the partners until all the activities of the Pedicon Organising Committee are closed.
3. **Dispute Resolution:** Any disputes arising from this MOU shall be resolved amicably through discussion and negotiation. If unresolved, disputes shall be referred to the IAP Executive Board for final resolution. The IAP Executive Board's decision is binding to all the partners.

**Stamps and Signatures**

By signing below, the representatives of the IAP, Pedicon Organising Committee, Host Branch, and the State Branch agree to the terms and conditions outlined in this Memorandum Of Understanding.

[Signature]

[Insert Names]

President and the Secretary General

Indian Academy of Pediatrics

[Stamp]

[Signature]

[Insert Names]

Organising Chairperson, Organising Secretary, and Organising Treasurer

Pedicon Organising Committee

[Stamp]

[Signature]

[Insert Names]

President and Secretary

[Host Branch]

[Stamp]

[Signature]

[Insert Names]

President and Secretary

[State Branch] [Stamp]

Date:

**232. Sample 3: The format for the MOU in case the District or City Branch bids for Pedicon in collaboration with the State Branch and the Venue**

**Branch will be as follows:**

**This Memorandum Of Understanding is made on [Date] at [Place]. Between:**

**1. Indian Academy of Pediatrics**

Address: Plot No.51, 5<sup>th</sup> Floor, Kamdhenu Business Bay, Sector 1, Juinagar East, Nerul, Navi Mumbai – 400706.

Represented by: President and the Secretary General of IAP  
Hereinafter referred to as 'IAP'

**2. Pedicon Organising Committee**

Address: [insert the official address of the office of the Pedicon Organising Committee or the host Branch office address]

Represented by: Organising Chairperson, Organising Secretary, and Organising Treasurer of Pedicon Organising Committee.

Hereinafter referred to as the 'Pedicon Organising Committee'

**3. [District/City Branch Name]**

Address: [District Branch Address]

Represented by: [Name of President and Secretary]

Hereinafter referred to as "Host Branch" or the first host.

**4. [State Branch Name]**

Address: [State Branch Address]

Represented by: [Name of President and Secretary]

Hereinafter referred to as "State Branch" or second host.

**5. [Venue Branch Name]**

Address: [Venue Branch Address]

Represented by: [Name of Secretary]

Hereinafter referred to as "Venue Branch" or third host.

**Roles and Responsibilities**

**We, the Indian Academy of Pediatrics will**

1. Provide overall supervision, guidance, and approval of the faculties and the Scientific program in consultation with the Pedicon Organising Committee.
2. Offer guidance and support to the Pedicon Organizing Committee on conference planning and execution.
3. Promote the conference through the IAP's official communication channels, including the website, newsletters, and social media.
4. Approve the final budget and financial plan for Pedicon.
5. Oversee the financial transactions and ensure transparency and accountability.
6. Receive detailed reports on Pedicon's administrative and financial performance.
7. Facilitate external audits of the event.
8. Ensure that contributions to the corpus fund of IAP and surplus sharing amongst IAP, the Host Branch, and the State Branch are made as per the MOU.

**We, the Pedicon Organising Committee [insert place name and year] will**

1. Plan and execute all aspects of the Pedicon conference in consultation with the IAP.
2. Maintain regular communication with the IAP for updates, approvals, and guidance. Ensure compliance with all local regulations and the IAP guidelines.
3. Coordinate with various subcommittees to ensure smooth execution of the event.
4. Promote the Pedicon locally, Nationally, and Internationally to ensure maximum participation & manage delegate registrations, including setting up an online registration system.
5. Create Scientific Brochures and disseminate them to all members.

6. Prepare a detailed budget and financial plan for the event.
7. Manage all financial transactions, ensuring proper documentation and reporting.
8. Ensure the venue meets all required specifications for hosting the event.
9. Secure and manage funds for academic partner stalls in line with the IAP's guidelines.
10. Ensure proper hospitality and accommodation arrangements for delegates.
11. Submit regular reports to the IAP on the progress and status of conference preparations.
12. Share surplus as per the MOU.
13. Ensure timely transfer of funds to the IAP and other involved branches as per the agreed timelines.
14. Open only one Bank account for all the transactions of Pedicon. Close the Bank account by July 31st of the next year, after the completion of the event. Transfer all the remaining funds to the host Branch for further action.
15. Conduct internal audits and facilitate external audits by the IAP.
16. Submit a detailed post-conference report to IAP, including bank statements, financial statements, and audit reports, within six months of the event's completion.

**We [ insert name], the Host Branch, will**

1. Provide initial logistical support and resources for the planning and execution of the conference by the Pedicon Organising Committee.
2. Coordinate with ..... [insert State Branch name] ..... to fulfil all prescribed criteria for hosting the Pedicon.
3. Be part of all the subcommittees of Pedicon.
4. Assist in the overall organization and execution of the Pedicon by the Pedicon Organising Committee in collaboration with the [insert State Branch name] and the [insert Venue Branch name].
5. Oversee the share of surplus and ensure the timely transfer of funds as per MOU.

**We [insert State Branch name] will**

1. Ensure that the Pedicon meets all the IAP standards and guidelines.
2. Collaborate with the [insert Host Branch name] in planning, logistics, and implementation of the event.
3. In the event of shortage of reserve funds, support and resources shall be provided to [insert Host Branch name] ensure successful organization & execution of the pedicon.

**We [insert Venue Branch name] will**

1. Assist with local arrangements and logistics at the event venue.
2. Provide necessary support for venue-related activities and ensure compliance with local regulations.
3. Collaborate with the [insert Host Branch name] and [insert State Branch name] to facilitate the smooth execution of the Pedicon.

**Financial management**

1. All financial transactions and agreements related to the Pedicon shall be transparently managed by the [insert both the Pedicon Organizing Committee and the Host Branch name] as per the statute.
2. Detailed financial reports and Bank statements shall be shared every quarter with the IAP.
3. A contribution to the corpus fund will be given to the IAP every 3 months as per the number of registered delegates.
4. An administrative fee of Rs 10 [ten] lakhs or as decided by the Executive Board and approved by the General Body from time to time will be given to the IAP within 12 months after the allotment of Pedicon.
5. A contribution of Rs.10 [ten] lakhs will be given to the Indian Pediatrics journal within 12 months after the allotment of Pedicon. Indian Pediatrics journal has to advertise in the multicolour full page about the Pedicon without charges in their every issue till the completion of the event.
6. Surplus sharing by the ..[insert the name of District/City branch hosting the Pedicon].... with the IAP, and [insert State Branch name] will be done in accordance with the directives of the IAP Executive Board given under clause 23.5 outlined in the IAP MOA, as follows:
  - a. A contribution of 30 % of the surplus amount, which includes the bidding fee and contribution to the corpus fund, will be given to the IAP within 6 months of the completion of the event.
  - b. A contribution of 15 % of the surplus amount will be given to the ...[insert State Branch name] within 6 months of completion of the event.
  - c. 40 % of the surplus amount will be retained by the ...[insert Host Branch name] within 6 months of completion of the event.
  - d. A contribution of 15 % of the surplus amount will be given to the ...[insert Venue Branch name] within 6 months of completion of the event.
7. If any funds are credited to the account of the Indian Academy of Pediatrics, they shall be considered as part of the due share payable to it. Such transactions shall be

brought to the attention of the Pedicon Organizing Committee and the Host Branch. The credited amount shall be deducted from the total share amount payable to the IAP.

8. In case of any financial loss due to unforeseen circumstances, such losses shall be shared by the IAP, the Host Branch, and the State Branch in the same proportion mentioned in the surplus sharing.

### **Terms of Agreement**

1. **Duration:** This MOU shall be effective from the date of signing and remain in force until July 31st of the next year.
2. **Termination:** This MOU shall not be terminated by any of the partners until the closure of all the activities of the Pedion Organising Committee.
3. **Dispute Resolution:** Any disputes arising from this MOU shall be resolved amicably through discussion and negotiation. If unresolved, disputes shall be referred to the IAP Executive Board for final resolution. The IAP Executive Board's decision is binding to all the partners.

### **Stamps and Signatures**

By signing below, the representatives of the District Branch, State Branch, and Venue Branch (if applicable) agree to the terms and conditions outlined in this Memorandum Of Understanding.

[Signature]

[Insert Names]

President and the Secretary General

Indian Academy of Pediatrics

[Stamp]

[Signature]

[Insert Names]

Organising Chairperson, Organising Secretary, and Organising Treasurer

Pedicon Organising Committee with [Stamp]

[Signature]

[Insert Names]

President and Secretary [Host Branch] with [Stamp]

[Signature] [Insert Names]

President and Secretary [State Branch] with [Stamp]

[Signature] [Insert Names]

[President and Secretary] [Venue Branch] with [Stamp]

Date:

233. **Sample 4: The format for the MOU in case the State Branch bids for the Pedicon in collaboration with the Venue Branch will be as follows:**

**This Memorandum Of Understanding is made on [Date] at [Place].**

**Between:**

**1. Indian Academy of Pediatrics**

Address: Plot No.51, 5<sup>th</sup> Floor, Kamdhenu Business Bay, Sector 1, Juinagar East, Nerul, Navi Mumbai – 400706.

Represented by: President and the Secretary General of IAP  
Hereinafter referred to as 'IAP'

**2. Pedicon Organising Committee**

Address: [insert the official address of the office of the Pedicon Organising Committee or the Host Branch office address]

Represented by: Organising Chairperson, Organising Secretary, and Organising Treasurer of Pedicon Organising Committee.

Hereinafter referred to as the 'Pedicon Organising Committee'

**3. [State Branch Name]**

Address: [State Branch Address]

Represented by: [Name of President and Secretary]

Hereinafter referred to as "Host Branch"

**4. [Venue Branch Name]**

Address: [Venue Branch Address]

Represented by: [Name of Secretary]

Hereinafter referred to as "Venue Branch"

**Roles and Responsibilities**

**We, the Indian Academy of Pediatrics will**

1. Provide overall supervision, guidance, and approval of the faculties and the Scientific program in consultation with the Pedicon Organising Committee.
2. Offer guidance and support to the Pedicon Organizing Committee on conference planning and execution.
3. Promote the conference through the IAP's official communication channels, including the website, newsletters, and social media.
4. Approve the final budget and financial plan for Pedicon.
5. Oversee the financial transactions and ensure transparency and accountability.
6. Receive detailed reports on Pedicon's administrative and financial performance.
7. Facilitate external audits of the event.
8. Ensure that contributions to the corpus fund of the IAP and surplus sharing amongst the IAP, the Host branch, and the State Branch are made as per the MOU.

**We, the Pedicon Organising Committee [insert place name and year] will**

1. Plan and execute all aspects of the Pedicon conference in consultation with the IAP.
2. Maintain regular communication with the IAP for updates, approvals, and guidance. Ensure compliance with all local regulations and the IAP guidelines.
3. Coordinate with various subcommittees to ensure smooth execution of the event.
4. Promote the Pedicon locally, Nationally, and Internationally to ensure maximum participation & manage delegate registrations, including setting up an online registration system.
5. Create Scientific brochures and disseminate them to all members.
6. Prepare a detailed budget and financial plan for the event.
7. Manage all financial transactions, ensuring proper documentation and reporting.
8. Ensure the venue meets all required specifications for hosting the event.
9. Secure and manage funds for academic partner stalls in line with the IAP's guidelines.
10. Ensure proper hospitality and accommodation arrangements for delegates.
11. Submit regular reports to the IAP on the progress and status of conference preparations.
12. Share the surplus amount as per the MOU.
13. Ensure timely transfer of funds to the IAP and other involved branches as per the agreed timelines.
14. Open only one Bank account for all the transactions of Pedicon. Close the Bank account by July 31st of the next year, after the completion of the event. Transfer all the remaining funds to the host Branch for further action.
15. Conduct internal audits and facilitate external audits by the IAP.
16. Submit a detailed post-conference report to IAP, including bank statements, financial statements, and audit reports, within six months of the event's completion.

**We [ insert name], the State Branch will**

1. Provide initial logistical support and resources for the planning and execution of the conference by the Pedicon Organising Committee.
2. Coordinate with ..[insert Venue Branch name] to fulfil all prescribed criteria for hosting the Pedicon.
3. Be part of all the subcommittees of Pedicon.
4. Assist in the overall organization and execution of the Pedicon by the pedicon Organising Committee in collaboration with the [insert Venue Branch name].

5. Share the surplus amount as per the directives of the IAP Executive Board and ensure the timely transfer of funds to the IAP and the involved venue branch.
6. Ensure that the Pedicon meets all the IAP standards and guidelines.
7. Collaborate with the [insert Venue Branch name] in planning, logistics, and implementation of the event.
8. In the event of shortage of reserve funds, support and resources shall be provided to [insert Venue Branch name] ensure successful organization & execution of the pedicon.

**We [insert Venue Branch name] will**

1. Assist with local arrangements and logistics at the event venue.
2. Provide the necessary support for the venue, accommodation, transport, and regulatory compliance related activities and ensure compliance with local regulations.
3. Collaborate with the [insert Host Branch name] to facilitate the smooth execution of the Pedicon.

**Financial management**

1. All financial transactions and agreements related to the Pedicon shall be transparently managed by the [insert both the Pedicon Organizing Committee and the Host Branch name] as per the statute.
2. Detailed financial reports and Bank statements shall be shared every quarter with the IAP.
3. A contribution to the corpus fund will be given to the IAP every 3 months as per the number of registered delegates.
4. An administrative fee of Rs 10 [ten] lakhs or as decided by the Executive Board and approved by the General Body from time to time will be given to the IAP within 12 months after the allotment of Pedicon.
5. A contribution of Rs.10 [ten] lakhs will be given to the Indian Pediatrics journal within 12 months after the allotment of Pedicon. Indian Pediatrics journal has to advertise in the multicolour full page about the Pedicon without charges in their every issue till the completion of the event.
6. Surplus sharing by the ..[insert the name of District/City branch hosting the Pedicon].... with the IAP, and [insert State Branch name] will be done in accordance with the directives of the IAP Executive Board given under clause 23.5 outlined in the IAP MOA, as follows:
  - a. A contribution of 30 % of the surplus amount, which includes the bidding fee and contribution to the corpus fund, will be given to the IAP within 6 months of the completion of the event.

- b. 45 % of the surplus amount will be retained by the ...[insert Host Branch name] within 6 months of completion of the event.
  - c. A contribution of 25 % of the surplus amount will be given to the ...[insert Venue Branch name] within 6 months of completion of the event.
7. If any funds are credited to the account of the Indian Academy of Pediatrics, they shall be considered as part of the due share payable to it. Such transactions shall be brought to the attention of the Pedicon Organizing Committee and the Host Branch. The credited amount shall be deducted from the total share amount payable to the IAP.
8. In case of any financial loss due to unforeseen circumstances, such losses shall be shared by the IAP, Host Branch, and State Branch in the same proportion as mentioned in the surplus sharing.

#### **Terms of Agreement**

1. **Duration:** This MOU shall be effective from the date of signing and remain in force until July 31st of the next year.
2. **Termination:** This MOU shall not be terminated by any of the partners until all the activities of the Pedicon Organising Committee are closed.
3. **Dispute Resolution:** Any disputes arising from this MOU shall be resolved amicably through discussion and negotiation. If unresolved, disputes shall be referred to the IAP Executive Board for final resolution. The IAP Executive Board's decision is binding to all the partners.

#### **Stamps and Signatures**

By signing below, the representatives of the IAP, Pedicon Organising Committee, State Branch, and Venue Branch (if applicable) agree to the terms and conditions outlined in this Memorandum Of Understanding.

[Signature]

[Insert Names]

President and the Secretary General  
Indian Academy of Pediatrics

[Stamp]

[Signature]

[Insert Names]

Organising Chairperson, Organising Secretary, and Organising Treasurer  
Pedicon Organising committee

[Stamp]

---

[Signature]  
[Insert Names]  
President and Secretary  
[Host Branch]  
[Stamp]

[Signature]  
[Insert Names]  
[President and Secretary]  
[Venue Branch]  
[Stamp}

Date:

**234. Sample 5: The format for the 'No Objection Certificate' to be given by the Venue Branch to the Host Branch**

**By [Venue Branch Name] Branch of the Indian Academy of Pediatrics**

Date: [Insert Date]

To,  
The Organising Committee of PEDICON [Year]  
[Address of the Host Branch Organising Committee]

**Subject: No Objection Certificate for PEDICON [Year]**

Dear Sir/Madam,

This is to certify that the [Insert Venue Branch Name], a Branch of the Indian Academy of Pediatrics, has no objection to organizing the PEDICON [Year] by the [Host Branch Name]. The event will be conducted at [Venue Name], [Venue Location], within the state of [State Name].

The [Venue Branch Name], a Branch of the IAP, hereby provides this No Objection Certificate with the following conditions:

1. The Pedicon Organizing Committee will comply with all guidelines and Standard Operating Procedures set by the Indian Academy of Pediatrics to successfully execute the Pedicon conference.
2. An MOU has been signed between the IAP, [Host Branch Name], and [Venue Branch Name] outlining the responsibilities and collaboration terms for organizing PEDICON [Year].
3. The conference venue at [Venue Name], [Venue Location] has been verified and approved by both branches and the IAP to ensure it meets all the required criteria for hosting PEDICON [Year].
4. The [Venue Branch Name] will be actively involved in all aspects of the conference planning and execution to ensure that the event is conducted smoothly and professionally.

5. All necessary permissions and NOCs from relevant local authorities, as enumerated in the 'IAP Rule Book,' will be obtained well in advance of the conference dates.
6. The registration slab/amount for the PEDICON [Year] is proposed and managed by the [Host Branch Name] as follows [Insert Proposed Registration Amount/Slab Details].

Thank you.

Yours sincerely,

[Signature]

[Name of the Venue Branch President]  
President, [Branch Name] Branch  
Indian Academy of Pediatrics

[Signature]

[Name of the Venue Branch Secretary]  
Secretary, [Branch Name] Branch  
Indian Academy of Pediatrics

235. **Sample 6: The format for the Undertaking Regarding Closure of Financial Transactions for Pedicon to be given by the Pedicon Organising Committee and the Host Branch while terminating the MOU.**

Date: [Insert Date]

To:

The Executive Board,  
Indian Academy of Pediatrics  
Plot No.51, 5<sup>th</sup> Floor, Kamdhenu Business Bay,  
Sector 1, Juinagar East, Nerul, Navi Mumbai – 400706.

**Subject:** Undertaking Regarding Closure of Financial Transactions for Pedicon [Year] held at ...[Place]... from ...[date], to ...[date]...

Respected Secretary General,

We, the undersigned organizers of the Pedicon Organising Committee - ....[insert Year and Place] and the office bearers of .....[insert Host branch name].., hereby declare that all financial transactions related to Pedicon [Year], held from [Insert start date] to [Insert end date] at [Insert Venue], have been duly completed and closed.

We further affirm the following:

All income and expenditures related to Pedicon [Year] have been accurately accounted for and recorded.

1. There are no outstanding payments owed to any vendors, service providers, or other parties. The Pedicon Organising Committee has no pending payables or financial obligations to anyone.

2. All anticipated funds from academic partners have been received and duly accounted for. No additional funds are expected to be received from any source in connection with Pedicon [Year].
3. The final audited financial report of Pedicon [Year] has been submitted to the Indian Academy of Pediatrics as per the agreed terms.
4. Income tax, GST, Service Tax payable, or any other statutory liabilities towards Pedicon [Year] has been duly paid. There are no further dues regarding the same.
5. The due share of funds has been transferred to the IAP corpus fund as stipulated in the MOU.
6. All terms and conditions outlined in the Memorandum Of Understanding between the Indian Academy of Pediatrics, the Pedicon Organising Committee ...[insert place and year]..., the Host Branch [District/City Branch as applicable], the State Branch, and the Venue Branch (if applicable) have been duly fulfilled.
7. Pedicon ..... [insert Bank account name] Bank account no..... is closed and the Balance fund of Rs [in words] is transferred to..... Branch account number.
8. In case of any undue expenses, all the partners involved shall bear the expenses in the ratio as it is mentioned for surplus sharing in the MOU.
9. By signing this undertaking, we confirm that all financial activities related to Pedicon [Year] are concluded, and no further financial transactions will be conducted by the Pedicon Organising Committee [insert year and place].

We request the Executive Board of the Indian Academy of Pediatrics to formally acknowledge the closure of financial transactions for Pedicon [Year].

Signatories:

[Name]

Organising Chairperson

Pedicon Organising Committee ....insert year and place... with (Seal)

[Name]

Organising Secretary

Pedicon Organising Committee ....insert year and place... with (Seal)

[Name]

Organising Treasurer

Pedicon Organising Committee ....insert year and place... with (Seal)

[Name]

President

Insert Branch Name.....with (Seal)

[Name]

Secretary

Insert Branch Name.....with (Seal)

[Name]  
Treasurer  
Insert Branch Name.....with (Seal)

**236. Sample 7: The format for an acknowledgment that the IAP shall provide upon receipt of the Undertaking.**

We, the Secretary General and the Treasurer of the IAP, hereby acknowledge the receipt and acceptance of the above undertaking on behalf of the Executive Board of the Indian Academy of Pediatrics regarding the closure of financial transactions for Pedicon [Year]. Further, it is certified that there is no due amount to be paid by the Pedicon Organising Committee ...[insert year and place]... towards the Corpus fund or the surplus share to the IAP as mentioned in the MOU.

In case of any undue expenses, all the partners involved shall bear the expenses in the ratio mentioned for surplus sharing in the MOU.

[Name]  
Secretary General  
Indian Academy of Pediatrics  
[Seal]

[Name]  
Treasurer  
Indian Academy of Pediatrics  
(Seal)

[Date]

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## Part 2 - “The Pedicon Execution Phase”

# CHAPTER - 27

### Guidelines for the Initial Planning Meeting of Pedicon Organising Committee

**237.** Following the complete formation of the Pedicon Organising Committee by the Special General Body of the host branch, the Organising Chairperson shall convene an Initial Planning Meeting to bring all the Subcommittee members together to align with the overall vision, goals, and timelines for Pedicon execution.

**238. The agenda for the meeting may be as follows:**

1. Welcome by Pedicon Organising Secretary.
2. Introduction of the Pedicon Organising Committee Members by the Organising Chairperson.
3. Overview of Pedicon logistics and operation by Organising Chairperson.
4. Provisional selection of Pedicon Theme and Mascot.
5. Defining the roles and responsibilities for each Subcommittee by the Organising Chairperson.
6. Create a detailed action plan outlining steps, timelines, resources needed, meetings, key milestones, and timelines for each Subcommittee.
7. Discussion on Pedicon Budget, Financial Planning, and Bank Account.
8. Discussion on Pedicon promotion strategies, website creation, and digital activities.
9. Discussion on Scientific Brochures.
10. Open discussion on any other matters with the permission of the Organising Chairperson.
11. Closing remarks by the Organising Treasurer

**239.** The Pedicon ‘Standard Operating Procedure’ should preferably be distributed to all Subcommittee members to help them understand their functions and responsibilities in advance.

**240.** The working language of the Pedicon will be English.



# CHAPTER - 28

## Guidelines for the Scientific Brochure

**241.** Pedicon Organising Committee, in its initial planning meeting, shall discuss and approve the layout, design, and visual presentation of the scientific brochure in both the Physical and Digital formats.

**242.** The first Scientific Brochure shall feature the following on its first page: the IAP Logo, Pedicon Logo, Host Branch logo, State Branch logo, Venue Branch logo (if applicable), the theme of Pedicon, date, place, and venue of the Pedicon, along with the Pedicon's Facebook ID, Twitter ID, Instagram ID, Conference Website URL, and email address. Additionally, the first page shall include a photo highlighting the location (place/district/state) where the Pedicon is being organized.

**243.** The subsequent pages shall include a welcome write-up by the Organising Committee outlining the objectives of the IAP, scientific highlights of the Pedicon, a description of the theme and mascot, venue details and facilities, as well as information about the place, district, or state where the Pedicon is being held.

**244.** Registration Information with fees in different slabs. Ex.

Category	Early Bird till Mar 31st	First slab till June 30th	Subsequent Slabs [every 3 months]
IAP Members	[Amount]	[Amount]	[Amount]
Non-Members	[Amount]	[Amount]	[Amount]
Students/Residents	[Amount]	[Amount]	[Amount]
Accompanying Person	[Amount]	[Amount]	[Amount]

**245.** All the different slabs for registration fees shall be as decided by the IAP General Body conducted in the preceding year before the event.

**246.** The Scientific Brochure shall indicate

1. The applicable registration fees for each slab period. Each slab period shall span 3 months.
2. The spot registration fees.
3. The registration fees for pre-conference workshops.
4. An incentive, if any, for early registration (ex. discounted registration fee)
5. What the registration fee will cover, such as meals, stationery materials, handbags, etc.

**247.** Subsequent pages shall contain the updated list of scientific events, pre-conference workshops, and the following payment instructions: 'Do Not Send Cash, Demand Draft Payable to [appropriate recipient], QR Code for Digital Payment, Payment Link for Online

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Transaction, debit/credit card payment details, and Pedicon Bank Details for NEFT & RTGS Digital Transactions.

248. Subsequent pages shall also depict the IAP Office Bearers, the Organizing Committee, and the Subcommittee members' names and photos with designations. Details of accommodation, such as contact information for hotel bookings, rates, website, email, and contact numbers of hotels, shall also be provided.
249. Upload a digital version of the brochure to the conference website and the mobile app for easy access.
250. The last page shall show the details of all the academic awards and the last date for their submission.
251. July 31st is the preferred timeline for releasing the first scientific brochure.
252. Subsequent scientific brochures shall be released at regular intervals.
253. Subsequent scientific brochures shall contain the updated list of scientific events and pre-conference workshops.
254. The final Scientific Brochure shall contain messages from the IAP Office Bearers, the Chief Guest, and the Guests of Honour, if any.
255. Final Scientific events along with faculty details shall preferably be released well in advance, before November 30th, or at least 45 days prior to the event.



## CHAPTER - 29

### Guidelines for Pedicon Event Coordination

256. The Pedicon conference website shall have access to all the delegates and the faculties for online registration by providing their Name, IAP Membership number, registered email, and registered mobile number as per 'The IAP Registry of Members'.
257. An exclusive on-site registration desk shall be arranged at any conference venue, including the pedicon, with a facility to fill out the online registration form and pay the registration fees in digital mode only.
258. As soon as the registration payment is made, duly acknowledge the same with a receipt showing the voucher number and conference registration number. Details of the fees paid receipt shall be sent to their registered email and mobile number.
259. The registration fee shall be waived for senior IAP Members over the age of 70 years and children of IAP Members below the age of 12 years as of 1st January of the preceding year of Pedicon. E.g., for Pedicon 2025, 1st January 2024 will be the reference for age.
260. The registration fee shall stand waived for the President, President Elect, General Secretary, Treasurer, all Past Presidents, all past General Secretaries, all past Treasurer, awardees selected for Dr. Shantilal C Sheth oration and Lifetime Achievement award for the year, the faculties of the conference including CME, Main Conference and any others as decided by the current office bearers. The faculties of Chapter Symposia, Workshops, National TOTs, and consultative participants (trainees) of National TOTs may be allowed to register at the rate of the early bird registration slab.
261. Multiple check-in counters shall be arranged alphabetically or by registration number for check-ins. Additionally, separate badges/ID cards with QR codes for conference access shall be issued to Office Bearers, Executive Board Members, Pedicon Organising Committee members, faculties, and accompanying persons.
262. The Pedicon Organizing Committee shall arrange complimentary accommodation for the Executive Board, Past Presidents, Past Secretary Generals, Past Treasurers, awardees selected for the Dr. Shantilal C Sheth oration and Lifetime Achievement Award for the year, overseas faculty, representatives from WHO, UNICEF, and Government of India-sponsored programs, non-IAP invited faculty, and any others as decided by the current office bearers.
263. Participants in the final national round of the Undergraduate Quiz and Postgraduate Quiz during Pedicon shall be exempt from the registration fee.
264. The local Organising Committee shall arrange and cover the costs for local accommodation for UG/PG quiz participants for at least two days.
265. Travel expenses equivalent to a 2-tier AC Railway ticket for the quiz participants shall be borne by the IAP.

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**266. Cancellation of Registration:** The Pedicon Organising Committee may frame their terms of reference for any reimbursement of registration fees in the event of cancellation. This policy shall be notified to all members in their first notification for registration.

**267. Accompanying delegates** shall have access to attend the conference, opening ceremony, refreshments, or any other event of the conference except scientific programs.

**268.** The Pedicon website, online applications, and social media channels shall have security features to protect the member's data and details of finance transactions from any spyware, viruses, 'denial of service attacks,' malware, or hacks. The Pedicon Organizing Committee will bear the payment gateway charges.

**269. Pedicon website shall preferably.**

1. Be enabled with features to browse through the details of all the programs of pedicon on each day of the conference.
2. Indicate the details of accommodation bookings at different hotels.
3. Have an option to choose special dietary requirements.
4. Indicate all the facilities available at the venue.
5. Indicate details of nearby travel places.
6. Indicate details of transport facilities.
7. Have a helpline for any queries.
8. Be updated regularly with all relevant information/announcements.

**270. Social events**, such as banquets, gala dinners, and cultural performances, shall be as per the laws of the land and the NMC guidelines. The Presidential Dinner will be on the night before the inaugural of the conference for all the faculties and the Pedicon Organising Committee.

**271. Role and Responsibility of Volunteers :** The Pedicon Organizing Committee shall arrange for sufficient volunteers at the event.

1. They shall be in easily recognizable uniforms or attire.
2. Greet and assist speakers, ensuring that they upload and test their presentations prior to the session at preview rooms specifically established to help all speakers upload their presentations to the computer system.
3. Assist in seating for delegates when the rooms get crowded.
4. Managing audience microphone assistance by providing hand-held microphones to the delegates for interacting with speakers, allowing them to ask questions or make comments.
5. Managing "audience response systems" by providing and assisting with electronic clickers to help the audience vote on questions posed by the speaker during a session.

6. Assist in distributing delegate badges, conference kits, mementos, certificates, or any other materials from the designated counters to the delegates and faculties .
7. Direct delegates to the session rooms, restrooms, food courts, lounges, trade exhibition areas, and other facilities. Be approachable and ready to assist delegates and speakers with any other needs or issues that arise during the conference.
8. Manage entry and exit points of the venue to avoid overcrowding and ensure a smooth flow of attendees.
9. Answer general queries about the conference schedule, session locations, and other logistical information.
10. Help in clearing the session room of any materials



# CHAPTER - 30

## Guidelines for Venue Logistics at Pedicon

272. All subcommittees of the Pedicon Organising Committee shall work in coordination to manage all logistics at the venue according to the defined roles and responsibilities of their respective committees.
273. The venue shall be well connected to all regions of the country and easily accessible by air, rail, and road.
274. The location of the venue shall have provisions for comfortably accommodating around 10,000 members with good hotel rooms.
275. The venue shall ideally be a fully built structure or at least 60-70% built with the remaining 30-40% being erectable on plain ground.
276. The venue shall be a state-of-the-art designated Convention Centre, preferably within 5-10 km from the city center and free from noise pollution.
277. The venue shall have a main hall with a good ambiance and comfortable seating capacity for more than 3,000 delegates to accommodate the inauguration and other plenary functions.
278. The venue shall have an additional 10-12 halls for concurrent scientific sessions, along with additional space for e-posters/e-abstracts display, a registration counter, preview rooms, lounges, dining areas, cultural events, boardrooms, washrooms, and parking.
279. The venue shall include adequate space for a “Trade Exhibition,” accommodating approximately 100 academic partners to showcase their products, services, and innovations. Ensure that the trade exhibition area is situated away from the scientific halls and is free from any carnival-like activities, such as games, gambling, or anything that may be distracting or inappropriate for the formal environment.
280. The venue shall be installed with a conference layout plan, signage, and directional aids for easy navigation within the venue.
281. Any content unrelated to the Pedicon event, as well as unscientific banners, e-media, or posters, shall not be exhibited in the scientific halls.
282. Scientific Halls shall not be named after any company.
283. Facilities for differently abled delegates shall be arranged at the venue, preferably.
284. Implement a go green, environment friendly ambiance, plastic free, reduced waste, and emphasize noise reduction at the venue.



# CHAPTER - 31

## Guidelines for the Conference Sessions

285. The conference shall be held over any four days of the week , e.g., starting on Thursday and ending on Sunday. Thursday will be dedicated to Continuing Medical Education and the Inaugural ceremony. From Friday to Sunday, various scientific sessions, plenary sessions, keynote presentations, subspecialty chapter symposia, etc. The valedictory ceremony will be on Sunday.
286. The two days before the conference, i.e., Tuesday and Wednesday, may be utilized for pre-conference workshops and various National Training of Trainers (TOTs). The responsibility for the scientific content of the pre-conference workshops shall lie with the local scientific committee of the conference, while the National ToTs will be under the IAP Presidential Action Plan Core Committee.
287. Each day, ninety-minute concurrent sessions shall be allocated for Subspecialty Chapter symposia. The content for these symposia shall be designed by the respective Chapters. Their scientific content shall be intimated to the Pedicon scientific committee well in advance, at least 3 months prior to the event.
288. There shall be two plenary sessions of one hour each on Day 1 and Day 2. The first plenary session shall feature Dr. Shantilal C Sheth Oration, and the second shall focus on the conference theme, addressing social or community-based issues of National importance. There shall be no role for academic partners in plenary sessions, except for Government agencies and National and International organizations like WHO and UNICEF.
289. Faculty members include the IAP and non-IAP members, whether National or International. However, there shall be a ceiling of 10% for International faculty. IAP member faculty will not be eligible for any travel allowance, daily allowance, or local accommodation, while these facilities for non-IAP member faculty may be provided at the discretion of the Pedicon Organising Committee.
290. Each scientific session will be allotted a specific duration to ensure the effective delivery of content and interaction with delegates, adhering to strict timelines.
291. Each scientific session shall be chaired by designated chairpersons. Moderators and speakers will deliver the content, with or without the presence of panelists, as applicable.
292. The moderator will facilitate a panel discussion with a panel of experts. The session topic & duration will be determined by the Scientific Committee. The moderator will introduce the panel of experts and provide a brief overview of the session's theme. The discussion may begin with a case scenario or a relevant subject based on the topic given. Sufficient time will be allocated for audience interaction at the end. The moderator will then integrate and synthesize the different points of view presented by the experts.

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- 293. In individual talks, a speaker will present the scientific content on the topic assigned by the Scientific Committee.
- 294. The Masters of Ceremony will announce the session names and invite chairpersons, moderators, speakers, and a panel of experts, as applicable, to the stage. The curriculum vitae of all the faculty members will be displayed on the screen. The Master of Ceremony shall ensure that the session begins and ends as per the schedule indicated in the conference booklet, preferably finishing five minutes before the allotted time. A warning bell will be sounded before the end of the allotted time for the presentation. If the speaker exceeds the allotted time, the session will be concluded. After the talk, the Master of Ceremony may initiate a brief discussion and invite audience questions, if time permits.
- 295. All faculty members shall preload their presentations into the system at least one hour before their session and arrive at the designated scientific hall at least 30 minutes before the scheduled start. They shall coordinate with the Master of Ceremony at the hall and remain there until the completion of their scientific session.



## **CHAPTER - 32**

### **Guidelines for the Workshops at Pedicon**

- 296.** Proposals with an abstract for the workshop shall be submitted by the interested faculties, institutions, or subspecialty chapters to the Pedicon Organizing Committee at least six months before the conference.
- 297.** The Workshop Subcommittee shall decide on the workshops needed for Pedicon.
- 298.** A workshop entails a structured practical discussion of a topic, where faculties will collaborate to prepare the scientific content.
- 299.** The faculties will deliver the science, engage in practical discussions with the participants, and provide hands-on training for professional skill development.
- 300.** The Pedicon Organising Committee shall send invitations for workshop participation well in advance of the event.
- 301.** The duration of each workshop may be 5-6 hours.



## CHAPTER - 33

### Guidelines for Financial Management of the Pedicon

302. The Pedicon Organizing Committee is responsible for managing all financial aspects of Pedicon, ensuring operations remain within the 'Budget Estimate', and comply with the signed MOU, MOA of the IAP, and the IAP Rule Book.
303. **Only a single bank account shall be opened for managing Pedicon operations.** The account shall be closed immediately after the audit report is completed. A bank account closure certificate, along with the audit report, shall be submitted to the IAP.
304. If the IAP PAN card is used to organize a conference, the authorized signatories of IAP, as specified in the Memorandum Of Association, shall serve as the signatories for financial and administrative matters. If the branch PAN card is used instead, the Organizing Chairperson, Organizing Secretary, and Organizing Treasurer elected by the host branch's General Body shall act as the signatories for such matters.
305. The IAP office bearers and the Pedicon Organising Committee shall work collaboratively and in mutual coordination to raise academic grants for the Pedicon and ensure the success of the conference.
306. 'General principles of tendering' shall be followed and documented for all dealings with vendors.
307. The Pedicon Organizing Committee may seek grants from any academic partner as permissible under the MOA of the IAP and Statutory Laws. Details of the appeal letter, the grant received, and accounting and expenditure details for the same shall be maintained by the host branch as per the prescribed period, preferably 10 years after the event.
308. There shall be a total ban on appealing or procuring sponsorship or academic grants from infant food and milk substitute companies or tobacco and liquor products manufacturing or distributing companies.
309. All the financial details shall be maintained as per 'Generally Accepted Accounting Principles' and audited regularly by the internal auditor. All the Financial statements shall be shared with the IAP every 3 months after winning the bid till the completion of the event and final submission of accounts to the IAP.
310. The Pedicon Organising Committee shall pay the share of the IAP as agreed upon in the MOU or an amount of Rs.1000/- per delegate registered or whichever is higher or as prescribed by the Executive Board/General Body of the IAP from time to time.
311. The prescribed contribution from early bird registrations shall be paid to the IAP immediately after completion of the early bird registration period, before March 31st of the year preceding the scheduled Pedicon, along with the names, the IAP membership numbers, addresses, and PAN details of the registered delegates.
312. With further registration in the year, contribution to the IAP is to be paid along with the details in 4 slabs in April, July, October, and December of the year preceding the scheduled Pedicon.

**313.** Upon completion and audit of the Pedicon accounts, if the surplus share amount, as agreed upon in the Memorandum of Understanding, exceeds the total amount already paid to the IAP, the Pedicon Organising Committee/Host Branch shall contribute the remaining surplus amount to the IAP. Payments made by the Pedicon Organising Committee/Host Branch towards the Pedicon bidding fee of ₹ 5,00,000, administrative fee of ₹ 10,00,000, and contribution of ₹ 10,00,000 to the Indian Pediatrics Journal shall not be included in calculating the 30% surplus share payable to the IAP. The Pedicon Organising Committee/Host Branch shall contribute the surplus amount to other branches as per the terms stipulated in the MOU.

**314.** All surplus-sharing shall be executed in accordance with the MOA of the IAP, MOU, and the IAP Rule Book. If there's a failure to comply with the procedures outlined in the MOU, MOA of the IAP, and the IAP Rule Book, the IAP Executive Board may take action including but not limited to derecognizing the host Branch, initiating disciplinary or legal proceedings under the relevant 'Statutory laws or Registrar of Society Act' against the Organizing Chairperson, Organising Secretary, Organising Treasurer and all the President, Secretary and Treasurer of the host branch involved in organizing the Pedicon.

**315.** Any post-conference refunds or payments received from statutory bodies or other entities, such as TDS refunds, sundry receivables, etc., shall proportionately be distributed among all surplus recipients, including the host branch, the IAP, the state branch, and the venue branch, as outlined in the MOU.

**316.** The IAP, State branch, and venue branch shall not be held responsible for any fines, penalties, or other payments arising from non-compliance with statutory regulations by the Pedicon Organizing Committee.

**317.** Unresolved suspense entries, if any, shall be addressed with a systematic approach and brought to the notice of the General Body.

**318.** The Organising Chairperson, Organising Secretary, and the Organizing Treasurer shall be responsible for all the administrative and financial implications in executing the Pedicon.

**319. Avoiding Overlap of Major Conferences with Pedicon to Prevent Financial Strain and Competition for Grants:**

1. To prevent financial strain on Pedicon, to avoid competition and difficulties in raising academic grants/funds due to multiple major conferences being held in the same region, Zonal Pedicon shall not preferably be held in the current year within the same city, state, or zone where the National Pedicon is scheduled to be held in the following year.
2. Similarly, the State Branch Conference or Subspecialty National Conference shall not preferably be held in the current year in the same city or state where the National Pedicon is scheduled in the following year.

**320. Financial Responsibility for Zonal Pedicon**

The concerned Zonal Vice President is responsible for ensuring that the Zonal Pedicon Organizing Committee provides the due share of revenue to the IAP in accordance with MOA clause 23.



# CHAPTER - 34

## Guidelines for Inaugural Ceremony

**321.** The Inaugural Ceremony shall preferably take place in the main auditorium on the day of CME from 5 or 6 p.m. onwards. This key function will include the “President Installation Ceremony,” distribution of FIAP, and various other awards to the distinguished members and the IAP Branches/Subspecialty Chapters. However, the IAP Executive Board may decide upon the distribution of awards at any day and time during the Pedicon.

**322.** The President shall be the presiding officer. A Chief Guest will inaugurate the conference, and up to two Guests of Honour will grace the function.

**323.** The Inaugural Ceremony shall be anchored by a suitable MC chosen by the Pedicon Organising Committee. After greeting all delegates and dignitaries present in the hall, the MC will call the dignitaries in the following order, with each dignitary being escorted by members selected by the Pedicon Organising Committee.

1. President
2. Chief Guest
3. Guest of Honour
4. President-Elect
5. Immediate Past President
6. Secretary-General
7. Treasurer
8. Organising Chairperson-Pedicon
9. Organising Secretary-Pedicon

**324.** The seating arrangement on the dias from left to right shall be as follows:

1. Secretary General, 2. Treasurer, 3. Immediate Past President, 4. President Elect, 5. President, 6. Chief Guest, 7. Organising Chairperson - Pedicon, 8. Guest of Honour, 9. Organising Secretary-Pedicon.

**325.** Following that, the MC shall provide a brief introduction to Pedicon, the inaugural ceremony, and the Chief Guest and Guest of Honour.

**326.** The MC shall then follow the protocol for the inaugural ceremony as follows:

S. no	Program	Time duration
1	Welcome by the Organising Chairperson	3 min
2	Invocation Song	5 min
3	Lighting the lamp	3 min
4	Brief annual report by the Secretary General	7 min
5	Address by the outgoing President	3 min

6	Change of Presidential Medal and Acceptance Speech by the President	5 min
7	Release of Souvenir by the Chief Guest and the Guest of Honour	3 min
8	Address by the Guest of Honour and Felicitation	5 min
9	Address by the Chief Guest and Felicitation	5 min
10	Distribution of FIAP awards by the dignitaries	30 min
11	Vote of thanks by the Organising Secretary	3 min

The outgoing President, after his address, shall formally transfer leadership to the incoming President by placing the Presidential Medal as a symbolic act of transition. The incoming President shall accept the medal with due decorum, signifying the assumption of office, and deliver a brief acceptance speech outlining their vision and commitment to the organization. A token of appreciation shall be presented to the outgoing President in recognition of their service and contributions.

### **327. Protocols to be followed while awarding the FIAP award in the inaugural ceremony**

1. The IAP shall ensure that FIAP award selection notifications and invitations to receive the award during Pedicon are sent to all awardees at least 2 months in advance via their registered email addresses.
2. The FIAP awardees shall register at the rate of early bird registration for the Pedicon and make their arrangements for travel and accommodation at the venue.
3. The awardee shall come to the venue wearing the specified Indian attire/dress.
4. Confirm the presence of all the FIAP awardees as per the approved list by the IAP well in advance, at least half an hour before the scheduled start of the Inaugural Ceremony.
5. "Academic regalia" or "Academic dress," typically including a gown, a hood, and a cap (mortar board) either in blue or black color with a specific style as designed by the IAP, shall be temporarily issued to all the FIAP awardees at the venue to wear.
6. Awardee members shall sit only at the allotted seat properly arranged in the order of their invite to receive the award on stage.
7. The IAP shall be responsible for arranging the awards and certificates as per the proper order of the awardee's invitation onto the stage.
8. The Secretary General shall announce the start of the Fellowship award segment. The Secretary General shall then introduce each awardee individually, highlighting their achievements and contributions. A brief biography and the accomplishments of each awardee shall be displayed on the screen as they are called to the stage.
9. The FIAP ceremony requires complete decorum. Cross talking, photography, movements, and loitering inside the hall are not allowed during the ceremony. Awardee members shall leave their seats only when their name is called to receive

the award. On being called, the awardee members shall ascend the stage and walk to the dais from one end in a dignified and orderly fashion, in sequence with the names called, to receive their certificate from the dignitaries. They shall then return to their allotted seat from the other end of the dais in an orderly, sequential manner. They shall not huddle or jostle on the stage.

10. The President of the IAP, Chief Guest, and Guest of Honour may be dressed in the 'academic regalia' and shall distribute the FIAP awards on stage in accordance with the prescribed procedures.
11. Photography and videography will be conducted by the photographer during the FIAP Award ceremony.
12. Personal photography and selfies on stage are prohibited. The individual photographs of awardees can be taken at the designated place after the inaugural ceremony is completed.
13. Group photographs of all the FIAP awardees with the dignitaries on stage may be taken after the ceremony.
14. Preferably, the audience shall not leave the hall before the completion of the ceremony. They shall move from their seats only after the dignitaries leave the hall.
15. Suppose a FIAP awardee does not attend the scheduled function or fails to confirm their attendance; in that case, they shall not be allowed to receive the same during any subsequent FIAP award functions held in future Pedicon events. Their original certificate of FIAP shall be sent by post after the Pedicon to their mailing address registered with the IAP.
16. The Pedicon Organising Committee shall preferably ensure media coverage and press releases, including details of the Fellowship awards and the recipients.

**328.** The Inaugural ceremony shall preferably not exceed 90 minutes in total duration.

**329.** The Inaugural Ceremony shall conclude with the National Anthem, followed by a cultural night and inaugural dinner at the discretion of the Pedicon Organising Committee.



# CHAPTER - 35

## Guidelines for the Valedictory Ceremony

- 330.** The Valedictory Ceremony shall preferably be held in the main auditorium on the final day of the conference.
- 331.** All Office Bearers and Executive Board Members of the IAP shall attend the Valedictory function and the General Body Meeting, Inaugural Ceremony, Executive Board Meeting, and Presidential Dinner.
- 332.** The President shall be the presiding officer. Chief Guest /Guest of Honour for the Valedictory Ceremony shall be chosen and invited by the Pedicon Organising Committee at their discretion.
- 333.** The Valedictory Ceremony shall be hosted by a suitable Master of Ceremony chosen by the Pedicon Organising Committee. After greeting all delegates and dignitaries present in the hall, the Master of Ceremony will call the dignitaries in the same order as the inaugural ceremony and honor them with flower bouquets.
- 334.** The dignitaries on the dais shall include all the Office Bearers of IAP.
- 335.** The MC shall then follow the protocol for the valedictory ceremony as follows:

<b>S. No</b>	<b>Program</b>	<b>Time duration</b>
1	Welcome Speech by Secretary General	3 min
2	Address by the Organising Chairperson	3 min
3	Address by the Immediate Past President	3 min
4	Address by the President	5 min
5	Release of the IAP Books by the Chief Guest and the Guest of Honour, if any	5 min
6	Address by the Chief Guest	3 min
7	Felicitations to the Chief Guest	3 min
8	Felicitations to the Pedicon Organising Committee	5 min
9	Distribution of various Branch awards, Prizes,	30 min
	Certificates, Mementos, and other Awards/ Felicitations of the dignitaries/ Certificates of Appreciation.	
10	Vote of thanks by the Organising Secretary	3 min

- 336.** The same protocols as mentioned for the FIAP award shall be followed in award/prize/ certificate distribution and felicitations at the Valedictory Ceremony.
- 337.** The Valedictory Ceremony shall conclude with the National Anthem and shall preferably not exceed a total duration of 60 to 90 minutes.



# CHAPTER - 36

## Part 3 - Guidelines for Post-Conference Completion Phase

**338.** The Pedicon Organising Committee shall prepare administrative and financial reports of the Pedicon within the stipulated time as mentioned in the MOA and Rule Book. These reports shall detail delegate registration, conference highlights, income (including academic grants), and expenses incurred during the conference. The Executive Board will review these reports, and they will be made available to members at the ensuing General Body meeting.

**339.** The Pedicon Organising Committee shall settle all outstanding bills and close the bank account as early as possible. Following this, the Committee shall pass a resolution by majority vote to dissolve itself. Nevertheless, all remaining funds and documents related to the Pedicon conference, certified by a chartered accountant, shall be transferred to the Host Branch by March 31st of the ensuing financial year after the conference is completed. Throughout this process, until the accounts are fully closed, the Pedicon Organising Committee shall ensure that quarterly Pedicon account details are regularly submitted to both the Host Branch and the IAP.

**340.** Subsequently, as mentioned earlier, after the completion and auditing of conference accounts, if the surplus share amount agreed upon in the MOU exceeds the total amount paid to the IAP, the Host Branch shall share the surplus amount with the IAP. Additionally, the Host Branch shall distribute funds to other branches as stipulated in the MOU. All surplus-sharing shall be executed in accordance with the MOA, MOU, and the IAP Rule Book.

**341.** Any post-conference financial demands from statutory bodies, as well as refunds/payments received from statutory bodies or others, shall be proportionately shared among all surplus recipients, including the host branch, the IAP, the State branch, and the Venue branch, as specified in the MOU. The IAP has to monitor these transactions till the completion of all the transactions.

**342.** The IAP may invite delegates to provide feedback through post-conference surveys or evaluation forms to assess the quality of sessions, speakers, logistics, and overall experience. Feedback is collected and analyzed to identify areas of improvement for future conferences.

**343.** Conference proceedings, including presentations, abstracts, photographs, and relevant documents such as contracts, agreements, and financial records, are securely stored in accordance with the laws of the land.

**344.** The final documents shall be submitted by the Pedicon Organizing Committee for documentation. The documents shall include:

1. Account closure declaration of Pedicon.
2. A list of all registered delegates with their contact details.
3. A list of all academic partners with their contact details, academic grants provided, and the MOUs mutually agreed upon.
4. Documentation of food coupons utilized each day of Pedicon.
5. Any additional information as requested by the central office of the IAP.



# CHAPTER - 37

## Guidelines for an International Conference

### 345. Introduction

1. These guidelines for an International Conference shall be read in conjunction with Clause 23 and its relevant subclauses of the Memorandum Of Association of the IAP, as well as the Standard Operating Procedure for National Pedicon, as outlined in this Rule Book.
2. These guidelines outline the process for branches of the Indian Academy of Pediatrics to collaborate with the IAP whenever the IAP organizes/bids for an international conference, either independently or in collaboration with any of the international pediatric organizations, to organize a conference in India.
3. Any international conference organized by the IAP Subspecialty Chapters shall be routed through the IAP Executive Board. The IAP President and the Secretary General shall be appointed as Patrons in the Organizing Committee, who will be responsible for providing strategic guidance and support to ensure its success.
4. Additionally, the IAP reserves the right to organize an international conference either in conjunction with Pedicon or as a standalone event at any time of the year, with or without collaboration with any international organization.

### 346. Eligibility Criteria for Branches

1. Shall be a recognized branch of the IAP, registered in accordance with statutory laws.
2. Shall possess its own PAN card and 12A/12AA/12AB certificate.
3. Shall have filed IT returns for the last three years.
4. The host city shall have an international airport with at least direct connectivity to 3 countries and be easily accessible by air, rail, and road.
5. Shall have prior experience in conducting a National conference (Pedicon).
6. The branch shall not have hosted Pedicon in the past five years and also shall not be selected to host Pedicon for the next three years after this bid is selected.

### 347. Venue Guidelines:

1. The host branch shall preferably have a provision to accommodate approximately 10,000 delegates in various categories of good hotel rooms.
2. The venue should preferably be a fully built structure or at least 60 -70% constructed, with the remaining 30-40% available for setup on plain ground.
3. The venue shall preferably be a state of the art convention center, preferably within 5- 10 km from the city center and free from noise pollution.

4. The main hall shall preferably have a good ambiance and comfortable seating capacity for more than 3,000 delegates to accommodate the inauguration and other plenary functions.
5. The venue shall preferably have an additional 10 -12 halls for concurrent scientific sessions, space for e-posters/e-abstract displays, a registration counter, preview rooms, lounges, dining areas, cultural events, boardrooms, washrooms, and parking.
6. The venue shall preferably include adequate space for a "Trade Exhibition," accommodating approximately 100 academic partners.

**348. The International Conference Organising Committee will comprise of;**

1. Conference President: President of the IAP [officiating President of IAP]
2. Conference Secretary: Secretary General of the IAP [officiating Secretary General of IAP]
3. Conference Treasurer: Treasurer of the IAP [officiating Treasurer of IAP]
4. Organising Chairperson: to be elected by the host branch General Body
5. Organising Secretary: to be elected by the host branch General Body
6. Organising Treasurer: to be elected by the host branch General Body

**349. The Conference President will chair all meetings of the International Conference Organising Committee and serve as the Chief Adviser for the conference. The Secretary General of IAP will act as the Administrative Coordinator, while the Treasurer of IAP will serve as the Financial Coordinator. Additionally, the functions and responsibilities of the Organising Chairperson, Organising Secretary, and Organising Treasurer will remain the same as those for the Pedicon conference. All these dignitaries shall be seated on the dais during any meetings/functions of the conference.**

**350. Administrative Management for Bidding;**

1. The IAP will bid for the international conference on behalf of the Venue branch.
2. If the bid for the international conference fails, the collaborated IAP Branch selection to host Pedicon alongside the international conference will become null and void. A new bid for the National Pedicon will be invited by the IAP office in accordance with the Memorandum Of Association.

**351. Financial Management of the Conference:**

1. If the IAP PAN card is used to organize an International conference, the authorized signatories of IAP, as specified in the Memorandum Of Association, shall serve as the signatories for financial and administrative matters. If the branch PAN card is used instead, the Organizing Chairperson, Organizing Secretary, and Organizing Treasurer elected by the host branch General Body shall act as the signatories for such matters.
2. The Host Branch will handle all fund transactions within the Nation, while the IAP will manage all International fund transactions.

3. The surplus generated from the conference shall be shared with the international organization as per the MOU between IAP and the respective organization. The shared surplus shall be inclusive of the bid fees, administrative fees, and any other applicable charges, if any, paid after winning the bid.
4. Surplus sharing may be a fixed amount, as determined by the IAP, or a fixed percentage of each delegate's registration fee for the conference, whichever is higher.
5. The respective Subspecialty Chapter is required to share 10% of the total surplus from the International conference with the IAP, or an amount as decided by the Executive Board from time to time, whichever is greater.
6. The surplus amount remaining after sharing with the International organization shall be distributed among the Host Branch, State Branch, and IAP as follows:
  - a. A contribution of 30% of the surplus amount (including the bidding fee and contribution to the corpus fund) shall be given to the IAP within 6 months of the completion of the event.
  - b. A contribution of 10% of the surplus amount shall be given to the respective State Branch within 6 months of completion of the event.
  - c. 60% of the surplus amount shall be retained by the Host Branch within 6 months of completion of the event.

**352. The application shall include the following attachments of documents;**

1. Copy of the Branch/Society Registration Certificate.
2. Copy of PAN card.
3. Copy of 12A/12AA/or 12AB Certificate.
4. Copy of Audit Reports and IT returns for the last three financial years.
5. Copy of documents showing the application fee payment to the IAP.
6. Copy of the latest Bank Statement/fixed deposits showing reserved funds of a minimum of Rs.50 lakh.
7. A brief note on the Organising Committee, Place, Venue, options for delegates' accommodation (including hotel details and room rates), and compliance with statutory regulations as necessary.
8. Copy of the resolution selecting the Organising Chairperson, Organising Secretary, and Organising Treasurer.
9. No due certificate from the IAP.
10. "Letter of Support/No Objection Certificate to conduct the International Conference" from the Government of India (to be obtained by the successful bidding branch before the IAP submits the bid to the International organization).

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- 11. An undertaking that "they shall work for the success of the International Conference and Pedicon."
- 12. Failure to submit all of the required documents or to submit them within the stipulated time will result in the bid being rejected and not considered for scrutiny by the committee appointed by the Executive Board.

**353. Format for International Conference Bid Submission**

- 1. Name of the International Conference:
- 2. Name of the Host Branch willing to collaborate with IAP to bid for the specified International Conference:
- 3. Proposed dates for the conference:
- 4. Details of the proposed venue:
- 5. Distance from Railway station:
- 6. Distance from Airport:
- 7. Main hall seating capacity:
- 8. Seating capacity of each conference hall:
- 9. Details of all the specified documents that shall be attached to the application:



## CHAPTER - 38

### Guidelines for invitations to the IAP Executive Board Members and the Zonal Vice Presidents at Branch & Subspecialty Conferences.

#### 354. Purpose

To ensure the active participation and engagement of the IAP Executive Board members and Zonal Vice Presidents in the conferences, academic, and organizational activities of the Indian Academy of Pediatrics Branches and Subspecialty Chapters.

#### 355. Conferences Requiring Invitations;

1. National and State-Level Conferences of Subspecialty Chapters
2. State Level Conferences of State Branches
3. District Level Conferences of District IAP Branches

**356.** Invitations shall be sent to all the IAP Executive Board Members of the concerned state where the conference is organized and the concerned Zonal Vice President to attend and participate in all the conferences organized at the national and state levels by the Subspecialty Chapters.

**357.** All the IAP Executive Board members of that state and the concerned Zonal Vice President shall preferably be invited to all the state-level conferences conducted by the State Branches.

**358.** Invitations shall preferably be extended to the IAP Executive Board members of that State and the concerned Zonal Vice President for all the district-level conferences organized by District IAP branches.

#### 359. Invitation Details

1. Invitations shall be sent well in advance to ensure the availability of the IAP concerned, Executive Board members, and Zonal Vice President. Ideally, invitations shall be dispatched at least 6 weeks before the conference date.
2. Provide comprehensive details about the conference, including the date, time, venue, and agenda.
3. Clearly state the purpose of the invitation and the role expected of the guests.
4. Include contact details for further communication and assistance.
5. Invitations shall be sent in a formal letter format to their registered email.

**360.** Travel and accommodation allowances to the concerned IAP Executive Board Members and Zonal Vice President shall be at the discretion of the host.

**361.** Ensure that the presence of the concerned IAP Executive Board Members and the Zonal Vice President is acknowledged during the conference or any other academic or social activities, either through formal introductions or felicitation.

**362.** The IAP shall involve the local State/District/City Branch Office Bearers, where the program is being organized by the Society itself. Official invitations shall be sent to the official emails of concerned office bearers.





# **SECTION - 4**

# **MEETINGS**

# CHAPTER - 39

## Standard Operating Procedure for the Executive Board Meeting

### 363. Objective

To establish comprehensive guidelines for conducting the Executive Board meetings of IAP within the framework outlined in clause 13 and its subclauses of the 'Memorandum Of Association', focusing on decision-making pertaining to the administrative, academic, and social objectives of the Indian Academy of Pediatrics.

### 364. Guidelines for Scheduling Executive Board Meetings

1. The Executive Board meetings shall be held regularly, as directed by the President, either physically or virtually.
2. Physical meetings shall be scheduled as per clause 13.1, barring clauses 13.2 and 13.3 of MOA. The first physical EB meeting shall be during Pedicon. It is ideal to keep a gap of a minimum of 2 months between each physical meeting. A maximum number of physical EB meetings shall not exceed 4 in a year.
3. Virtual meetings can, however, be called at any time of the year. However, there need not be any stipulated time gap between each virtual meeting.
4. In accordance with Clause 13.2 of the Memorandum of Association, a notice for the Executive Board meeting, including the agenda and digital copies of all relevant background documents, shall be sent to the registered email addresses of all Executive Board members at least 21 days prior to the meeting.
5. Any emergency Executive Board meeting shall focus on a single specific agenda item.
6. The final Executive Board meeting shall preferably be conducted by November 30th to allow sufficient time for preparing background papers and relevant documents for the first Executive Board meeting of the following year.

### 365. Executive Board Meeting Logistics

1. The President shall provide strategic directions to the Secretary General to conduct the Executive Board meeting at the scheduled place, venue, and dates well in advance as per clause 13.2 of MOA.
2. The place and venue shall be easily accessible to all the members.
3. The venue shall preferably have adequate seating capacity for a minimum of 100 members (shall be equivalent to or more than total Executive Board strength), along with good audio-visual facilities and comfort.
4. The IAP shall cover transportation and accommodation expenses for members of the Executive Board.

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5. Members shall adhere to the Travel and Accommodation Policy of the IAP. If the IAP has booked a ticket for a member and if that member is absent from the meeting or chooses to cancel or reschedule the ticket, all associated costs or cancellation charges shall be borne by the member.
6. Efforts shall be made to avoid extravagant expenditure on the venue and accommodation.
7. Accommodation for the President, President Elect, Immediate Past President, and Secretary General shall have separate rooms. Accommodation for all the other members shall be provided on a shared basis at the same venue. If a member requires a separate room at the same venue for privacy, then he shall bear that additional expense.
8. Any expenses of accompanying persons shall be the responsibility of the respective member.

#### **366. Agenda Preparation and Documentation Protocol for Executive Board Meetings**

1. The Secretary General shall be responsible for preparing the agenda and the relevant documents in consultation with the President for each Executive Board meeting.
2. The President shall supervise the preparation of the agenda and any papers/documents to be distributed in connection with the meeting.
3. The President shall verify and ascertain the correctness of all the previous EB meeting minutes and documents to be presented to the EB meeting for further consideration.
4. Members of the Executive Board may propose an agenda for the EB meeting by submitting it to the Secretary-General, preferably 30 days prior to the scheduled EB meeting. Proposals shall be addressed to the Secretary General and sent through their registered email to the official email of the IAP office, [centraloffice@iapindia.org](mailto:centraloffice@iapindia.org) and [secretary@iapindia.org](mailto:secretary@iapindia.org)
5. Each Subcommittee of the IAP is required to submit its report, recommendations, and proposed way forward to the Secretary General well in advance, at least 30 days prior to the scheduled Executive Board Meeting.

#### **367. The Agenda for the EB Meeting shall be in the following format**

1. Welcome by the Secretary General
2. Appraise members who are unable to attend the meeting
3. Condolences
4. Approval of the previous EB meeting proceedings and
5. Actions taken report on the previous EB meeting proceedings and discussions arising out of the previous EB meeting proceedings
6. Submission of the Secretary General report, followed by its consideration and adoption

7. Submission of the Treasurer's report, followed by its consideration and adoption
8. Discussion on Governance matters of the society
  - a. Administrative matters
  - b. Financial matters
  - c. Academic objective matters
  - d. Social objective matters
9. Any other agenda submitted by the members in advance to the Secretary General.
10. Any other agenda with the permission of the Chair
11. Vote of thanks by Senior Vice President

**368. Guidelines for Conduct and Protocol for the Executive Board Meeting**

1. All the members shall assemble at the venue well before the scheduled EB meeting.
2. All members shall sign the attendance register kept in the meeting hall.
3. Any unauthorized person shall not be permitted to participate in the EB meeting.
4. The President shall be the Chairperson of the meeting. If he is absent or temporarily moves out of the meeting hall, another Member, as per clause 13.5 of the MOA, shall officiate as Chairperson. The Acting Chairperson shall hand over the chair to the President as soon as he arrives back at the meeting.
5. The Secretary General shall invite the President onto the dais and request to chair the EB meeting. In the absence of the Secretary General, the Joint Secretary (Admin) shall take responsibility. If the Joint Secretary ( Admin) is also absent, any member authorized by the President shall take responsibility.
6. The Secretary General shall then invite other Office Bearers onto the dais.
7. The left to right seating order shall be in the following order: President Elect, The Immediate Past President, President, Secretary General, Treasurer, and Senior Vice President.
8. On either side, all other Office Bearers shall be seated.
9. The Editor-in-Chiefs of journals and all other Executive Board members shall be seated as per the arrangement advised by the Secretary General.
10. The President shall call the meeting to order on that date, venue, and time to start.
11. The President shall formally declare the meeting open after ascertaining that a quorum is present. If not, the meeting shall be adjourned and rescheduled as per clause no. 13.4 of the MOA.
12. The President shall then direct the Secretary General to welcome the assembly of members.

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- 13. The Secretary General shall then welcome all the Office Bearers and Executive Board Members to the meeting. Followingly, he shall inform the house about members who could not attend the meeting.
- 14. The Secretary General shall then conduct the condolences, if any. All the members shall stand and mourn in silence for one minute for the departed souls.
- 15. The President/Chairperson shall then proceed with the business of the meeting as per the agenda.

### **369. Roles and Responsibilities of the Chairperson During Executive Board Meeting**

While conducting the EB meeting, the Chairperson shall

- 1. Ensure that the Executive Board meetings will commence at the scheduled time, maintaining punctuality and strict adherence to the agenda.
- 2. Be familiar with all the agenda, correspondences of the meeting, reports, or other documents presented in the meeting.
- 3. Talk cordially to all members and reconcile differences, if any, in advance.
- 4. Introduce new members to the house and, if appropriate, explain the procedure to be followed in the meeting.
- 5. Advise the members present in the meeting to declare any “conflicts of interest” concerning any agenda presented.
- 6. Ascertain that members are present at all times in the meeting, especially during voting, if any.
- 7. Preside over the meeting by maintaining continuous control and sequentially calling on each item of business listed on the agenda.
- 8. Ensure that proceedings are conducted in a proper and orderly manner.
- 9. Invite members to speak one at a time in an appropriate sequence of requests raised.
- 10. Ascertain that members will preferably announce their names and the state they represent before addressing the Chair.
- 11. Monitor that members adhere to prescribed time limits for discussions. The Chairperson is empowered to prescribe a time limit for each discussion.
- 12. See that proposals and amendments are respectfully worded, unambiguous, and otherwise in order.
- 13. Safeguard free speech and ensure that debates are conducted in an orderly and proper manner.
- 14. Ensure that no member other than the proposer speaks more than once in reply to any proposal/point of discussion until the President gives him a chance again.

15. Not allow any member to speak on a proposal or agenda that has already been seconded/passed.
16. Ensure that all amendments are relevant to the proposal or agenda.
17. Prevent irrelevant remarks, tedious repetition, and objectionable language.
18. Prevent excessive heckling but be tolerant of reasonable interjections, preserve order, and, if necessary, warn offenders.
19. Prevent discussions from wandering off the point of discussion.
20. Ensure that no member is denied an opportunity to speak.
21. Call the proposer to reply at the appropriate time.
22. Read the proposal before taking a vote and at other times as the situation demands.
23. If needed, insist that proposals are in writing in appropriate circumstances to record in the minutes of the meeting.
24. Shall invite and facilitate discussions on the agenda according to the prescribed procedures, conduct a vote if needed, declare the results of all votes, and conclude with a clearly announced resolution.
25. Conduct the vote on the proposal through a voice vote, a show of hands, or a secret ballot, ensuring that only eligible members participate.
26. Have a casting vote as per clause 13.6 of MOA.
27. Give rulings on points of order or agenda and the points of discussion and ensure that all resolutions are written in the meeting itself along with the name of the proposer and the seconder.
28. Adjourn the meeting as laid down by the MOA, by resolution of the meeting, or if the meeting becomes excessively disorderly.
29. Close the meeting when all the agendas given in the EB meeting notice are completed.

**370. Guidelines for the Order of Debate on proposals or points of discussion during the Executive Board Meeting**

The order of debate on the proposal/point of discussion is as follows:

1. A member shall raise and propose a subject/proposal for discussion and then explain the proposal.
2. The Chairperson shall invite discussion by any other member and facilitate both for and against debate on the subject proposed.
3. A member shall wait until the Chairperson invites him to speak.
4. None of the members shall speak without the permission of the Chairperson.
5. All discussions shall be addressed to the Chair.

6. The Chairperson shall be addressed by the proper title such as “The President or Chairperson Sir/Madam.”
7. After all discussions are concluded, the chairperson shall propose a resolution/ruling and invite a proposer and seconder for acceptance of the resolution/ruling by the members present at the meeting.
8. Any member may raise his hand and say, ‘I propose it’, and another member may endorse it by saying ‘I second it’. Proposing and Seconding shall indicate that members have fully understood the discussion and agree with the resolution / ruling for its acceptance.
9. Voting on the proposed resolution/ruling shall be conducted, if required, by voice vote, the show of hands, or a secret ballot.
10. The Chairperson shall conclude by clearly announcing the resolution in accordance with the prescribed procedures.

### **371. Guidelines for the ‘Points of Order’ during the Executive Board Meeting**

A Point of Order is taken when a member officially draws the attention of the Chairperson of a meeting to an alleged irregularity in the meeting proceedings.

An alleged irregularity point of order can be any one of the following:

1. A quorum is not present.
2. The speaker’s remarks are irrelevant or involve tedious repetition.
3. The proceedings breach the ‘Memorandum Of Association’ or the ‘IAP Rule Book’; and/or that resolutions previously made are being disregarded.
4. The proposal/subject of discussion is outside the scope of the agenda of the meeting.
5. The prescribed time limit has been exceeded.
6. A Point of Order shall be taken immediately after a suspected breach of meeting protocol is noticed in the above circumstances.
7. Contradictions, personal explanations, and a statement of fact or opinion dealing with the principal subject are not valid Points of Order.

### **372. Procedures for Raising Points of Order During Executive Board Meetings**

1. A member drawing attention to the alleged irregularity rises and says, “Point of Order” and then states the discussion objected to and reasons for the objection.
2. A Point of Order takes precedence over all other business.
3. The Chairperson shall decide whether the Point of Order is valid or not.
4. The decision of the chairperson is binding to all.
5. The member speaking shall be interrupted to discuss a Point of Order.

6. A Point of Order is open to discussion by other members, and discussion shall take place before the Chairperson gives a ruling.
7. Each speaker may only speak once, including the Member raising the Point of Order.

**373. Guidelines for Formulating Resolutions**

Any agenda, proposal, or point of discussion presented at an EB meeting shall conclude with a clearly announced resolution from the Chairperson. The resolution shall

1. Be unambiguous and specific.
2. Be relevant to the proposal and shall not contradict the proposal or any resolution previously made in the meeting.
3. Not contradict the 'Memorandum Of Association' and the 'IAP Rule Book'
4. Specify what action is to be taken.
5. Specify who has to take the action, and
6. Specify the time allotted to complete the action.

**374. Guidelines for Reviewing and Approving the Proceedings of the Previous Executive Board Meeting**

1. The Chairperson may either ask the Secretary General to read the previous EB meeting's proceedings or declare that the minutes were sent to all the members beforehand when the EB meeting notice was given.
2. The Chairperson shall appraise the Executive Board of all the actions taken over the resolutions passed at the previous EB meeting.
3. Any corrections/objections to the previous Executive Board meeting proceedings may preferably be invited along with a notice for the scheduled meeting, and such corrections/objections shall be read by the Secretary General during the meeting.
4. The Chairperson shall then ask the members if there are any corrections in the minutes read or the action taken report. If there are no corrections, the Chairperson can announce that the minutes are approved as written.
5. If any EB member disputes a correction in the minutes read, the action taken report, or a decision made, the Chairperson shall facilitate a discussion regarding the dispute.
6. Whenever necessary, the Immediate Past President may be asked to provide his opinions on matters arising from the previous year's Executive Board meeting proceedings and the action taken report.
7. Any disputes, corrections, discussions, or business arising from the previous EB meeting proceedings and the action taken report shall be resolved by a majority vote of the Executive Board.
8. Once the resolutions are passed, the Chairperson shall state, "The previous EB meeting proceedings and the action taken report stand approved as resolved".

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- 9. The Secretary General will then record any corrections and resolutions passed regarding the previous EB meeting minutes and the action taken report.
- 10. The Chairperson and the Secretary General shall sign the corrected minutes, which shall then be published and officially recorded.
- 11. All resolutions passed by the Executive Board shall be implemented accordingly by the Secretary General.

The Chairperson shall then proceed with the next agenda and direct the Secretary General to submit his report.

### **375. Guidelines for the submission of Report by the Secretary General**

The Secretary General shall

- 1. Report on the recent activities, initiatives, and programs undertaken by the IAP since the last EB meeting.
- 2. Highlight any achievements, milestones, or noteworthy events that have occurred since the last EB meeting.
- 3. Provide updates on all the ongoing Presidential Action Plans and other Programs and their progress and challenges faced.
- 4. Provide updates on membership statistics, including new members and any changes in membership status.
- 5. Report on membership outreach efforts and initiatives aimed at increasing membership engagement.
- 6. Provide updates on the activities of IAP Subcommittees, Subspecialty Chapters, Branches, FBS, and any other organs of IAP. Additionally, include updates on IAP journals such as IP, IJPP, IPCaRes, and bulletins/newsletters such as the Child India newsletter, as well as IAP publications, including IAP Books and the IAP Drug Formulary.
- 7. Provide context or background information on all important and planned future events of the IAP scheduled until the next EB Meeting.
- 8. The Chairperson shall invite and facilitate discussions on the agenda according to the prescribed procedures and shall conclude with a clearly announced resolution.

The Chairperson shall then proceed with the next agenda and direct the Treasurer to submit his report.

### **376. Guidelines for the submission of Report by the Treasurer**

The Treasurer shall

- 1. Provide a summary of the IAP's financial status since the last EB meeting.
- 2. Present key financial indices such as income, expenditure, and the balance.

3. Discuss the adequacy of reserves and any plans for their utilization or replenishment.
4. Detail the sources of revenue received during the reporting period, including membership, sponsorships, donations, grants, and any other income.
5. Highlight expenditures incurred during the reporting period, categorized by expense type, e.g., administrative and programmatic.
6. Compare actual expenses to the budgeted amounts and explain any variances or deviations.
7. Provide an overview of the IAP's adherence to financial goals.
8. Review any significant financial transactions or investments made on behalf of the organization.
9. Discuss the rationale behind important transactions.
10. Report on the internal audit and the IAP's assets status and liabilities if any.
11. Report any potential financial risks to the IAP.
12. Report on compliance with relevant financial (ex. GST, TDS) and Income Tax regulations.
13. Provide the report/minutes of the IAP Finance Committee.
14. The Chairperson shall invite and facilitate discussions on the agenda according to the prescribed procedures and shall conclude with a clearly announced resolution.

**377.** The Chairperson shall then proceed with the next agenda item, focusing on the Administrative, Academic, and Social objectives of the IAP. The Chairperson shall invite and facilitate discussions on the agenda according to the prescribed procedures and shall conclude with a clearly announced resolution.

**378.** The Chairperson shall then proceed with any other agenda items submitted by the members in advance to the Secretary General and invite discussion on this agenda, as well as any matters not otherwise addressed in the notice of this EB Meeting. The Chairperson shall invite and facilitate discussions on all these agendas according to the prescribed procedures and shall conclude with a clearly announced resolution.

**379.** The Chairperson shall then direct the Senior Vice President to deliver the Vote of Thanks. In this address, the Senior Vice President will express appreciation for the Chairperson/President, the President Elect, Immediate Past President, Secretary General, Vice Presidents, Treasurer, Joint Secretaries, and all EB Members for their presence and active involvement in the EB meeting. The Senior Vice President will also briefly recap the main highlights of the meeting and express gratitude to the IAP office staff, acknowledging their dedication, effort, and commitment to ensuring the event's success.

**380.** The Secretary General is responsible for taking minutes of the Executive Board Meeting to reflect a true record of the meeting. If the Secretary General is absent, the Chairperson can ask the Joint Secretary (Admin) to take the minutes, collate them, and submit them to the Secretary General on time.

**381. Guidelines for Recording Meeting Minutes**

1. The resolutions of every Board Meeting shall be recorded in the meeting minutes. The meeting minutes shall accurately record the following items:
  - a. Details of the EB Meeting Notice that are given.
  - b. Place, venue, date, and time of the meeting.
  - c. Mode of the meeting.
  - d. Name of the Chairperson.
  - e. Quorum present or not. If not, what are the details of the adjournment?
  - f. Agenda of the meeting.
  - g. Name of the member proposing a proposal/point of discussion, discussions that occurred, the seconder of the proposal, details of the voting, if any, and resolution passed.
2. Meeting minutes shall be signed by the Chairperson of the meeting and the Secretary General.
3. Minutes shall be circulated to all members of the Executive Board within twenty-one days after the meeting for their perusal.
4. Minutes shall be carefully recorded as an important file of the IAP.
5. The signed attendance register of the Executive Board Meeting shall be part of the meeting minutes and permanently retained.
6. The recording and distribution of meeting minutes may be performed through email.

**382.** Recommendations made during the meeting shall only be considered adopted if a specific proposal and resolution regarding the subject matter of that recommendation have been proposed and passed.**383. Guidelines for Digital Recording and Preservation of Official Proceedings**

With the prior approval of the President, official photographs and video recordings may be made during Executive Board meetings. If an Executive Board meeting is held via video conference, the video recording shall be included as part of the meeting minutes and permanently preserved. This recording shall remain confidential and not be circulated, ensuring it does not cause any disruption. In the event of any litigation concerning decisions made by the Executive Board, the video recording shall serve as the official reference for review and scrutiny.

**384.** The Chairperson formally announces the closure of the meeting once all business has been concluded. Following this, all members will join together in singing the National Anthem.

# CHAPTER - 40

## Guidelines for the First Executive Board Meeting

**385.** In accordance with Clause 13.2 of the Memorandum Of Association, a notice for the first Executive Board meeting, including the agenda and digital copies of all relevant background documents, shall be delivered to the registered email addresses of all Executive Board members at least 21 days prior to the meeting.

**386.** The first Executive Board meeting shall preferably be held physically during Pedicon. However, it may also be conducted virtually prior to Pedicon.

**387. Proposed Agenda for the First Executive Board Meeting**

1. Welcome by the Secretary General
2. Condolences
3. Appraisal of Members unable to attend the meeting
4. Oath-taking by all the members of the Executive Board
5. Approval of the previous EB meeting proceedings
6. Actions Taken Report over the previous EB meeting proceedings and discussions arising from them.
7. Submission of the Secretary General report, followed by its consideration and adoption
8. Submission of the Treasurer's report, followed by its consideration and adoption
9. Formation of IAP Committees
10. Discussion over any other Administrative Matters
11. Approval of the 'budget estimate' for the operational year
12. Discussion over the current year's IAP Presidential Action Plan Program
13. Discussion over the current year's NRP program
14. Discussion over proposals related to Social Objectives
15. Any other agenda submitted by members in advance to the Secretary General
16. Any other agenda with the permission of the Chair
17. Vote of Thanks by the Senior Vice President

**388. Essential Documents for the First Executive Board Meeting**

Digital copies of all background papers and relevant documents provided for the first Executive Board meeting shall include the proceedings and action taken report from the Executive Board meetings of the previous operational year, Special General Body Meetings,

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the Finance Committee meeting proceedings, the Presidential Action Plan report, the NRP report, and any other significant reports, proposals, or documents deemed necessary, along with a brief overview of each document highlighting the key points.

**389.** All Executive Board members are required to thoroughly review the background papers before the meeting and actively participate to ensure constructive discussions.

**390. Guidelines for reporting by the Secretary General**

The Secretary General, in addition to his standard report, shall also provide a comprehensive report that includes:

1. Handover report from the previous Executive Board.
2. Key suggestions from the previous Executive Board to the current Executive Board.
3. Pending actions from the previous Executive Board that require completion.
4. Action Taken Report over the previous year's final Executive Board Meeting Resolutions.

**391.** The Immediate Past President, the concerned Secretary General, and the Treasurer shall assist the current Executive Board in addressing any issues or matters arising from the previous Executive Board meeting proceedings and the Action Taken Report.

**392.** The members of the Executive Board attending the Pedicon are recommended to schedule their return travel after the valedictory function to ensure full participation in all IAP activities.



# CHAPTER - 41

## Standard Operating Procedure for the General Body Meeting

### 393. Objective

1. To establish comprehensive guidelines for conducting the Annual General Body Meetings of the IAP within the framework outlined in clauses 21 and its subclauses of the 'Memorandum Of Association', focusing on the review and decision -making about the administrative and financial activities, and to further the overall academic and social objectives of the Indian Academy of Pediatrics.
2. These procedures, except for the agenda, also apply to the Special General Body Meetings.

### 394. Guidelines for Scheduling Annual General Body Meeting

1. In case of a physical meeting, the President shall provide strategic directions to the Secretary General to conduct the Annual General Body Meeting at the scheduled place, venue, and dates well in advance as per clause 21.7 of MOA.
2. An Annual General Body Meeting of the IAP is generally held at the same place during Pedicon. However, it shall be held by March 31st of every year.

### 395. Guidelines for the Special General Body Meeting

1. As per Clause 21.2 of MOA, a Special General Body Meeting of the IAP may be convened by the President for the specific agenda or upon the written request of at least 500 members stating the object of the meeting.
2. As per clause 21.7 of the MOA, a notice of the Special General Body Meeting, including the agenda and relevant documents, shall be sent to all members at least 21 days in advance to their registered email addresses, as listed in the 'Registry of Members' maintained by the IAP.
3. The meeting shall address only the specific issues for which it was called, and a quorum for the Special General Body Meeting shall be as per clauses 21.3 and 21.4 of MOA.
4. The President, President Elect, Immediate Past President, Secretary General, and Treasurer shall be seated on the dais.

### 396. Notice for the Annual General Body Meeting

In accordance with the Memorandum Of Association, a notice for the Annual General Body Meeting, including the agenda and digital copies of all relevant background documents, shall be sent to the registered email addresses of all members listed in the 'Registry of Members' maintained by the IAP at least 21 days prior to the meeting.

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**397. Annual General Body Meeting Logistics**

1. The place and venue shall be easily accessible to all the members.
2. The venue shall ideally have a seating capacity for at least one-tenth of the total IAP membership and shall be equipped with high-quality audio-visual facilities to ensure comfort and convenience.
3. The IAP shall not cover transportation and accommodation expenses for members.
4. No persons other than the IAP members shall be allowed to participate in the General Body Meeting proceedings.
5. Associate Life Members shall be identified with unique ID/seating arrangements to enable the voting process to align with MOA.

**398. Guidelines for Agenda Preparation for the Annual General Body Meetings**

1. The Secretary General shall be responsible for preparing the agenda and the relevant documents in consultation with the President and the Treasurer.
2. The President shall supervise the preparation of the agenda and any papers/documents to be distributed in connection with the Annual General Body Meeting.
3. The President shall verify and ascertain the correctness of the previous Annual General Body Meeting minutes and documents to be presented to the scheduled Annual General Body Meeting for further consideration.
4. Members may request agendas for the Annual General Body Meeting by submitting formal requisitions to the Secretary General at least 30 days prior to the scheduled meeting. The requisitions shall be addressed to the Secretary General and sent through their registered email to the official email of the IAP office, [centraloffice@iapindia.org](mailto:centraloffice@iapindia.org) and [secretary@iapindia.org](mailto:secretary@iapindia.org)
5. Each subcommittee of the IAP is required to submit its report, recommendations, and proposals to the Secretary General well in advance, at least 30 days prior to the scheduled Annual General Body Meeting.

**399. Proposed Agenda at the Annual General Body Meeting**

1. Confirmation of the proceedings of the last Annual General Body Meeting, to be read by the Secretary General.
2. Submission of 'Action Taken Report' based on the previous Annual General Body Meeting proceedings by the Secretary General and facilitation of discussions arising from this agenda.
3. Consideration and adoption of the Annual Report of the Society as presented by the Secretary General.
4. Consideration and adoption of the Annual Financial Report of the Society and Audited Statement of Accounts for the previous financial year, as presented by the Treasurer.

5. Approval of the 'Estimate Budget' for the operational year, as presented by the Treasurer.
6. Consideration and adoption of the Audited Statement of Accounts for the previous Pedicon, as presented by the Organising Treasurer/Secretary/Chairperson of Pedicon. e.g., In 2025 AGBM, the audit statement of Pedicon 2023 will be presented.
7. Approval of the 'Estimate Budget' for the ensuing Pedicon, as presented by the Organising Treasurer/Secretary/Chairperson of Pedicon.
8. Approval and appointments of the Finance Committee, the Election Committee, ACVIP (Advisory Committee on Vaccines and Immunization Practices), and any other important Committees as deemed necessary by the Executive Board.
9. Appointment of Auditors and fixing their remuneration.
10. Appointment of Legal Advisors and fixing their remuneration.
11. Any other business pertaining to the administrative, financial, academic, and social objectives of the IAP, notice of which has been circulated with the agenda.
12. Any other business of which at least 30 days' notice has been given by members addressed to the Secretary-General in writing or email to [secretary@iapindia.org](mailto:secretary@iapindia.org) and [centraloffice@iapindia.org](mailto:centraloffice@iapindia.org)
13. Any other business with the permission of the Chairperson, in accordance with clause 21.1.2 of the MOA. [i.e., if it is an adjourned meeting, no other business shall be discussed/conducted].

#### **400. Essential Documents for the Annual General Body Meeting**

1. Previous Annual General Body Meeting proceedings.
2. 'Action Taken Report' based on the previous Annual General Body Meeting proceedings.
3. Annual Report of the previous operational year by the Secretary General.
4. Audited Statement of Accounts for the previous fiscal year.
5. Annual Financial Report for the previous operational year by the Treasurer.
6. 'Budget Estimate' for the current operational year.
7. Audited Statement of Accounts for the previous Pedicon, as mentioned in the agenda.
8. 'Budget Estimate' for the ensuing Pedicon.
9. Finance Committee Meeting proceedings of the last operational year.
10. Executive Board Meeting proceedings of the last operational year, and
11. Any other relevant documents pertaining to the agendas mentioned

**401. Guidelines to Conduct and Protocol for the Annual General Body Meeting**

1. All the members shall assemble at the venue well before the scheduled General Body Meeting.
2. All members of the society shall sign the attendance register kept in the meeting hall.
3. Any unauthorized person shall not be permitted to participate in the General Body Meeting proceedings.
4. The Secretary General shall invite the President onto the dais to chair the General Body Meeting. In the absence of the Secretary General, the Joint Secretary (Admin) shall take responsibility. If the Joint Secretary (Admin) is also absent, any member authorized by the President shall take responsibility.
5. The Secretary General shall then invite the President Elect, the Immediate past President, and the Treasurer onto the dais.
6. On the central side of the dais, the left-to-right seating order shall be the following order: Treasurer, Secretary General, President, Immediate Past President, and President Elect.
7. The immediate past Secretary General, Treasurer, Finance Committee Convener, the current term Finance Committee Convener, and the Internal Auditor should preferably be seated in the front row of the meeting assembly to provide their opinions on any queries raised.
8. All other Office Bearers, Executive Board Members, and the IAP Members shall be seated in front at the designated area of the meeting assembly.
9. The President shall be the Chairperson of the meeting. If he is absent or temporarily moves out of the meeting hall, another member, as per clause 17.4 of MOA, shall officiate as Chairperson. The acting Chairperson shall hand over the chair to the President as soon as he arrives back to the meeting.
10. The President shall call the meeting to order on that date, venue, and time to start.
11. The President shall formally declare the meeting open after ascertaining that a quorum is present. If not, the meeting shall be adjourned and rescheduled as per clause no. 21.1.2 of the MOA.
12. The President shall then direct the Secretary General to welcome the assembly of members.
13. The Secretary General shall then welcome all the Office Bearers, the Executive Board Members, and all the IAP members present at the meeting.
14. The Secretary General shall then conduct the condolences, if any. All the members shall stand and mourn in silence for one minute for the departed souls.
15. The President/Chairperson shall then proceed with the business of the meeting as per the agendas mentioned.

**402. Roles and Responsibilities of the Chairperson during Annual General Body Meeting**

While conducting the General Body Meeting, the Chairperson shall

1. Ensure that the GB meetings will commence at the scheduled time with punctuality and adherence to the agenda.
2. Be familiar with all the agenda, correspondences of the meeting, reports, or other documents presented in the meeting.
3. Talk cordially to all members and reconcile differences, if any, in advance.
4. Advise the members present in the meeting to declare any “conflicts of interest” to any agenda presented.
5. Ascertain that members are present at all times in the meeting, especially during voting, if any.
6. Preside over the meeting by maintaining continuous control and sequentially calling on each item of business listed on the agenda.
7. Ensure that proceedings are conducted in a proper and orderly manner.
8. Invite members to speak one at a time in an appropriate sequence of requests raised.
9. Ascertain that members will preferably announce their name, place, and identity, such as their position in the Executive Board or membership number, before addressing the chair.
10. Monitor that members will preferably adhere to prescribed time limits for discussions. The Chairperson may prescribe a time limit for each discussion.
11. See that proposals and amendments are respectfully worded, unambiguous, and otherwise in order.
12. Safeguard free speech and ensure that debates are conducted in an orderly and proper manner.
13. Ensure that no member other than the proposer speaks more than once in reply to any proposal/point of discussion until the Chairperson gives him a chance again.
14. Not allow any member to speak on a proposal or agenda item that has already been seconded or passed.
15. Ensure that all amendments are relevant to the proposal or agenda.
16. Prevent irrelevant remarks, tedious repetition, and objectionable language.
17. Prevent excessive heckling but be tolerant of reasonable interjections, preserve order, and, if necessary, warn offenders.
18. Prevent discussions from wandering off the point of discussion.
19. Ensure that no member is denied an opportunity to speak.
20. Call the proposer to reply at the appropriate time.
21. Read the proposal before taking a vote and at other times as the situation demands .

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- 22. If needed, insist that proposals are in writing in appropriate circumstances to record in the minutes of the meeting.
- 23. Invite and facilitate discussions on the agenda according to the prescribed procedures, conduct a vote if needed, declare the results of all votes, and conclude with a clearly announced resolution.
- 24. Conduct the vote on the proposal through a voice vote, a show of hands, or a secret ballot, ensuring that only eligible members participate.
- 25. Have a casting vote.
- 26. Give rulings on points of order or agenda and the points of discussion and ensure that all resolutions are to be written in the meeting itself along with the name of the proposer and the seconder.
- 27. Adjourn the meeting as laid down by the MOA either by resolution of the meeting or if the meeting becomes excessively disorderly.
- 28. Close the meeting when all the agendas mentioned in the GB meeting notice are completed.

**403. Guidelines for 'Order of Debate' for Proposals/Point of Discussion during the Annual General Body Meeting**

The order of debate of proposal/point of discussion is as follows:

- 1. A member shall rise, propose a subject/proposal for discussion, and then explain the proposal.
- 2. The Chairperson shall invite discussion by any other member and facilitate debate on the subject proposed.
- 3. A member shall wait until the Chairperson invites him to speak.
- 4. None of the members shall speak without the permission of the Chairperson.
- 5. All discussions shall be addressed to the Chair.
- 6. The Chairperson shall be addressed by the proper title such as the 'The President or Chairperson Sir/Madam'.
- 7. After all discussions are concluded, the chairperson shall propose a resolution/ruling and invite a proposer and seconder for acceptance of the resolution/ruling by the members present at the meeting.
- 8. Any member may raise his hand and say, 'I propose it', and another member may endorse it by saying 'I second it'. Proposing and Seconding shall indicate that members have fully understood the discussion and agree with the resolution / ruling for its acceptance.
- 9. Voting on the proposed resolution/ruling shall be conducted, if required, by voice vote, the show of hands, or a secret ballot.
- 10. The Chairperson shall conclude by clearly announcing the resolution in accordance with the prescribed procedures.

**404. Guidelines for 'Points of Order' at the Annual General Body Meeting**

A Point of Order is taken when a Member officially draws the attention of the Chairperson of a meeting to an alleged irregularity in the meeting proceedings.

An alleged irregularity point of order can be any one of the following:

1. A quorum is not present.
2. The speaker's remarks are irrelevant or involve tedious repetition.
3. The proceedings breach the 'Memorandum Of Association' or the 'IAP Rule Book' and/or resolutions previously made are being disregarded.
4. The proposal/subject of discussion is outside the scope of the agenda of the meeting.
5. The prescribed time limit has been exceeded.
6. A Point of Order shall be taken immediately after a suspected breach of meeting protocol is noticed in the above circumstances.
7. Contradictions, personal explanations, and a statement of fact or opinion dealing with the principal subject are not valid Points of Order.

**405. Guidelines for Raising Points of Order during the Annual General Body Meeting**

1. A Member drawing attention to the alleged irregularity rises and says, 'Point of Order' and then states the discussion objected to and reasons for the objection.
2. A Point of Order takes precedence over all other business.
3. The Chairperson shall decide whether the Point of Order is valid or not.
4. The decision of the Chairperson is binding to all.
5. The member speaking shall be interrupted to discuss a Point of Order.
6. A Point of Order is open to discussion by other members, and discussion shall take place before the Chairperson gives a ruling.
7. Each speaker may only speak once, including the person raising the Point of Order.

**406. Guidelines for Formulating Resolutions**

Any agenda, proposal, or point of discussion presented at a General Body Meeting shall conclude with a clearly announced resolution from the Chairperson. The resolution shall

1. Be unambiguous and specific.
2. Be relevant to the proposal and shall not contradict the proposal or any resolution previously made in the meeting.
3. Not contradict the 'Memorandum Of Association' and the 'IAP Rule Book'.
4. Specify what action is to be taken.
5. Specify who has to take the action, and
6. Specify the time allotted to complete the action.

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**407. Guidelines for the Review and Approval of Proceedings from the Previous General Body Meeting**

1. The Chairperson may either ask the Secretary General to read the previous Annual General Body Meeting proceedings or declare that the minutes were sent to all the members beforehand when the General Body Meeting notice was given.
2. The Chairperson shall appraise the General Body of all the actions taken over the resolutions passed at the previous Annual General Body Meeting.
3. Corrections/objections to the Annual General Body Meeting proceedings may preferably be invited along with a notice for the scheduled meeting, and the Secretary General shall read them during the meeting.
4. The Chairperson shall then ask the members if there are any corrections in the minutes read or the action taken report. If there are no corrections, the Chairperson can announce that the minutes are approved as written.
5. If any member disputes a correction in the minutes read, the action taken report, or a decision made, the Chairperson shall facilitate a discussion regarding the dispute.
6. Whenever necessary, the Immediate Past President may be asked to provide his opinions on matters arising from the previous year's Annual General Body Meeting proceedings and the action taken report.
7. Any disputes, corrections, discussions, or business arising from the previous Annual General Body Meeting proceedings and the action taken report shall be resolved by a majority vote of the Executive Board.
8. Once the resolutions are passed, the Chairperson shall state, "The previous Annual General Body Meeting proceedings and the action taken report stand approved as resolved".
9. The Secretary General will then record any corrections and resolutions passed regarding the previous Annual General Body Meeting minutes and the action taken report.
10. The Chairperson and the Secretary General shall sign the corrected minutes, which shall then be published and officially recorded.
11. All resolutions passed by the General Body shall be implemented accordingly by the Secretary General.

The Chairperson will then proceed with the next agenda item and direct the Secretary General to submit his Annual Report of the Society.

**408. Guidelines for Submission of Annual Report of the Society by the Secretary General;**

The Secretary General shall read or declare that the 'Annual Report of the Society by the Secretary General' is submitted with the 'Annual General Body Meeting Notice'. The Secretary General shall describe in detail in his report.

1. Information about the current Executive Board, all significant achievements, milestones, and noteworthy events from the past operational year.

2. A summary of the Executive Board meetings, Office Bearer's meetings, Special General Body meetings, and any other statutory and administrative meetings.
3. Development projects, MOUs signed, and collaborations with Government agencies.
4. Compliance of Society with the Statutory Regulations
5. Information about Presidential Action Plans, NRP, and any other projects/programs.
6. Membership statistics, including new members and any changes in membership status.
7. Provide updates on the activities of IAP Subcommittees, Subspecialty Chapters, Branches, FBS, and any other organs of IAP. Additionally, include updates on IAP journals such as IP, IJPP, IPCaRes, and bulletins/newsletters such as the Child India newsletter, as well as IAP publications, including IAP Books and the IAP Drug Formulary.
8. Various awards given to the Members and Branches for their exemplary work.
9. Any pending works, planned future initiatives for the IAP, and overall recommendations of the previous Executive Board.

**409.** The Chairperson shall invite and facilitate discussions on the agenda as per procedures. The General Body shall adopt and record the 'Annual Report of the Society by the Secretary General' after the resolutions have been passed, as specified.

**410.** The Chairperson shall then proceed with the next agenda and direct the Treasurer to submit his 'Annual Financial Report of the Society' and 'Estimate Budget for the operational year' for approval, Audited Statement of Accounts for the previous Pedicon as applicable, and estimate budget for the ensuing Pedicon.

**411. Guidelines for Submission of Annual Financial Report of the Society by the Treasurer**

The Treasurer shall read or declare that the 'Annual Financial Report of the Society', 'Estimate Budget for the operational year', Audited Statement of Accounts for the previous Pedicon as applicable, and Estimate Budget for the ensuing Pedicon are submitted with the 'Annual General Body Meeting notice'. The Treasurer shall provide a detailed description of the following in his report.

1. 'Audited Statement of Accounts' along with the Chartered Accountant (both internal and external) remarks on the financial management of the IAP.
2. Income and Expenditure Statement
3. Cash Flow Statement
4. Comparison the 'realistic budget over the budget estimate' and explain any variances or deviations.
5. Significant financial transactions or investments made during both the financial year and the operational year, along with the rationale behind these important financial transactions.

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- 6. Statutory compliance of the Society and any notices received from statutory bodies.
- 7. Any potential financial risks to the Society.
- 8. Finance Committee recommendations.
- 9. Audited Statement of Accounts of the previous Pedicon as applicable.
- 10. Estimate Budget for the ensuing Pedicon.

**412.** The Chairperson shall invite and facilitate discussions over this agenda in accordance with the prescribed procedures. The General Body shall adopt the 'Annual Treasurer's Report/ Annual Financial Report of the Society' and the Audited statement of the previous Pedicon and approve the 'Estimate Budget for the IAP and the ensuing Pedicon' after any resolutions are passed as specified.

**413.** The Chairperson shall then proceed with the next agenda: "Approval and appointments of the Finance Committee, the Election Committee, ACVIP (Advisory Committee on Vaccines and Immunization Practices), and any other important Committees as deemed necessary by the Executive Board, Appointment of Auditors and fixing their remuneration, Appointment of Legal Advisors and fixing their remuneration."

**414.** The Chairperson shall invite and facilitate discussions on all these agendas according to the prescribed procedures and shall conclude with a clearly announced resolution.

**415.** The Chairperson shall then proceed with the next agenda item as scheduled, focusing on the Administrative, Academic, and Social objectives of the IAP.

**416.** **The Chairperson shall then proceed with the next agenda as scheduled on the Administrative, Academic, and Social objectives of the IAP.** The Chairperson shall invite and facilitate discussions on all these agendas according to the prescribed procedures, conduct a vote if needed, declare the results of all votes, and conclude with a clearly announced resolution.

**417.** **The Chairperson shall then proceed with any other requisition agenda submitted by the members in advance to the Secretary General.** The Chairperson shall invite and facilitate discussions on all these agendas according to the prescribed procedures, conduct a vote if needed, declare the results of all votes, and conclude with a clearly announced resolution.

**418.** The Chairperson, in accordance with Clause 21.1.2 of the MOA, may permit any other business if requested by the members unless it is an adjourned meeting, in which case no other business shall be discussed, conducted, or passed.

**419.** **The Chairperson shall then invite the President Elect to deliver a 'Vote of Thanks'**  
The President-Elect shall deliver the 'Vote of Thanks,' expressing gratitude to the Chairperson/President, Immediate Past President, Secretary General, Treasurer, other Office Bearers, Executive Board members, and all IAP members present for their active participation and engagement in the General Body meeting. He shall also briefly recap the main highlights of the meeting. Additionally, he will acknowledge and thank the IAP office staff for their dedication, efforts, and commitment to the organization.

**420. Guidelines for recording the minutes of the Annual General Body Meeting**

1. The Secretary General is responsible for taking minutes of the General Body Meeting to reflect a true record of the meeting. If the Secretary General is absent, the Chairperson can ask the Joint Secretary (Admin) to take the minutes, collate them, and submit them to the Secretary General in time.
2. The resolutions for all agendas, proposals, and discussions shall accurately record the following items:
  - a. Details of the Annual General Body Meeting Notice given
  - b. Place, venue, date, and time of the meeting
  - c. Mode of the meeting
  - d. Name of the Chairperson
  - e. Quorum present or not. If not, the details of the adjournment
  - f. Discussions over all the agendas of the meeting
  - g. Name of the member proposing a proposal/point of discussion, discussions that happened, seconder of the proposal, details of the voting if any, and a resolution passed.
3. Meeting minutes shall be signed by the President/Chairperson of the meeting and the Secretary General.
4. Minutes shall be circulated to all the members of the Society within thirty days after the meeting for their perusal.
5. Minutes shall be carefully recorded as the IAP's important file throughout.
6. The signed attendance register of the General Body Meeting shall be part of the meeting minutes and be permanently retained in any format.
7. The recording and distribution of meeting minutes may be performed through email.

**421.** Recommendations made during the meeting shall only be considered adopted if a specific proposal or resolution on the subject matter has been formally presented and passed.

**422. Guidelines for Digital Recording and Preservation of Official Proceedings**

With the prior approval of the President, official photographs and video recordings may be made during the General Body Meeting. If a General Body Meeting is held via video conference, the video recording shall be included as part of the meeting minutes and permanently preserved. This recording shall remain confidential and not be circulated, ensuring it does not cause any disruption. In the event of any litigation concerning decisions made by the General Body, the video recording shall serve as the official reference for review and scrutiny.

**423. The Closure of the Meeting** is formally announced by the Chairperson when all business is concluded. The National Anthem shall be sung by all the members at the end.



# CHAPTER - 42

## SOP for Requisition Agenda in the Annual General Body Meeting

### 424. Objective

In accordance with Clauses 21.1 and 21.7 of the Memorandum Of Association, as well as the relevant legal framework, this Standard Operating Procedure outlines the process for including agenda items requested by members for the IAP Annual General Body Meeting.

### 425. Terms of Reference for 'Requisition Agenda Items'

1. Any member who wishes to request to include a new agenda item shall provide a written notice to the Secretary General keep atleast 30 days prior to the scheduled date of the AGBM.
2. The written submission shall include the proposed agenda item, a brief rationale explaining the necessity of including the agenda, and his IAP membership number, name, and contact details.
3. The agenda item shall be submitted through their registered email to the official email ID of the IAP Secretary General at [secretary@iapindia.org](mailto:secretary@iapindia.org) and preferably mark a copy to the IAP office at [centraloffice@iapindia.org](mailto:centraloffice@iapindia.org), President at [president@iapindia.org](mailto:president@iapindia.org), and the President Elect at [president.elect@iapindia.org](mailto:president.elect@iapindia.org)
4. Upon receipt, the Secretary General shall preferably acknowledge the submission in writing within 7 working days.

### 426. Screening Committee

Screening Committee shall review the submitted agenda items to ensure that the submission complies with Clause 21.1 of the MOA and fulfills the specified admissible criteria. The Screening Committee will consist of

1. President,
2. President Elect [who will be officiating as Chairperson at the scheduled General Body],
3. Immediate Past President,
4. Secretary General [both the current officiating Secretary General and, if applicable, Secretary General elected for the year in which the scheduled General Body meeting takes place]. and
5. Treasurer [both the current officiating Treasurer and, if applicable, Treasurer elected for the year in which the scheduled General Body meeting takes place].

427. If the agenda is permissible, the proposer shall be informed of its inclusion in the AGBM agenda. If it is non-admissible, the proposer shall be notified of the reasons for its non-inclusion.

**428. Eligibility Criteria for Requisition Agenda Items;**

The Requisition Agenda

1. Shall align with the core objectives and mission of the IAP as outlined in its MOA or Governing rules.
2. Shall pertain to improving the professional standards, ethics, and functions of IAP.
3. Shall provide a clear rationale, explaining the need for its inclusion.
4. Shall be procedurally correct and shall not contravene any legal statutes, rules, or the MOA of IAP.
5. Shall have a direct impact on the members of IAP, such as addressing concerns related to financial management, ethical practices, administration and governance, and scientific advancements.
6. Proposals regarding policy changes and events may also be admissible if they relate to IAP's functioning.

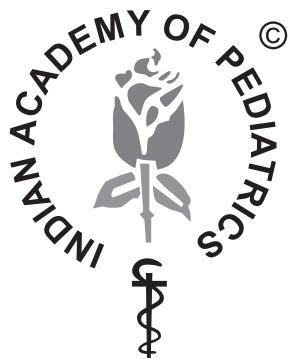
**429. Non-Admissible Criteria for 'Requisition Agenda Items'**

1. Items dealing with personal grievances or matters unrelated to the broader objectives of IAP (e.g., personal disputes) shall not be admitted unless referred through the proper grievance redressal channels.
2. Any agenda that contravenes the constitution, by-laws, or statutory rules of IAP shall be non-admissible.
3. If the agenda item has been previously addressed and resolved in earlier meetings without significant changes in circumstances, it may not be admitted unless there is fresh relevance.
4. Agendas that appear to create unnecessary discord or distraction from the core objectives of the IAP will not be admitted.

**430. Inclusion in the AGBM Notice**

Once reviewed and approved, the requested agenda item will be included in the official AGBM notice, which, along with supporting documents for the requisitioned agenda, shall be sent to all IAP members at least 21 days prior to the AGBM, as per Clause 21.7 of the MOA.





## **SECTION - 5**

## **IAP COMMITTEES**

# CHAPTER - 43

## Guidelines for the IAP Committee

431. Each committee shall be headed by the President, who shall serve as the Chairperson. The President-Elect and the Immediate Past President shall act as Co-Chairpersons. The Secretary General and the Treasurer shall serve as the Administrative and Financial Coordinators, respectively.
432. The committee shall also include a Convener, with Joint Conveners appointed as needed. Each committee shall consist of a minimum of five members or multiples of five, ensuring equitable representation from each of the five zones. At least fifty percent of the committee members shall preferably be currently officiating or past members of the Executive Board.
433. Members will be selected based on their expertise, experience, and representation from different branches as required.
434. The tenure of committee members shall be clearly defined as outlined in the Memorandum Of Association and the IAP Rule Book.
435. Committee members shall familiarize themselves with the relevant guidelines to ensure full compliance. They are also expected to actively participate in discussions, contribute to decision-making, and fulfil their assigned duties.
436. Members shall thoroughly review the agenda, relevant documents, and reports before attending meetings and come prepared with recommendations, suggestions, and solutions based on the agenda items.
437. Committee members shall disclose any potential conflicts of interest that may arise with regard to committee discussions, decisions, or activities.
438. All discussions, deliberations, and decisions made within the committee shall remain confidential and shall align with the IAP 'Rules and Regulations' as outlined in the Memorandum Of Association and the IAP Rule Book.
439. Committee members are expected to uphold the highest standards of integrity and ethics, avoiding any form of bias in their conduct. Personal or political agendas shall not influence committee decisions, which shall always prioritize the best interests of the IAP and its members.
440. Committee members are expected to attend all scheduled meetings. If unable to attend a meeting, members shall provide prior notice and update the committee on any pending tasks or issues under their responsibility. Consistent non-attendance without valid reasons may result in a review of the member's role within the committee.



# CHAPTER - 44

## Standard Operating Procedure for the Grievance Redressal Cell

### 441. Objective:

To establish a transparent and structured mechanism for addressing and resolving grievances related to the activities and functioning of the Indian Academy of Pediatrics, whether the complaint is against a Member, an Office Bearer, an Executive Board Member, or the functioning of the Executive Board itself. The Grievance Redressal Cell will also oversee compliance by branches and subspecialty chapters with the Society's rules and regulations.

### 442. Scope:

This SOP applies to all IAP Members, excluding the IAP President, President Elect, and the Immediate Past President, who are immune from complaints during their tenure.

### 443. Guideline for the Grievance Screening Committee

1. The Grievance Screening Committee shall comprise the IAP President, President Elect, Immediate Past President, Secretary General, and Treasurer.
2. If any member of the Grievance Screening Committee has a conflict of interest in the matter (e.g., personal or professional relationship with any party involved), they shall recuse themselves from the decision-making process.
3. The Grievance Screening Committee will conduct a preliminary review to assess the validity of the complaint and decide whether it warrants further action as follows:
  - a. Whether the complaint requires referral to the Grievance Redressal Cell, particularly in cases involving serious misconduct, such as financial irregularities, abuse of power, or significant breaches of protocol; matters with broader implications for the entire organization; ethical or professional misconduct by a member that may harm the integrity of IAP; or general operational issues that affect the organization's functioning and require impartial investigation.
  - b. Whether the complaint shall be referred to the IAP Executive Board, particularly in cases involving violations of the IAP rules, regulations, or code of conduct; situations requiring strategic or policy-level intervention by the Executive Board; or complex, unresolved disputes that extend beyond the scope of the Grievance Redressal Cell and necessitate the involvement of a higher authority.
  - c. If the complaint does not merit further action, it shall be dismissed at this stage in cases where the complaint is deemed frivolous, repetitive, or lacking sufficient evidence or clarity; involves minor or administrative issues that can be resolved through routine communication and do not pose a threat to the functioning or reputation of the IAP; falls outside the jurisdiction of the

IAP e.g., personal disputes unrelated to professional conduct or irrelevant to the organization, or is not supported by credible, substantial evidence, or is incomplete or vague.

#### **444. Terms of Reference for Grievances**

1. Complaints can be submitted by any IAP member using their registered email.
2. Complaints shall be directed to the official email address of the Secretary General: [secretary@iapindia.org](mailto:secretary@iapindia.org) with a copy marked to the IAP office: [centraloffice@iapindia.org](mailto:centraloffice@iapindia.org)
3. The complaint shall include the following details:
  - a. A detailed description of the issue.
  - b. Supporting documents or evidence.
  - c. Membership number and contact information.
4. The Grievance Screening Committee shall decide on the course of action regarding the complaint within 15 days of its receipt.
5. The complainant shall be informed of the decision of the Grievance Screening Committee.
6. The Grievance Redressal Cell, upon referral of a complaint by the Grievance Screening Committee, may call upon the complainant, respondents, witnesses, or other individuals for further clarification or to provide evidence at their own expense.
7. Investigations may be conducted virtually or in person, with all parties given a fair opportunity to present their case.
8. The investigation process shall be completed within 30 days from the date of referral.
9. After completing the investigation, the Grievance Redressal Cell shall deliberate and propose a resolution.
10. The findings and recommended actions shall be submitted to the Executive Board within six weeks from the date the complaint was referred to the Grievance Redressal Cell.
11. The Grievance Redressal Cell report shall include a detailed account of the violations or offenses and the evidence that supports the findings.
12. The Executive Board will review the report and recommendations to ensure due process has been followed. The Executive Board may choose to accept the recommendations as proposed or modify the recommendations based on further review.
13. The Executive Board of the IAP will make the final decision based on the recommendations of the Grievance Redressal Cell and communicate it to the complainant.

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14. The final decision shall be communicated to the complainant and other involved parties within seven days of the Executive Board's decision.
15. Depending on the severity of the violation, a range of penalties can be applied, as outlined below:
  - a. A formal written warning may be issued, specifying the violation and advising the member to refrain from future misconduct, typically in cases of minor infractions or first-time offenses.
  - b. If the misconduct involves financial mismanagement or unethical financial practices, a financial penalty or repayment of misused funds could be imposed.
  - c. The member may be suspended or disqualified within the framework of MOA.

#### **445. Grievance Record Maintenance and Confidentiality Guidelines**

1. All grievances and related proceedings will be treated with the highest level of confidentiality to protect the privacy and reputation of all parties involved.
2. The IAP office shall maintain detailed records of:
  - a. A copy of the grievance that was received.
  - b. The investigation process, including evidence reviewed and interviews conducted.
  - c. The resolution proposed or corrective action recommended.
  - d. Any suggestions given by the Executive Board for preventing similar grievances in the future.



## CHAPTER - 45

### Standard Operating Procedure for the Constitution Review Committee

#### **446. Objective**

The Constitution Review Committee (CRC) of the IAP is established to oversee periodic reviews of the Memorandum of Association [Constitution], as directed by the Executive Board. Its role is to propose amendments that ensure the constitution remains aligned with the evolving needs of the organization, taking into account statutory developments, significant organizational changes, and other factors impacting the IAP's governance.

#### **447. The Constitution Review Committee shall comprise of**

1. The Chairperson: President.
2. Co-Chairpersons: President Elect and Immediate Past President.
3. Coordinators: Secretary General and Treasurer
4. Convener: One
5. Members: 5 [one from each zone]

#### **448. If necessary, a special invitee may be invited to each meeting who will not have voting rights, while all CRC members will have voting rights.**

#### **449. Eligibility criteria for a CRC member**

1. Shall preferably be a Fellow/Life Member of the IAP for a minimum period of 15 years.
2. Shall have an understanding of the existing 'Memorandum Of Association' and the IAP Rule Book.
3. Preferably, shall have previously served as an Executive Board Member.
4. Shall be recognized for demonstrating unbiased opinions, integrity, and efficiency.

#### **450. The tenure of each CRC member is one year; however, it may be extended by the Executive Board, following prescribed procedures, until the assigned work is completed.**

#### **451. Procedure for the Constitution Review Committee Meeting**

1. The Convener will convene a meeting of the Constitution Review Committee as and when required.
2. Each meeting will adhere to a structured agenda, commencing with a review of the minutes from the previous meeting, business arising out of the minutes, and proceeding with discussions based on the scheduled agenda items.

3. During discussions on the referred matters, CRC may suggest amendments to address any identified inconsistencies, ambiguities, or outdated clauses.
4. The proposed amendments will be thoroughly debated, carefully analysed, and passed by a majority vote to ensure they align with and uphold the objectives of the IAP.
5. The Convener will be responsible for maintaining accurate records of all discussions, decisions, and proposed amendments throughout the review process.

**452. Terms of Reference for the Adoption of Amendment Proposals by the Constitution Review Committee**

1. The Executive Board will periodically review the existing Memorandum Of Association to identify inconsistencies, ambiguities, or outdated clauses after a thorough assessment of current practices, feedback from members, or changes in regulatory requirements. Upon identifying necessary changes, the Executive Board shall refer the matter to the Constitution Review Committee for its proposals.
2. The CRC will review matters referred by the Executive Board in order of priority, facilitating discussions on each issue to assess its relevance, clarity, and necessity. The Committee will propose amendments to the MOA, ensuring alignment with the IAP's aims and objectives while also complying with applicable legal statutes and regulations.
3. The CRC will submit its initial amendment proposals to the Executive Board within the prescribed timeframe, along with a detailed explanation of the rationale behind each amendment. The Executive Board will then seek feedback from all IAP members by sharing the proposals via their registered email addresses and posting them on the IAP website. Members will be given at least 30 days to review the proposed amendments and submit their suggestions. The Executive Board will refer all members' suggestions back to the CRC for consideration.
4. The CRC will discuss, deliberate, and finalize the amendment proposals and submit them back to the Executive Board for further action. The Executive Board will review each proposal of the final amendments submitted by the CRC, either accepting it or modifying it with a three-fourths majority vote. Any proposal that does not meet this majority will be considered rejected. Modifications to the proposal by the Executive Board are allowed only if they fall within the scope of the original proposal, adhere to the MOA, and receive the required majority vote for approval. The Executive Board shall submit all its resolutions to the CRC for inclusion in the draft.
5. The CRC, after verifying that these resolutions fall within the scope of the original proposal, will incorporate them into the draft and resubmit the finalized version to the IAP Office. The proposed CRC amendments will be presented at a Special General Body Meeting, convened specifically for this purpose, as outlined in Clause 28 of the MOA.

6. During the SGBM, each proposed amendment will be accepted in full by a majority vote; otherwise, it shall be considered rejected. Members will only be permitted to discuss and deliberate on amendments proposed by the CRC. No new proposals, amendments, or modifications will be introduced, passed, or adopted during this meeting. After a thorough discussion, the proposed amendments will be put to a vote, and if they receive the required majority vote, they will be formally adopted and incorporated into the governing document, the MOA.
7. A second SGBM, specifically for ratification as stipulated in Clause 28 of the MOA, shall be convened one month later, either separately or in conjunction with the Annual General Body Meeting, either prior to or following it. Ratification, in this context, refers to verifying that the procedures followed during the first SGBM were correct and in accordance with the rules. Amendments, proposals, or resolutions will only be ratified at the second SGBM if they were properly passed by the required majority and in accordance with the procedures outlined in the MOA during the first SGBM. If the procedures outlined in the MOA were not followed or the necessary majority was not achieved during the first SGBM, the amendments will be rejected at the second SGBM.



# CHAPTER - 46

## Standard Operating Procedure for the Rule Book Committee

### 453. Objective

The Rule Book Committee of the Indian Academy of Pediatrics is established to oversee the periodic review of the Rule Book [Standard Operating Procedure] as directed by the Executive Board, proposing amendments to ensure it provides a clear framework for standard operating procedures that guide day-to-day operations and decision-making processes within the context of the Memorandum Of Association of the IAP. These amendments shall align with the Memorandum Of Association while considering statutory developments, significant organizational changes, and other factors impacting the governance of the IAP.

### 454. IAP Rule Book Committee shall comprise of

1. Chairperson: President.
2. Co-Chairpersons: President Elect and Immediate Past President.
3. Coordinators: Secretary General and Treasurer.
4. Convener: One [Convener of the Constitution Review Committee will be the Convener of the Rule Book Committee]
5. Members: 10 [one member from each zone and all five members of the Constitution Review Committee]

### 455. Eligibility Criteria for an IAP Rule Book Committee Member

1. Shall be a Fellow/Life Member of the IAP for a minimum period of 15 years.
2. Shall preferably have an understanding of governance and the 'Memorandum Of the Association' of the IAP.
3. Shall be recognized for demonstrating unbiased opinions, integrity and efficiency.

### 456. The tenure of each IAP Rule Book Committee member is one year; however, it may be extended as per prescribed procedures by the Executive Board until the completion of the assigned work.

### 457. Procedure for the IAP Rule Book Committee Meeting

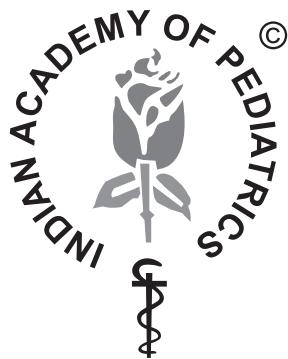
1. The Convener will convene a meeting of the IAP Rule Book Committee as and when required.
2. Each meeting will adhere to a structured agenda, commencing with a review of the minutes from the previous meeting, business arising out of the minutes, and proceeding with discussions based on the scheduled agenda items.
3. During discussions on the referred matters, the IAP Rule Book Committee may propose amendments to resolve any identified inconsistencies, ambiguities, or outdated clauses.
4. The proposed amendments will be thoroughly debated, carefully analyzed, and approved by a majority vote to ensure they align with and uphold the objectives of the IAP.

5. The Convener will be responsible for maintaining accurate records of all discussions, decisions, and proposed amendments throughout the review process.

**458. Terms of Reference for the Adoption of Amendment Proposals by the IAP Rule Book Committee**

1. The Executive Board will periodically review the existing Rule Book to identify inconsistencies, ambiguities, or outdated clauses after a thorough assessment of current practices, feedback from members, and changes in regulatory requirements. Upon identifying necessary changes, the Executive Board shall refer these matters to the Rule Book Committee for its recommendations.
2. The Rule Book Committee will review the referred matters, prioritizing them as needed. The Committee will facilitate discussions to assess the relevance, clarity, and alignment of each matter with the IAP's aims and objectives, ensuring that proposed amendments comply with applicable legal statutes and regulations.
3. Once the Committee has reviewed the referred matters, it will submit its initial amendment proposals to the Executive Board within the prescribed timeframe, providing a detailed explanation for each amendment. The Executive Board will then circulate these proposals to all IAP members via registered email addresses and post them on the IAP website. Members will be given at least 15 days to review and provide suggestions. All members' feedback will be referred back to the Rule Book Committee for consideration.
4. Following a thorough review of member suggestions, the Rule Book Committee will deliberate, finalize, and resubmit the amendment proposals to the Executive Board for further action. The Executive Board will then review each final amendment proposal, either accepting or modifying it with a 3/4th majority vote. Any proposal that does not meet this majority will be considered rejected. Modifications are allowed only if they fall within the scope of the original proposal, adhere to the Memorandum of Association, and receive the necessary majority for approval.
5. The Executive Board shall submit all its resolutions back to the Rule Book Committee for inclusion in the draft. The Rule Book Committee, after verifying that the resolutions fall within the scope of the original proposal, will incorporate them and resubmit the finalized version to the IAP Office. The proposed Rule Book amendments will then be presented at the subsequent General Body Meeting. Before the meeting, these proposed amendments or recommendations will be communicated to all members along with the notification of the General Body Meeting.
6. During the General Body Meeting, each proposed amendment will either be accepted in full or with modification, by a majority vote or rejected. Members shall only be permitted to discuss and deliberate on amendments proposed by the Rule Book Committee. No new proposals, or amendments shall be introduced, passed, or adopted during the meeting. After a thorough discussion, the proposed amendments will be put to a vote. If they receive the required majority, they will be formally adopted and incorporated into the Rule Book.





# **SECTION - 6**

# **IAP ELECTIONS**

**Standard Operating Procedure for the IAP Election**

# CHAPTER - 47

## SOP for Pre-Election Preparations

### 459. Introduction

The IAP Election SOP outlines the procedures and guidelines for conducting elections for the Office Bearers and the Executive Board Members of the IAP under the purview of clause 14 and its subclauses in the MOA of the IAP. Any matter outside the scope of these guidelines, MOA of the IAP, and in the event of a 'force majeure,' the decision of the Election Committee will be final.

### 460. Terms of Reference for Elections

1. Elections for the vacant posts on the IAP Executive Board for the following year shall be conducted and completed every year by October 31st of the current year.
2. All election-related logistics, including notifications, nomination forms, checklists, etc., shall be prepared by the Election Committee.
3. The notifications for upcoming elections shall be made through all the official communication channels of the IAP, including the website, email newsletters to all members, and social media platforms of the IAP.
4. All election processes, from notification to declaration of results, shall be completed within 30 days.
5. The notification shall include details such as the positions open for election, eligibility criteria for candidates to contest for each post, nomination procedures, election procedure, e-voting procedures, specified timeline for each event of the election, non-refundable fee details for each post, model code of conduct, and undertaking format to be submitted along with nomination by each contestant.
6. The election notification shall include a copy of clause 14 and its subclauses in the MOA of the IAP, as well as a link to the 'Standard Operating Procedure for the IAP Elections' document posted on the IAP website.
7. The election results shall be intimated to the statute bodies by the IAP as required.

### 461. The Model Timeline for Election Events shall preferably be as follows;

1. Election Notification: 1st of October
2. Last date for filing nominations: 6-10-24
3. Preliminary listing of eligible contestants: 8 -10-24
4. Last date for withdrawal of candidature: 11-10-24
5. A final listing of eligible contestants: 15-10-24
6. Biodata of Contestants displayed on the IAP website: 16 -10-24
7. e-Voting commences from 20-10-24 at 10.00 am
8. e-Voting ends on 27-10-24 at 6.00 pm

[e-voting to start on Sunday and end next Sunday]

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- 9. Counting of votes and announcement of results: 27-10-24 at 6.00 pm onwards
- 10. Listing of Election results on the IAP website: 01-11-24
- 11. Issue of certificates to successful contestants: 3 -11-24 onwards

#### **462. Terms of Reference for Nominations**

- 1. Eligible candidates shall submit their nominations digitally to the Election Committee on the IAP website within the specified timeframe, along with supporting documents such as the fee receipt, curriculum vitae, and the required undertaking as prescribed.
- 2. Each nomination shall be proposed and seconded by a fellow or life member of the IAP who has completed a minimum of 3 years of life membership.
- 3. Returning Officers, Office Bearers of the IAP, Election Tribunal members, and Grievance Redressal Committee members shall neither propose nor second any nominations.
- 4. The proposer and seconder for the Executive Board Member shall be from the same state as the contestant, whereas for the Office Bearer posts, the proposer and seconder can be from any state.
- 5. Each member can propose one contestant and second another contestant, but for different positions.
- 6. A contestant shall neither propose nor second the nomination of any other contestant. If a contestant does so, then his nomination will be rejected.
- 7. Any contestant who has financial dues to the IAP in their personal capacity will not be eligible to contest in the elections of the Indian Academy of Pediatrics until the dues are cleared. Similarly, a contestant, whether in their personal capacity or as part of the Pedicon Organizing Committee in the role of Organizing Secretary, will not be eligible to contest in the elections until the dues are cleared. A self-declaration by the contestant shall be required in both of these situations.
- 8. The nomination period shall be open for a minimum of 5 days to allow sufficient time for candidates to submit their nominations.

#### **463. Guidelines for verification of nominations**

- 1. The Election Committee shall verify the eligibility and completeness of all received nominations, ensuring that candidates fulfil the criteria outlined in clause 14 and its subclauses in the MOA of the IAP.
- 2. Nominations for candidates shall not be accepted if the candidate does not fulfill the criteria outlined in Clause 14 and its subclauses of the MOA, if the nomination form is not fully completed if the required fees are not paid, or if the form is filled out incorrectly, including errors related to the eligibility of the proposer and seconder as mentioned above.
- 3. The Election Committee shall send the accepted list of all valid nominations to the IAP to be posted in the designated area of its website. The acceptance of nominations for the election shall be duly acknowledged and communicated to each contestant via their registered email and mobile number.

4. The candidates whose nominations have not been accepted shall be informed of the rejection of their nominations, accompanied by valid reasons via their registered email.
5. The contestant can withdraw his nomination within the stipulated date & time as mentioned in the notification through his registered email to the official email ID [[iapelection@iapindia.org](mailto:iapelection@iapindia.org)] of the Election Committee.
6. After the last date and time for the withdrawal of nominations, the final list of eligible contestants shall be approved by the election committee and posted in the designated area of the IAP website.

**464. Guidelines for Selecting a Software Vendor for the IAP Elections**

1. The IAP shall call for a notification at least 8 months before the scheduled IAP election on its website or any other communications channels for the requirement of software vendor for the IAP elections, with a clear deadline for the submission of applications.
2. The notification shall include all the security measures listed in Clause 3.4, along with security audit reports and certifications verifying the software's security features.
3. The Selection Committee shall comprise the President, President Elect, Immediate Past President, Secretary General, Treasurer, the Election Committee, and the advisor to the Election Committee.
4. The Chairperson of the Website Committee and the Chairperson of the CMIC Group shall be special invitees.
5. The Selection Committee shall scrutinize all the applications, with emphasis on technical specifications, including security features, user interface, compatibility with various devices, and compliance with legal requirements.
6. The Selection Committee shall invite shortlisted vendors to demonstrate their software to assess its functionality and user experience and answer any questions from the selection committee.
7. The final selection shall solely be based on technical specifications, security features, the vendor's experience in providing election software and their reputation in the market, the vendor's support and maintenance services, data protection, confidentiality agreements, and previous experience of the IAP with them. The vendors shall not have been charge-sheeted in any court of Law concerning their software functioning. An undertaking shall be given by the vendors for the same.
8. The IAP shall then enter into a one-year agreement with the selected vendor, incorporating all the salient features outlined in the notification.
9. The selection committee shall conduct a post-election review to assess the performance of the election software and vendor support. This report has to be posted on the IAP website.



# CHAPTER - 48

## Standard Operating Procedure for e-Voting

### 465. Guidelines for Voter Registration

1. The IAP shall publish the eligible voter's list as per clause 8.8 of the MOA. The same list shall be provided to the Election Committee for their reference and to forward to the software vendor for uploading into the IAP election software data. The Election Committee shall scrutinize the correctness of the information uploaded in the IAP election software data and lock it from further entry of voter data.
2. The eligible voters can participate in the e-voting process digitally, with various security measures in place, such as passwords or one-time codes sent to their registered email or mobile numbers, or both, through the designated platform.
3. Voters are preferably required to verify their identity through multifactor authentication to prevent unauthorized access and maintain the integrity of the voting process.

### 466. Guidelines for e-Ballot Creation and Appraisal of the e-Voting Procedure

1. The Election Committee shall provide all the necessary data to the software vendor to create e-ballots for all contesting positions. This will include listing the names and photos of candidates in random order for each post, as required, to prevent bias. The order of the candidates shall preferably be randomized at each voting session.
2. E-ballots shall be designed to be user-friendly, accessible across various devices and platforms, and compatible with assistive technologies for all Voters.
3. The Election Committee is responsible for checking the correctness of the e-ballot created.
4. The Election Committee shall send a model video or video link of e-voting for the reference of the eligible voters through their registered email and mobile number. The same video shall be uploaded to the IAP website at the designated area and all communication channels of the IAP.
5. The Election Committee shall conduct a meeting with all the eligible contestants to appraise them about the e-ballots created and the e-voting steps undertaken. Any valid concerns raised shall be addressed by the Election Committee.

### 467. Guidelines for e-Voting

1. All the Returning Officers shall open the e-voting process to all eligible voters using an e-security system at the stipulated date and time as announced in the election notification.
2. E-voting shall be open all through the dates and times as announced, inclusive of any holidays in between.

3. E-voting may preferably be conducted in future elections using blockchain technology, which will create an unalterable, decentralized, public, append-only log of transactions without any single authority able to alter the log. If used, blockchains shall be managed solely by the Election Committee.
4. E-voting shall be 'end-to-end verifiable': voters will have assurance that their e-voting has been properly recorded; upon marking a ballot, each voter may preferably receive a receipt copy of their selections; and
5. The Election Committee may, upon request within one month after the election, provide the contestants with the total number of votes they received during the election.

#### **468. Guidelines for Election Security Measures**

1. Standard encryption protocols shall be employed to secure the transmission of nomination data and voting data and protect it from interception or tampering by anyone.
2. Software used in the election process shall be devoid of malicious software that includes worms, spyware, viruses, trojan horses, and ransomware.
3. Software shall be devoid of Denial-of-Service (DoS) attacks.
4. No individuals or firms are permitted to operate the software at any point once the election system has started and until it concludes, except for the Returning Officers. If the concerned vendor needs access to the software, such access shall be granted only in the presence of all Returning Officers.
5. Each instance of access and the details of actions taken shall be immediately communicated to all Returning Officers. However, once e-voting begins, no one, including all Returning Officers, shall have access to the software system until the e-voting concludes.
6. The Election Committee shall ascertain and certify the effectiveness of the software system's design and ensure that it is properly configured and updated with the latest available technology. The committee will also assess the system's response to high voting loads and potential failures, including its recovery process, and verify that the software system is efficiently managed and operated by adopting best security practices in development, testing, and system management, thereby reducing the risk of cyberattacks and safeguarding the e-voting technology and its associated processes.
7. No vote shall be invalidated or excluded due to technical limitations of the voting platform.
8. To enhance the security of the e-voting system, the e-voting committee shall preferably explore the latest available technologies to ensure its safety, security, and reliability, confirming this through consultation with experts.

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- 9. The IAP shall select and obtain software audit certification from a third party technical expert.
- 10. The Election Committee may invite all eligible contestants, the IAP Office Bearers, and a few non-contesting eligible voters to witness this verification process.
- 11. Multi-factor authentication shall be required for voters to access the e-voting platform, including passwords and one-time different codes sent to the registered email and mobile number.
- 12. Voter anonymity shall be achieved throughout the election process.
- 13. All votes shall be processed using a series of cryptographic computations that will yield the results of the election.

**469. Monitoring and Auditing Protocols for E-Voting Security**

- 1. The E-voting process shall be monitored continuously and conduct mock election process at least 2 times before the elections by the election committee in the presence of the IAP office bearers and any special invitee to ensure compliance with security protocols and investigate any reports of irregularities or malpractices.
- 2. The election committee shall conduct regular audits and checks throughout the voting period to ensure the accuracy and integrity of the voting data and security system and detect any anomalies or discrepancies.



## CHAPTER - 49

### Standard Operating Procedure for Post-Election Procedures

#### 470. Guidelines for Vote Tabulation

1. Once the voting period concludes, the Election Committee shall tabulate the votes electronically, ensuring transparency and accuracy in the counting process.
2. After the voting is completed, each Returning Officer shall be given independent access to the software system, including passwords, and one time different codes sent to their registered email and mobile numbers.
3. Each access to the software system shall be immediately alerted to the email and mobile numbers of all the Returning Officers.
4. All Returning Officers shall verify the results and provide their consent for the declaration. This consent shall be given digitally through their authorized access.
5. Finally, the Chief Returning Officer shall declare the tabulated votes received by each candidate. The declaration shall follow this order: President-Elect, Secretary General, Treasurer, Vice Presidents of each Zone, Joint Secretaries, and finally, Executive Board Members of each State in alphabetical order.
6. The entire vote counting and declaration process shall be broadcast live to all members and video recorded.
7. In the event of a tie, where two or more contestants receive the same number of votes, the Election Committee shall declare the winner based on seniority in IAP membership. If the tie persists, the winner shall be determined by seniority in date of birth.
8. Any disputes shall be reviewed and adjudicated to resolve any discrepancies or concerns as per clause 14.1.2 of the MOA of the IAP.

#### 471. Protocol for Recount Requests and Announcement of Election Results

1. If a request for recounting of votes is made by any contestant within 48 hours from the time of declaration of results, as per clause 14.1.2 of the MOA, the Election Committee will ascertain and attend to the request. After addressing any such recount requests, the Election Committee will certify and send the election result to the Secretary General as per clause 14.1.1 of MOA for further action.
2. The Secretary General shall post the election results publicly through the official channels of the IAP, including the website, email newsletters, and social media platforms.
3. The announcement shall preferably include the names of elected candidates for each position and the total number of votes received by each candidate.

472. After the completion of the election process, the Election Committee shall issue a list of elected candidates with their respective designations to the office of the Society after third-party vendor certification is received.

473. Any challenges or appeals regarding the conduct or outcome of the elections shall be addressed through the established grievance procedures and resolved promptly and impartially, as per Clauses 14.20 and 14.21 of the MOA of the IAP.



# CHAPTER - 50

## Guidelines for the Code of Conduct

**474.** As per clause 14.1.3 of MOA, once the elections are notified by the Election Committee, the 'Code of Conduct' as formulated by the Executive Board from time to time shall apply to all the contesting candidates until the election process is completed.

### 475. Prohibited Actions and Practices in the Election Process

1. The Election Committee Members, present Office Bearers of the Society, Election Tribunal Members, and Grievance Redressal Committee Members shall not campaign for any contestants.
2. Past IAP office bearers and past members of the IAP Election Committee shall refrain from using their former designations or positions of influence within the IAP, and they are prohibited from either forming or participating in alliances/syndicates to support any contestants during the election campaign.
3. Advertisements in lay press, press releases, or interviews about the IAP election shall not be given by any candidate.
4. Placement of cutouts, banners, and posters with personal names anywhere in the country is prohibited.
5. Surrogate, sponsored, or personal hosting of tea, lunch, dinner, or cocktail parties by the contestants for fellow IAP members is prohibited except for immediate family weddings with prior permission from the Election Committee.
6. Negative propaganda about contestants is strictly prohibited.
7. Pressure, inducement, or coercion shall not be used to get votes.
8. Impersonation of an eligible voter of the IAP is prohibited.
9. IAP Presidential Action Plan programs shall not be organized during the voting period.
10. Multiple candidates shall not associate jointly to form a syndicate or to campaign for each other; they shall conduct their campaigns independently.
11. Contestants are prohibited from using any official IAP media or platforms, including digital platforms such as the Website, WhatsApp, Facebook, Twitter, Instagram, Telegram, etc., for campaigning.
12. Candidates shall not use any political party symbol or a politician for their campaign.
13. A contestant shall not obtain any third party funds or support from pharmaceutical companies for their campaign.
14. A contestant is not allowed to use photos or details of their association with any past or present IAP Office Bearers in any flyers or appeals during campaigning.
15. Contestants, after recusing their positions during the election process, shall not use or mention the post or designation they held before recusal.

16. Contestants shall avoid leveraging their current designations or positions of influence within the IAP to gain an advantage during the campaign.

**476. Permissible Actions and Practices in the Election Process**

1. Appeals can be made via emails, print, electronic media, election letters, brochures, SMS, telephone, or any permissible social media.
2. A candidate may inform members about the election process.
3. A candidate may disclose their vision to work for the progress of IAP.
4. A contestant may brief their credentials in any mode, physical or digital, including past positions held, significant achievements in the IAP, its Branches, and Subspecialty Chapters, as well as their academic and social contributions in the field of Child Health.
5. One-time use of the digital platform of IAP shall be allowed to all the candidates contesting for the post of President Elect, Secretary General, and Treasurer. The President and the Secretary General of IAP shall mediate such sessions.
6. The IAP may allow the contestants to upload their curriculum vitae on its website.

**477. Regulations for Contestants to participate in programs during the Election Period.**

1. After declaring their candidacy for the elections, contestants shall refrain from serving as faculty in any programs organized by the Society, including those under the IAP Presidential Action Plan.
2. The IAP Presidential Action Plan Core Committee will ensure that contestants are not assigned faculty roles starting three months prior to the election notification, e.g., from July 1st if the election is scheduled for October 1st.
3. Their names shall also be removed from the faculty list. However, these contestants may still participate as delegates, covering their expenses, including any applicable registration fees, in TOT sessions or workshops.
4. To promote their candidature, contestants are strictly prohibited from using slide shows or posters or distributing pamphlets inside any venue of IAP conferences, CMEs, or programs.
5. The contesting candidate shall preferably refrain from participating as faculty in any activities funded by pharmaceutical companies.

**478. Recusal Requirements for Election Candidates**

1. As per MOA 14.1.4, a member desiring to contest the elections for any post in the Society, if is holding any post in the Society or any of its Branches or Subspecialty Chapters; shall temporarily recuse himself from the responsibilities of that post which he has occupied in the said office until the election process is completed.
2. A copy of the recusal letter shall be submitted to the Election Committee and the office of the Society through their registered email.



# CHAPTER - 51

## Guidelines for Compliance Issues During the Election Process

- 479.** All contestants shall declare in the e-nomination form that they will abide by the prescribed Code of Conduct.
- 480.** All contestants shall declare that they have read and understood the 'Memorandum of Association of the IAP' and 'Standards of Procedure for the IAP Elections' and abide by all the rules and regulations set in and work for the IAP with honesty and integrity without any fear, bias, discretion, or influence.
- 481.** Candidates shall have to give a prescribed declaration to the Chief Returning Officer in this regard while submitting their nomination.
- 482.** All activities during the election period [from the period of election notification until the declaration of election results] regarding breaches in election procedures and the 'Code of Conduct' shall be continuously monitored by the IAP Election Committee.
- 483.** A member of IAP may submit his complaint through his registered email to the election committee at [iapelection@iapindia.org](mailto:iapelection@iapindia.org). Such a complaint shall be supported by documentary proof of any breach of conduct by a contestant or any member.
- 484.** The complaint will be considered only if the complainant declares his/her name, registered email, mobile number, and the IAP membership number.
- 485.** The Election Committee will investigate any breaches of conduct by a contestant and, with a 2/3rd majority, may disqualify the candidate from participating in the current elections.
- 486.** If the complainant, contestant, or member is not satisfied with the decision of the Election Committee, they shall address their grievance to the Grievance Redressal Cell.



## CHAPTER - 52

### Guidelines for Grievance Redressal Process for IAP Elections

487. As per clause 14.19 of MOA, any grievances regarding the conduct of contestants during election procedures shall be made by a member through his registered email to the President within 21 days of the declaration of results.
488. The grievance shall include a detailed description of the issue, any supporting documents or evidence, and the membership number, contact information, and signature of the complainant.
489. Upon receipt of a grievance, the President of IAP shall refer the complaint to the Grievance Redressal Cell within three days, acknowledging the receipt of the grievance to the complainant and informing them of the referral. The Grievance Redressal Cell shall then conduct an initial review to determine the validity and scope of the grievance. If the grievance is found to be outside the purview of the Cell, the complainant shall be informed within five days of the referral from the IAP President.
490. A detailed investigation shall be conducted by the Cell, which may call upon the complainant, respondents, witnesses, or any other relevant individuals for clarification or additional information. Investigations may be carried out virtually through video conferencing, ensuring that all parties are given a fair opportunity to present their case.
491. Based on the investigation, the Grievance Redressal Cell shall deliberate and complete the resolution process within 7 days of receiving the grievance.
492. The Grievance Redressal Cell's decision shall include a summary of the complaint received, along with the details of the investigation procedures conducted, the findings of the investigation, the proposed resolution or corrective actions, and any recommendations for preventing similar grievances in the future.
493. The final decision of the Grievance Redressal Cell shall be communicated in writing to the IAP Office. The IAP office, in turn, shall forward the decision of the cell to the complainant and any other relevant parties within 3 days of its receipt.
494. Grievances/complaints regarding the conduct/functioning of the Election Committee and against the order of the Grievance Redressal Cell can be raised by any member by paying prescribed fees, through his registered email to the President of IAP to his official email address [president@iapindia.org](mailto:president@iapindia.org), with a copy marked to the IAP office at [centraloffice@iapindia.org](mailto:centraloffice@iapindia.org) and the Secretary general at [secretary@iapindia.org](mailto:secretary@iapindia.org) within 21 days after the declaration of results. Such grievance/complaint shall be attended to as per clause 14.20 of MOA by the Election Tribunal.
495. The IAP shall maintain detailed and confidential records of all grievances received, investigations conducted, and proposed resolutions, ensuring that all records are stored securely.



## CHAPTER - 53

### Guidelines for the IAP Oath for Elected Candidates

496. "I, [Name of Member], solemnly affirm that I have read and understood the 'Memorandum Of Association and the Rule Book of the Indian Academy of Pediatrics.' I pledge to honor, uphold, and preserve the principles enshrined within them.

I will conscientiously, impartially, and diligently discharge all duties entrusted to me as a ..... (insert name of post) ..... of Team ..... (insert year) ..... of the Indian Academy of Pediatrics in accordance with the 'Memorandum of Association and the Rule Book of the IAP.'

I freely accept this obligation and pledge to faithfully and impartially serve the Indian Academy of Pediatrics without fear or ill will.

Name and Signature:

IAP Membership no:

Date and Place:



## CHAPTER - 54

### Guidelines for Contestant Declaration Form

**497.** Candidates shall have to give the following declaration to the Chief Returning Officer in this regard while submitting their nomination."

I, [Candidate's Name], contesting for the post of ..... in the IAP Elections-[year],

hereby declare that:

I do not have any outstanding financial or administrative dues to the Indian Academy of Pediatrics, either in my individual capacity or as part of the Pedicon Organizing Committee as an Organizing Secretary. I have cleared all pending dues, if any, prior to submitting my nomination for the elections.

I will abide by the Code of Conduct for IAP Elections and work for the IAP with honesty and integrity, without any fear, bias, discretion, or undue influence.

I have read and understood the 'Memorandum of Association of the IAP' and 'Code of Conduct for the IAP Elections,' and I agree to abide by all the rules and regulations set therein.

I understand that any false or misleading information provided in this declaration may lead to the rejection of my nomination and disqualification from the election process.

Signature of the Candidate

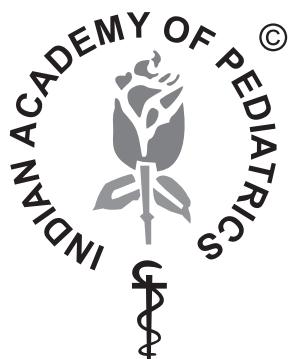
Name of the Candidate:

IAP Membership number:

Date: [DD/MM/YYYY]

Place: [City]





## **SECTION - 7**

# **FINANCIAL MANAGEMENT**

# CHAPTER - 55

## Standard Operating Procedure for the Finance Committee

### 498. Objective

The Finance Committee shall have a critical role in ensuring the financial health and sustainability of the IAP by overseeing financial planning, financial reporting, compliance, property & funds management, investment strategies, member's welfare, cash flow management, and risk mitigation to achieve its academic and social objectives within the framework of MOA while providing the guidance and maintain financial integrity.

### 499. Composition and Structure of the Finance Committee

1. The Finance Committee is comprised of

1	Chairperson	President
2	Convener	Any Fellow/Life member who fulfils the criteria to become a Finance Committee member.
3	Co - Convener	Treasurer
4	Members	10 [Two from each Zone]. Members of the committee excluding the Convener shall be 10 in number.
5	Ex-officio members	President Elect, Immediate Past President, and Secretary General, Joint Secretary (Admin)
6	Special invitee	Internal Auditor of the IAP

2. Additionally, the President may invite any IAP member and/or non -IAP member who is a financial expert to serve as a Special Invitee.
3. Special invitees shall not have voting rights.
4. The tenure of the members shall be two years. After this period, five members will be replaced, while five members will be retained for an additional term. A member may be nominated to serve a maximum of two consecutive terms.

### 500. Eligibility for a Finance Committee Member

1. Shall have completed 10 years of IAP Life Membership,
2. shall have served at least one term on the Executive Board of IAP
3. Shall preferably have completed a finance course recognized by the IAP.

### 501. Guidelines for Finance Committee Meeting

1. The Finance Committee shall convene regular meetings virtually or physically as deemed necessary by the Chairperson or upon request by committee members.

2. A minimum of 4 meetings in one year shall be conducted. Out of which at least one shall be in physical mode.
3. The quorum for the business transaction at any committee meeting shall be 50% of all the Finance Committee members.
4. Decisions shall be made through consensus or voting with a 2/3rd majority of members present, with the Chairperson having the 'casting vote' in case of a tie.
5. The Finance Committee meeting minutes shall be documented and submitted to the Executive Board for consideration. Upon the recommendation of the Executive Board, the minutes may be uploaded to the membership section of the IAP website.

## **502. Functions and Responsibilities of the Finance Committee**

To assist the Treasurer in executing his functions and responsibilities as specified in Clause 19 and its subclauses, and Clause 15 and its subclauses of the MOA. It includes:

1. To provide guidance and monitor financial administration, including investment portfolios, regularly reviewing their performance to ensure alignment with IAP objectives, including charity activities. Additionally, evaluate opportunities for diversification and asset allocation to optimize financial resources in compliance with statutory guidelines and the MOA framework.
2. To assist the Treasurer in preparing financial statements, including the Treasurer's Report, Budget Estimate, Income and Expenditure Statement, Balance Sheet, and Cash Flow Statement.
3. To provide guidance for the accounting process, procurements, staff management, and stock/inventory management.
4. Coordinate with external auditors to conduct annual audits and review the financial statements for accuracy and transparency.
5. To assist the Treasurer in filing income tax returns, GST tax returns, and TDS tax returns in accordance with statutory requirements while staying updated on changes in tax laws and regulations to ensure compliance and optimize tax liabilities.
6. To monitor and enhance cash flow efficiency while managing liquidity to ensure that IAP effectively meets its operational needs and fulfils its financial obligations.
7. To guide the utilization of funds for any undue expenses as per the provision mentioned in Clause 18.4.9 of MOA.
8. To identify areas of financial risk and develop mitigation strategies to protect IAP's assets while assisting the Treasurer in establishing and maintaining internal controls to safeguard financial resources and prevent fraud or misuse.

9. To evaluate the need to retain, acquire, or dispose of IAP properties. If a decision is made to sell, follow the necessary legal and procedural steps, including obtaining valuations, seeking approval from the Executive Board, and adhering to statutory requirements as outlined in Clause 15.1 of the MOA. Maintain transparency throughout the process and ensure that funds from property sales are appropriately utilized to support IAP objectives.

Present recommendations to the Executive Board regarding the acquisition of new properties, including budgetary considerations and potential benefits, and provide guidance in accordance with statutory laws.

10. To scrutinize the accounts of Pedicon as directed by the Executive Board and submit the report to the Executive Board.
11. To provide guidance for programs aimed at enhancing the welfare and well being of IAP members, including health insurance, professional insurance, disability coverage, and retirement plans, as requested by the Executive Board.



# CHAPTER - 56

## Guidelines for Preparing the Budget Estimate

### 503. The objectives of Budget Estimate Preparation are to

1. Ensure financial sustainability and transparency of the IAP
2. To facilitate strategic financial planning and prioritization for academic and social activities in line with the MOA of the IAP.

### 504. Terms of Reference for Preparation of Budget Estimate

1. In the first week of November, the President -elect, in consultation with the Finance Committee, incoming President-elect, incoming Secretary General, and incoming Treasurer whenever applicable, the current President, Secretary General, and Treasurer shall develop detailed financial planning for his tenure, which helps in preparing the budget estimates for the fiscal year.
2. Analyze the Budget estimates prepared in the previous few years with their realistic budgets and financial statements to understand the current financial needs of the IAP.
3. Gather inputs if needed from Indian Pediatrics, IAP-ICP, Indian Journal of Practical Pediatrics, and the Presidential Action Plan Core Committee regarding their financial needs and projected activities for the upcoming year.
4. General operational needs of the IAP, strategic objectives enumerated in the action plan, projected income, accumulated funds in order of their time limits, availability of corpus and non-corpus funds, earmarked funds, pending income tax demand, and other payables to statutory bodies, financial constraints, and income and expenditure estimates for the current year shall be the reference documents for drafting the budget estimate, ensuring alignment with the IAP's financial strategic goals and objectives.
5. In general, the earmarking of resources for specific purposes other than those required under income tax laws shall preferably be discouraged. If any 'Earmarked Funds' remain unused, they may be unmarked in the ensuing General Body Meeting and pooled into the 'General Fund' for use in accordance with the aims and objectives of the IAP. The Chartered Accountant's opinion, followed by the Executive Board's approval, shall preferably be obtained before placing the agenda in the General Body.
6. None of the budgetary estimate figures shall be arbitrary; they shall be rational. The estimated expenditure budget shall be comprehensive, transparent, realistic, and policy-oriented for clear accountability in budget execution.
7. Divide the budget into main categories, such as estimated income and estimated expenses, with various subcategories.
8. Care shall be taken to prepare budget estimates that align with the realistic budgets of previous years.
9. Any unutilized balance at the end of a financial year shall be transferred to the general fund of the Society.

10. **Estimated Income shall include:**
  - a. Income from IAP Presidential Action Plan activities
  - b. Interest received on fixed deposits and bank balances.
  - c. Donations or contributions received from Pedicon, other National or International conferences, Zonal, State, District/City Branch conferences, and other institutions, donations received under 80G IT Act provisions, as well as grants from Government and National or International organizations/agencies.
  - d. Income from Properties
  - e. Contributions received from members such as contributions to corpus fund, nomination fees, subscriptions, course fees, etc., along with contributions from non - members if any.
  - f. Income from other activities such as royalty on publications, journal sales, advertisements, etc.
11. Estimated expenses shall be under administrative expenses, program expenses, capital expenditures, and any other expenditures.
  - a. **Administrative Expenses** shall include staff salary and benefits, office stationery and communications, travel and meeting expenses of the Executive Board and the Subcommittees, Professional fees such as Audit fees, Website Management, Election, General Body Meetings, expenses toward compliance with Statute Bodies and any other expenses as applicable.
  - b. **Program Expenses** shall include IAP Presidential Action Plan activities, conferences, CMEs, workshops, research grants and scholarships, publications and communications, and charitable activities.
  - c. **Capital Expenditures** shall include infrastructure improvements including repairs and renovations, purchase of any equipment, and purchase of properties.
12. Complete the budget estimate preparation process by 30th November.
13. The Treasurer shall present the budget estimate for review, recommendation, and approval to the Executive Board at a physical or virtual meeting during the first week of December.
14. **Submission to the Annual General Body for approval**
  - a. The Executive Board shall send the budget estimate proposal in the Treasurer's report to all members via their registered email, along with the notice for the upcoming Annual General Body meeting to be held during Pedicon (typically held in January or February).
  - b. Any recommendations from the Executive Board shall be served to the General Body by a supplementary notice.
  - c. The Treasurer shall place the budget estimate before the Annual General Body for approval by the majority.



# CHAPTER - 57

## Guidelines for Annual Financial Report by the Treasurer

### 505. Introduction

The Annual Financial Report prepared by the Treasurer shall be a comprehensive document outlining the financial performance, status, and activities of the IAP, preferably structured in two parts. The first part may focus on finance related activities during the past operational year, while the second part may detail the financial performance for the past financial year.

### 506. The Treasurer report for the last operational year [January 1<sup>st</sup> to December 31<sup>st</sup>] shall describe the following details;

1. Cash Balance [both cash on hand and the balance in accounts] at the beginning of the operation year, 1<sup>st</sup> January.
2. Cash Balance [both cash on hand and the balance in accounts] at the end of the operation year, 31<sup>st</sup> December.
3. Details of the accumulated funds, earmarked funds, General funds, Corpus funds, and non corpus funds.
4. Highlights of the Income for the year.
5. Highlights of the expenditures made in the year.
6. Cash Flow Statement for the Year.
7. Details of the Supplementary Budget utilized, if any.
8. GST paid details.
9. TDS paid and TDS receivable details.
10. Income tax-related demands/notices/issues.
11. Details of funds to be received, along with details of funds payable.
12. Details of prepaid expenses and outstanding expenses, along with information about sundry creditors, shall be provided.

**Note:** As far as possible, prepaid expenses are preferably avoided.

13. Recommendations from the Finance Committee, including a description of the internal controls to safeguard assets and ensure financial integrity, shall be submitted along with an attachment of all the minutes from the Finance Committee meetings held during the reporting period. Additionally, a report on actions taken based on the Finance Committee recommendations and those from the previous annual General Body meeting shall also be included.
14. Any observation or recommendation to the incoming team over the book of accounts, accounting process, and any such other requirements incidental to and connected with Government and Statutory Bodies.

**507. The Treasurer report for the Fiscal year shall describe the details of**

1. Audit Report and Balance sheet of the previous fiscal year.
2. Income Tax Returns filed.
3. Up to date delay condonation, if any, has been filed.
4. Assets (both movable and immovable) and Liabilities during the previous fiscal year.
5. Budget Estimate of the Society
6. Budget estimate for the ensuing Pedicon.
7. An audited statement of previous Pedicon [ex. The Annual Treasurer Report -2024 shall describe the audit statement of Pedicon-2023.]
8. Audit Statement and Estimate Budget for the journal- Indian Pediatrics.
9. Audit Statement and Estimate Budget for the journal- Indian Journal of Practical Pediatrics.
10. Audit Statement and Estimate Budget for the IAP-ICP.
11. The balance sheet, along with detailed income and expenditure reports of any program, such as the Neonatal Resuscitation Program, where there is significant financial involvement.
12. Income and expenditure report for each of the National TOTs, Zonal TOTs, and Workshops under the IAP Presidential Action Plan.
13. Donations received under 80G IT Act provisions.
14. Income and Expenditure report of digital platform programs, including dIAP and any other programs.
15. All the relevant forms were submitted to the IT department under the applicable IT Act for the IAP.
16. Charity activities undertaken, including the total amount spent and the number of beneficiaries, shall preferably be documented. This includes a breakdown of each activity, specifying the type of charity event, the funds allocated, and the direct impact in terms of the number of children or families benefited.

**508. Detailed Financial and Income Statement**

1. The income statement shall describe contributions from Members, Income from Pedicon, Income from any other conferences, Academic Grants, Income from interest on a Saving Bank account, Interest from Fixed deposits, Rental/Lease Income, Income from Publications, TDS funds refunded by IT dept, donations received under 80G IT Act provisions, etc.
2. Additionally, income, including income yet to be received and income received in advance, shall also be detailed.
3. Heads of income that are technical shall be explained in footnotes using simplified language.

**509. Detailed Financial and Expenditure Statement.**

1. The expenditure statement shall include general expenses, administrative expenses, expenses for repairs, renovations, program expenses, capital expenditure, and any other expenses under the budgeted expenses and unbudgeted expenses categories.
2. Additionally, expenses that are yet to be paid shall be detailed.
3. Heads of technical expenditures shall be explained in footnotes using simplified language.

**510. Comprehensive Balance Sheet and Financial Overview**

1. A Balance Sheet is given by the auditor detailing Movable Assets (e.g., cash, receivables), Immovable Assets (e.g., property, equipment), Current Liabilities (e.g., payables), Non-Current Liabilities, Earmarked Funds, General funds, Corpus funds, Non Corpus funds, and Income and Expenditure Statement.
2. Heads of Assets and Liabilities that are technical shall be explained in footnotes using simplified language.

**511. Annual Financial Performance Review The treasurer report shall have:**

1. A detailed comparison of budget estimate figures against actual performance.
2. An explanation of significant variances, detailing the reasons behind them and whether approval was obtained for any supplementary and unbudgeted expenses.
3. Summary of major investments made during the year.
4. Initiatives undertaken to reduce costs and improve financial efficiency and sustainability.
5. Summary of new projects initiated and corresponding funding sources secured.
6. Overview of compliance with statutory and regulatory requirements.
7. Financial challenges faced during the year and their impact on the IAP.
8. Potential opportunities for growth and financial improvement in the future.
9. Preliminary financial projections for the upcoming year.
10. Financial statistical data, which shall preferably be presented graphically at necessary places for better understanding.
11. All the Finance Committee meeting proceedings for the concerned operational year

The Treasurer shall conclude the report by acknowledging and thanking the contributions of the Finance Committee, Auditors, the Executive Board, and the IAP Staff who assisted in the financial management of the IAP.



# CHAPTER - 58

## Guidelines for IAP Income and Expenditure Management

### 512. The objective of the guidelines for Income and Expenditure Management

1. To ensure accurate and timely recording of all income and expenditures.
2. To maintain financial discipline and accountability.
3. To optimize the use of financial resources for the objectives of IAP.
4. To ensure compliance with relevant statutory laws and regulations.

### 513. Income Management and Financial Accountability Guidelines

1. Potential revenue income may be from contributions from members, subscriptions, Pedicon conferences, academic grants, bank interest, advertisements, Indian Pediatrics, Indian Journal of Practical Pediatrics, the IAP-ICP, and other sources.
2. Generate tax invoices and vouchers for all the funds received.
3. Deposit all receipts into the official IAP bank account promptly, ensuring cheques/cash are deposited within 3 working days.
4. Maintain accurate records of all fund transactions in the accounting software system.
5. Regularly reconcile bank statements with income records to ensure accuracy and completeness.
6. Regularly prepare and review income reports to monitor performance against budget.
7. Conduct periodic internal and external audits to verify the accuracy and integrity of income records. Such audit reports shall be submitted to the Executive Board and the Finance Committee for their perusal.

### 514. Guidelines for Accumulation of Income and Utilization of Accumulated Income Guidelines for Accumulation of Income

1. IAP can accumulate up to 15% of its annual income indefinitely, and this amount can be transferred to the corpus fund each year.
2. As per Section 11(2) of the IT Act, if IAP is unable to utilize 85% of its income in a particular year, the shortfall can be accumulated and utilized for charitable purposes within the next 5 years.

#### Guidelines for Compliance with IT Act Requirements

3. Information regarding fund accumulation shall be submitted using the relevant forms under the applicable IT Acts for the IAP at least two months in advance.
4. If 85% of income cannot be applied due to specific reasons, e.g.,
  - a. Income not received in the previous year or

b. Where income could not be applied due to other reasons [say it was received in the last week of March and hence could not be applied]

The IAP shall electronically furnish the details in Form 9A at least two months before the due date specified under Section 139(1) of the IT Act.

#### **Guidelines for Utilization of Accrued Income**

5. Accumulated funds shall be utilized strictly for the aims and objectives of the IAP in accordance with the relevant Charity Act/Society Registration Act/IT Act.
6. These accumulated funds shall be applied for the specific purpose within the allowed period of 5 years; [otherwise, it will be deemed to be the income of the previous year in which it ceases to remain so invested or deposited, and Income Tax shall be paid]
7. Income accumulated under Section 11(2) of the IT Act shall be used solely for charitable purposes for which it was created by the IAP as follows.
  - a. Until the accrued income is utilized, the amount shall be invested in the statutory forms specified below under Section 11(5) of the IT Act.
  - b. In cases where such accumulated funds cannot be spent for the purpose for which it was accumulated, the IAP shall request the concerned Income Tax Assessing Officer to allow the IAP to apply the income so accumulated for any other charitable purposes in conformity with its aims and objectives.
8. Accrued funds shall be invested or deposited in the following permissible modes:
  - a. Immovable property for the IAP objectives.
  - b. Investment in Government Savings Certificates/Securities/Bonds.
  - c. Deposit in any Post Office Savings Bank Account.
  - d. Deposit in any account with any scheduled bank.
  - e. Investment in units of UTI.
9. Accumulated income or income set apart more than 15% of its total income shall not be invested in any form other than the statutory form of investments specified above.

#### **515. Corpus Fund Management and Utilization Guidelines**

1. The IAP Corpus funds are permanent funds or endowments set aside to generate income through investments. The principal amount of the corpus fund shall preferably be kept intact, while the income earned from these investments is used to support all the objectives of the IAP, including operational expenses, specific programs, and any long-term goals.
2. All funds received through contributions from members, subscriptions, and donations to corpus funds for Endowments, Awards, Orations, Prizes, etc., shall be maintained as a Corpus Fund.

3. Any voluntary contributions that form part of the corpus fund of IAP, e.g., towards Endowments/Orations/Awards, etc., shall not be included in the total income.
4. The corpus donation shall be invested or deposited in one or more of the forms or modes specified in Section 11(5), maintained specifically for such corpus.
5. Corpus funds shall not be utilized for making contributions, expenses, or donations to any person or organization.

#### **516. Non-Corpus Fund Management and Utilization Guidelines**

1. IAP non corpus funds refer to financial resources that are not part of the IAP corpus funds.
2. IAP non corpus funds may come from academic grants, bank interest, contributions from conferences, and any other operational income generated from the IAP corpus fund.
3. Non corpus funds are typically used for operational, programmatic, or other immediate needs of the IAP like day to day expenses, specific projects such as the IAP Action Plan, Neonatal Resuscitation Program, IAP Charity Activity, Repairs, and renovations, or as a 'General Fund' for any other purposes as decided by the Executive Board and later ratified by the General Body.
4. IAP non corpus funds are not required to be exclusively invested for income generation.
5. A sufficient amount of non-corpus funds, as determined by the Executive Board, shall preferably be maintained in liquid form and readily available for immediate use.

#### **517. Expenditure Management Guidelines**

1. The expenditure budget shall receive prior approval as part of the 'Budget Estimate' during the Annual General Body Meeting.
2. All expenditures shall be authorized by the Treasurer and the Secretary General. In case of any dispute, the President shall make the final decision.
3. The supplementary budget, if any, shall be approved by the Executive Board in accordance with MOA.
4. All payments above Rs.10,000/- shall be made by cheque or online mode. Post-dated cheques shall be avoided.
5. Cash payments would be released only after approval of the Chief Accountant/Head of the Office, on receipt of the bill for payment.
6. Only petty bills or imprest accounts can be paid in cash for the following petty expenses:
  - a. Expenditure for refreshments during official meetings.
  - b. Staff Conveyance.

- c. Office Maintenance of a petty nature
- d. Printing & Stationery of a petty nature
- e. Any other petty expenses

7. Purchase orders for all significant expenditures, as determined by the Executive Board, shall be issued with the approval of the Secretary General and the Treasurer.
8. A standardized procurement/contractual policy ensuring that at least 3 competitive bidding and vendor selection processes shall be followed.
9. All invoices shall be verified and approved by the Treasurer and then endorsed by the Secretary General before processing the payment.
10. Expenditure management shall be digitally maintained through a regularly updated software system.
11. Periodic internal and external audits are recommended to verify the accuracy and integrity of expenditure records.
12. Expenditure records shall be regularly reconciled by the Finance Committee.

#### **518. Financial Compliance and Regulatory Adherence**

1. Ensure all financial activities comply with relevant statutory laws and regulations.
2. Ensure the timely payment of GST and TDS, along with the filing of income tax returns.
3. Adhere to 'Generally Accepted Accounting Principles' or International Financial Reporting Standards as applicable.
4. A separate bank account for Foreign Contribution Regulation Act funds shall be maintained, along with separate books and the necessary vouchers.
5. Internal and External Audits shall be completed at least 30 days before the Annual General Body Meeting.

#### **519. Annual Financial Management and Regulatory Compliance Guidelines**

1. Annual Financial Statements shall be prepared at least 30 days before the Annual General Body Meeting.
2. The 'Estimate Budget' shall be prepared at least 30 days before the Annual General Body Meeting.
3. Annual Returns and submission of audited books of accounts to the Charity Commissioner need to be done timely every year.
4. Approvals for Change of Report Submission, Permission for Purchase/Sale of Fixed Assets, and other necessary items as otherwise need to be duly taken with the Statute Bodies as applicable.



# CHAPTER - 59

## Guidelines for the IAP Charitable Activities

### 520. Charitable Objectives of IAP

1. All charitable activities shall be aligned with the aims and objectives of the Indian Academy of Pediatrics and shall serve to benefit the general public, particularly children.
2. The IAP shall provide relief to the underprivileged, enhance educational opportunities, offer medical assistance, and promote the overall health and well being of the child community.

### 521. Responsibilities for Charitable Activities

1. The Executive Board of IAP shall oversee, approve, and execute all charitable activities.
2. The Finance Committee shall plan, manage funds allocation, and monitor charitable initiatives.
3. IAP Members shall participate in and support these charitable activities.

### 522. Planning of Charitable Activities

1. The Finance Committee shall plan upcoming charitable activities.
2. The charitable activities shall be identified based on community needs assessments and member suggestions as per the strategic objectives of the IAP.
3. Proposed activities shall include clear objectives, target beneficiaries, a timeline, and a budget estimate.

### 523. Charitable Activities of IAP

In accordance with Section 2(15) of the Income Tax Act, IAP may include the following charitable activities;

1. Providing free medical relief to poor children.
2. Conduct various health awareness programs/activities such as Breastfeeding, Oral rehydration therapy, anemia, School Health, Malnutrition, HIV, Immunization, Cancer, Vector-borne diseases, Diarrhea, Sanitation, etc.
3. Providing free health educational materials to the school children.
4. Conducting or promoting blood and organ donation camps.
5. Educational courses/activities to promote nurturing care, breastfeeding, menstrual hygiene, enhanced nutrition, basic education, and social skills for Adolescent Girls.

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- 6. Conducting medical camps, adolescent friendly health clinics, and school health programs to create awareness to improve the physical, social, and mental health of children.
- 7. Support and participate in National Health Programmes of the Government of India, UNICEF, and other such National or International organizations.
- 8. Strengthening health systems and building the skills of health care professionals to bring down morbidity and mortality in newborns and under-5 children.
- 9. Providing medical assistance and rehabilitation programs for physically challenged and developmentally disordered children.
- 10. Enhancing the capacity of healthcare providers to improve the quality and accessibility of facility based newborn and child healthcare.
- 11. Providing free medical assistance at the time of natural disasters.
- 12. The advancement of any other object of general public utility shall not involve carrying out any activity related to trade, commerce, or business (or any activity of providing services to any trade, commerce, or business) in exchange for a cess, fee, or any other consideration. However, such activities may be undertaken only if they are incidental to achieving the IAP's primary objectives and if the total income generated from such activities during a financial year does not exceed 20% of the IAP's total annual receipts.

#### **524. Approval Process for Charitable Activities**

- 1. The Office Bearers shall prepare a detailed proposal for each planned charitable activity and submit it to the Executive Board.
- 2. The proposal shall include objectives, beneficiary details, a budget, and a timeline.
- 3. The Executive Board shall review and approve or request modifications to the proposal.
- 4. The Finance Committee shall advise on the strategic allocation of funds for the implementation of these charitable projects.

#### **525. Fund Allocation and Management for Charitable Activities**

- 1. Upon approval of the charitable activity, the Treasurer shall allocate funds.
- 2. All financial transactions related to charitable activities shall be documented and reported to the Executive Board.
- 3. Unutilized funds shall be reported and either reallocated or carried forward as per the decision of the Executive Board.

**526. Guidelines for Using Funds for Charitable Activities**

1. IAP shall apply its income solely for its aims, objectives, and charitable purposes within India and not for any other purposes outside India; if it uses income for other purposes outside India, it shall pay tax for the same.
2. IAP shall not utilize its income to credit or pay to any other trust or institution registered under Section 12AA/12AB or approved under Section 10(23C) (iv), (v), (vi), and (vi [a]) of the IT Acts.
3. IAP shall not utilize its income for the benefit of any of its members or specified persons such as donors or academic partners.
4. IAP shall not utilize its income for any charitable activity that does not benefit the public at large.
5. IAP shall not utilize its income for the benefit of any particular religious community or caste.

**527. Implementation of the Charitable Activities**

1. The Executive Board shall coordinate with members, branches, and any other relevant authorities to implement activities.
2. Charitable activity shall not involve any cash donation.
3. Proper documentation and records shall be maintained for each activity, including beneficiary lists, financial records, and activity reports.
4. Ensure all charitable activities comply with relevant legal and regulatory requirements. [such as those specified in Section 11, Section 12, Section 12A, Section 12AA/12AB, and Section 13 of the Income-tax Act.]
5. Maintain transparency and accountability in all charitable endeavours.

**528. Monitoring, Evaluation, and Reporting of Charitable Activities**

1. The Finance Committee shall monitor the progress of each activity and ensure it is carried out as per the plan.
2. A regular review shall be conducted to assess the effectiveness and make any necessary adjustments.
3. Upon completion of each activity, a comprehensive report, including the total amount spent and the number of beneficiaries, shall be documented clearly. This includes a breakdown of each activity, specifying the type of charity event, the funds allocated, and the direct impact in terms of the number of children or families benefited, which shall be submitted to the Executive Board.
4. The Executive Board shall review the final reports of each activity to evaluate the impact and success.

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- 5. All charitable activities and their outcomes shall be communicated to the IAP members through newsletters, the IAP website, and annual reports.
- 6. All charitable activities shall be communicated to the statute bodies through relevant modalities.

#### **529. Guidelines for using the IAP Banner at Charitable Activities**

- 1. The IAP banner shall be used in all IAP activities, including charitable activities.
- 2. The banner shall be appropriate for each intended use in the program.
- 3. The banner's background shall preferably be white, with large, dark colored fonts and high quality, uncluttered images in a high resolution format.
- 4. The IAP logo shall preferably be centrally placed in an appropriately large size at the top, with the full name 'Indian Academy of Pediatrics' written below in larger fonts.
- 5. Below this, the name of the activity, along with the date and place, may be mentioned. The branch name can be added as "in association with" at the bottom, and the name and photos of the IAP's President, President-Elect, Immediate Past President, Secretary General, and Treasurer may be showcased.
- 6. Contact information and social media links of the IAP may also be mentioned at the bottom line.

#### **530. Record-keeping and Documentation for Charitable Activities**

- 1. Maintain detailed records of all charitable activities, including plans, approvals, financial transactions, Photos of the events, and reports, for a period as outlined by the statute laws.
- 2. Records shall be stored securely and made available for audit and review.

#### **531. Compliance with Statutory Bodies**

IAP shall apply appropriately for renewal of 12AB registration at least six months prior to the completion of the 5-year term or as outlined by statutory laws.



# CHAPTER - 60

## Procurement Policies and Procedures of IAP

### 532. Vendor Selection

1. At least three competitive quotations are invited for purchases or expenses over rupees one lakh.
2. Quotations are scrutinized and selected by the Office Bearers considering criteria such as quoted price, quality, delivery time, and vendor reputation.

### 533. Purchase Orders

1. Purchase orders shall be issued for all purchases over rupees one lakh.
2. Purchase orders for all significant expenditures, as determined by the Executive Board, shall be issued with the approval of any two of the President, Secretary General, and Treasurer, provided that one of the approvers is the Treasurer.
3. Approval from the Executive Board shall be obtained for any non budgetary expenditure exceeding five lakh rupees.

### 534. Contractual Agreements

For significant services or purchases, particularly those involving long term engagements or large sums, contractual agreements shall be drafted, reviewed, and approved by the Executive Board.

### 535. Vendor Performance Monitoring

The Executive Board shall conduct regular evaluations of vendors, assessing their service quality and overall performance.



# CHAPTER - 61

## Accounting Procedures and Guidelines

### 536. Accounting Procedures

1. The IAP Office Accounts Team is entrusted with the responsibility of managing accounts, inventories, and taxation related to IAP. The team shall oversee the entire accounting cycle, ensuring accuracy, transparency, and compliance with applicable financial and regulatory standards. This includes recording, classifying, and systematically summarizing financial transactions, preparing financial statements, analyzing and interpreting financial data, and ensuring compliance with all relevant statutory laws and regulatory requirements.
2. In accordance with the relevant IT Acts, the books of accounts and supporting documents shall be retained for a minimum of 10 years, or as stipulated by applicable statutory laws, from the end of the relevant assessment year. However, the digital format of books of accounts may be preserved indefinitely. In the event of any legal proceedings or statutory requirements, both digital and physical records shall be retained until the matter is fully resolved.
3. An accountant shall be designated to account for all financial transactions, ensuring that these transactions are accurately recorded in the appropriate vouchers and ledgers in chronological order as per the established accounting procedures.
4. The voucher numbering method may be set to 'Automatic' or 'Automatic (Manual Override)' for each specific voucher type to ensure systematic and sequential recording of transactions, as per the software's voucher configuration settings.
5. An accountant shall ensure that the narration details are accurately recorded before posting the vouchers to the specified ledger, maintaining clarity, compliance, and audit readiness.
6. The Day Book shall be verified periodically, and the books of accounts shall be regularly monitored by the Head of the Office and the Internal Auditor to ensure accuracy, compliance, and financial integrity.
7. Fund transfers between accounts, including bank to bank transfers, cash deposits into bank accounts, and withdrawals via cheques or demand drafts, shall be recorded using a Contra Voucher to ensure accurate classification and reconciliation.
8. Reversing Journal Vouchers shall be processed timely to ensure they do not impact the accuracy of the books of accounts.
9. Tax invoices shall be generated for all revenue transactions. The applicable CGST and SGST shall be accurately recorded, and separate CGST and SGST ledgers shall be maintained for each accounting period to ensure proper tax compliance and reporting. Additionally, where applicable, TDS shall be deducted at the prescribed rates, recorded appropriately, and remitted in accordance with statutory requirements.

10. Income and Expenditure accounting for the fiscal year shall, preferably, be on an 'accrual basis.' Details of both receivables and payables shall be included in the applicable financial statements.
11. The IAP office accounts team shall assist the Treasurer, along with the Finance Committee, in preparing the Financial Statements, which include the Balance Sheet, Income and Expenditure Statement, Cash Flow Statement, Budget Estimate, Supplementary Budget, and any other statements required by applicable accounting standards or statutory requirements.

**537. Guidelines for handling 'Suspense Ledger' in Books of Accounts**

1. A 'Suspense Ledger' may be used to temporarily record discrepancies or unknown transactions until they can properly be classified. For example, donations or payments received without clear details, discrepancies in membership payments, or unclear invoices are recorded in the suspense ledger until the information is verified and resolved.
2. Once the nature of the transaction is identified, it shall be reclassified to the appropriate specific ledger. Ensure that the suspense ledger entry is reversed and the correct account is debited or credited. All such information shall be brought to the notice of the Treasurer.
3. The suspense ledger balance shall preferably be zero at the end of each accounting period. If any entries remain unresolved, details shall be provided in the financial statements.

**538. Petty Cash Management and Accountability Guidelines**

1. The head of the office advances a sum of money to the designated accountant to enable him to meet petty expenses for a fixed period.
2. The accountant shall record this amount on the debit side of the Petty Cash Book.
3. Petty expenses shall be duly recorded and periodically checked by the head of the office.

**539. Ledger Grouping and Inventory Management Guidelines**

Ledgers can be created, regrouped, and bifurcated wherever necessary based on the requirements of financial transactions and reporting in IAP. For example;

1. **Corpus Fund ledger**
  - a. Contributions towards endowment/oration/awards/prizes
  - b. Contribution from members, etc.
  - c. Transfer to corpus or corpus fund accumulation, etc.

**2. Non-Corpus fund ledger**

- a. IAP Presidential Action Plan
- b. Building fund/ Repairs and renovations funds
- c. General fund
- d. Charity fund
- e. Neonatal resuscitation program
- f. Donations received under 80G IT Act provisions, etc.

**540. Stock/Inventory Management**

- 1. All stocks/inventories are recorded in detail with all supporting documents in the Stock/Inventory register as soon as they are purchased.
- 2. The Head of the Office shall monitor the stocks/inventories regularly.
- 3. The Secretary General is responsible for all asset management.
- 4. Any two of the President, Secretary General, and Treasurer shall jointly approve the condemnation of stock as needed; however, one of the signatories shall be the President.
- 5. The IAP office shall keep accurate records of all inventories, including assets, supplies, and materials. Regular checks shall be conducted to reconcile the physical inventory with the records. Inventories will be classified by type, and any adjustments or write-offs shall be made as approved.
- 6. The details of such condemnation shall be signed and documented in the Stock/Inventory register.

**541. Fraud prevention during online transactions**

- 1. Two-factor authentication (2FA) shall be implemented for all online transactions. First, approval shall be obtained from any two of the President, the Secretary General, and the Treasurer via their official email IDs: [president@iapindia.org](mailto:president@iapindia.org), [secretary@iapindia.org](mailto:secretary@iapindia.org) and [treasurer@iapindia.org](mailto:treasurer@iapindia.org), respectively. Once approvals are secured, the accountant shall initiate the transaction. The One-Time Password (OTP) required for transaction completion shall be received by the official mobile number and email ID of the Treasurer. Post -transaction details shall be sent to the official email IDs of the President, Secretary General, and Treasurer for their record/perusal at [president@iapindia.org](mailto:president@iapindia.org), [secretary@iapindia.org](mailto:secretary@iapindia.org) and [treasurer@iapindia.org](mailto:treasurer@iapindia.org), respectively.
- 2. Online transactions shall be limited to a designated accountant and supervised by the Treasurer. The User ID and Password shall be used only by these two officials. Strong and complex passwords shall be used and changed yearly to ensure security.
- 3. Verify the bank accounts and credentials of recipients before processing large transactions.

4. All online transactions shall be periodically verified by the Internal Auditor to ensure compliance and accuracy.
5. All networks used for online transactions shall be secure and installed with anti-virus software.
6. Use a reputable and secure payment gateway that complies with PCI DSS (Payment Card Industry Data Security Standard) to process all online transactions via the IAP website.
7. All online transactions shall preferably be encrypted using e-security cryptographic protocols designed to protect sensitive information from being intercepted [E.g., SSL (Secure Sockets Layer) and TLS (Transport Layer Security)].
8. Conduct regular financial audits and reviews to detect any anomalies or suspicious activities early. Any fraudulent activity shall immediately be brought to the notice of the President, Secretary General, and Treasurer for further legal course of action.

**542. Guidelines for Fixed Deposit Management**

1. The President, Secretary General, and Treasurer shall evaluate surplus funds available for fixed deposit after meeting operational and contingency requirements, with guidance sought from the Finance Committee for this purpose.
2. Corpus fund and Non corpus fund fixed deposits shall be maintained separately.
3. All Fixed Deposits shall be with e-certificates.
4. All Fixed Deposits shall be renewed or credited to the IAP account on maturity.
5. The IAP Office shall maintain a registry of details of the Fixed Deposits with maturity dates, interest rates, and terms of deposit.
6. If renewal is needed, the Treasurer shall review the FD status at least one month before the maturity date, assess current financial needs and interest rate trends, prepare a proposal, and obtain approval from the President and the Secretary General.
7. Interest accrued on the Fixed Deposits shall be utilized as applicable and necessary.
8. The Treasurer shall present details of Fixed Deposits management and performance to the members during the Annual General Body Meeting through the Treasurer report.

**543. Guidelines for Supplementary Budget**

1. In accordance with clause 19.7 of MOA, the Treasurer shall prepare a proposal for a supplementary budget under the guidance of the President, Secretary General, and the Finance Committee and submit it to the Executive Board.
2. The Executive Board shall approve the supplementary budget and proceed to utilize the funds as specified in the proposal.

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3. However, as per clause 19.7 of MOA, the President is empowered to approve the expenditure in cases of emergency.

#### **544. General review of Accounts by Treasurer**

The Treasurer shall periodically review the Books of Accounts maintained in any accounting software regularly through virtual platforms or physically.

#### **545. Audit of Accounts**

The accounts of the IAP for that fiscal year shall be audited by the Chartered Accountant. The audit report has to be furnished in Form 10B or Form 10BB at least one month prior to the due date of submission of the return of income.

#### **546. Filing of Income Tax Returns**

The IAP shall file the Income tax returns every year as per the relevant IT Act within the prescribed time limit. Any exemptions shall be filed within the time allowed to file the original return of income under the relevant provisions of IT Acts.



# CHAPTER - 62

## Guidelines for Preparing the Cash Flow Statement of IAP

### 547. Introduction

1. 'The Cash Flow Statement' shall be provided by the Treasurer to the General Body with an overview of IAP's cash inflows and outflows over the fiscal year.
2. The Treasurer shall prepare the initial draft of the accrual -based cash flow statement. Both receivables and the payables shall be mentioned in the cash flow statement.
3. The Finance Committee shall review the statement for accuracy and completeness and advice if any.

### 548. Classification of Cash Flow Activities for IAP

#### 1. Operating Activities

- a. Cash Inflows from Operating Activities
- b. Cash Outflows for Operating Activities

#### 2. Investing Activities

- a. Cash Inflows from Investing Activities
- b. Cash Outflows for Investing Activities

#### 3. Financing Activities

- a. Cash Inflows from Financing Activities
- b. Cash Outflows for Financing Activities

### 549. Cash Inflows from Operating Activities

1. Contribution from Members
2. Subscription Fees
3. Academic Grants
4. Rental/Lease Income
5. Revenue from events and conferences
6. Bank Interest earned over savings accounts in Banks
7. Donations
8. Miscellaneous Income

### 550. Cash Outflows for Operating Activities

1. Operating expenses (salaries and benefits to the staff, utilities, office expenditures inclusive of day-to-day operations)
2. Program expenses (educational activities, charitable activities)
3. Capital expenses

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- 4. Tax payables
- 5. Miscellaneous expenses

**551. Cash inflows from Investing Activities**

- 1. Interest earned over fixed deposits, etc.
- 2. Earnings from the sale of property and the sale of old furniture, equipment, etc.
- 3. Earnings from 'Royalties on IAP Publications'

**552. Cash Outflow from Investing Activity**

- 1. Acquisition of office equipment, furniture, or computers for administrative purposes.
- 2. Renovation of office space or buying office space or land for future operational or administrative use.
- 3. Investment in fixed deposits.
- 4. Investment in creating or upgrading online platforms of IAP.
- 5. Buying copyrights, licenses, or intellectual property rights for publishing IAP journals, books, or materials.

**553. Cash Inflows from Financing Activities**

such as loans availed from banks and other institutional sources [There shall be no cash inflow for IAP from any other financial activities]

**554. Cash Outflows for Financing Activities**

such as repayment of any loans and borrowings

**555. Detailed Guidelines for Preparation of Cash Flow Statement**

- 1. Gather financial records from the accounting system for the operational year.
- 2. Classify each transaction under operating, investing, or financing activities.
- 3. Reconcile the beginning and ending cash balances every month to ensure accuracy.
- 4. Maintain documentation for all transactions recorded in the cash flow statement. Include invoices, receipts, bank statements, and other relevant documents.
- 5. Present the cash flow statement as part of the annual financial report with highlights of significant cash flow activities and their impact on the organization.



## CHAPTER - 63

### Guidelines for the Management of Funds Received under Section 80G

556. The IAP shall maintain a separate book or folder to account for all funds received under 80G and ensure that they are audited regularly.
557. Funds received under 80G shall be utilized solely for charitable purposes in line with the objectives of IAP, and the donations shall not directly or indirectly benefit any member of the IAP or academic partners/companies.
558. The 80G registration certificate number shall be included on all receipts for funds received under 80G, and the receipts shall be serially numbered.
559. Authorized staff shall mandatorily seal and duly sign the receipts for all funds received under 80G, including details such as the donor's name, address, amount donated, and PAN number.
560. The IAP shall regularly furnish Form 10BD to the Income-tax authority and generate Form 10BE certificates for the donors.



# CHAPTER - 64

## IAP Property Purchase Policy and Procedures

### 561. The Objective of the IAP Property Purchase Policy and Procedures

1. To establish clear guidelines and procedures for the purchase of property by the Indian Academy of Pediatrics within the purview of clause 15 and its subclauses of MOA.
2. To ensure that all property acquisitions are conducted in a transparent, efficient, and compliant manner.
3. To outline the procedures for identifying, evaluating, and approving property purchases.
4. To ensure compliance with legal and regulatory requirements.

### 562. Standard Operating Procedures for Property Acquisition by the IAP

1. The need for property purchase shall be identified and justified by the Office Bearers outlining the necessity, purpose, and expected benefits of the property acquisition.
2. Office Bearers shall submit the formal proposal to the Finance Committee.
3. The Finance Committee shall evaluate financial aspects such as Budget allocation, Funding sources, and Impact on the IAP's financial health.
4. The Finance Committee shall present its recommendations to the Executive Board for approval of further actions.
5. The Executive Board shall review all reports and recommendations and approve further actions.
6. The Office Bearers search for suitable properties, considering factors such as location, valuation, and size. Advertisements can be given on the IAP Website, in Newspapers, etc.
7. Upon identification of the property, a certified structural consultant's opinion shall be taken about structural integrity and market valuation.
8. Followingly, a certified Legal opinion shall be taken to ascertain title verification, property related documents, legal litigations, etc.
9. Third-party involvement, such as brokers, shall preferably be avoided, and direct contact with the owner shall be maintained for all the negotiations.
10. The Office Bearers will negotiate with buyers, diligently prepare a comprehensive report, and submit it to the Executive Board.

11. The Executive Board shall review and place the proposal before the General Body for the purchase of property.
12. The General Body shall discuss the proposal and give its approval by the 2/3rd majority to purchase the property.
13. Upon approval, the Office Bearers shall coordinate the purchase process, including:
  - a. Negotiation of purchase terms
  - b. Preparation and execution of the sale agreement
  - c. Payment processing
14. The IAP shall be the sole owner of all its property, with all title deeds registered and executed solely in the name of the IAP.
15. The Secretary General shall ensure that all property documents are properly filed, recorded, and included in the annual financial statements and annual report of the IAP.



# CHAPTER - 65

## IAP Property Sale Policy and Procedures

### 563. The objective of IAP Property Sale Policy and Procedures

1. To establish clear guidelines and procedures for the sale of property by the Indian Academy of Pediatrics within the purview of clause 15 and its subclauses of MOA.
2. To ensure that all property sales are conducted in a transparent, efficient, and compliant manner.
3. To outline the procedures for identifying, evaluating, and approving property sales.
4. To ensure compliance with legal and regulatory requirements.

### 564. Standard Operating Procedure for Property Sale by IAP

1. The need for property sale shall be identified and justified by the Office Bearers.
2. The Office Bearers shall submit the formal proposal to the Finance Committee outlining the necessity, purpose, and expected benefits of the property sale.
3. The Finance Committee shall discuss the proposal, financial impact on IAP, and the required financial valuation, legal details, and statutory compliance for the sale of property.
4. The Finance Committee shall present its recommendations for further action.
5. The Executive Board shall review all reports/recommendations and approve further actions.
6. The Office Bearers shall search for buyers. Advertisements can be placed on the IAP website, other relevant platforms of the IAP, and in newspapers.
7. The Office Bearers shall take a certified structural consultant about structural integrity and market valuation of the concerned property.
8. A certified Legal Consultant's opinion shall be taken to ascertain title verification, property-related documents, legal litigations, etc.
9. Third party involvement, such as brokers, shall preferably be avoided, and direct contact with buyers shall be maintained for all the negotiations.
10. The Office Bearers shall negotiate with buyers, diligently prepare comprehensive reports, and submit them to the Executive Board.
11. The Executive Board shall review and place the proposal before the General Body for the sale of the property.

12. The General Body shall discuss the proposal and give its approval by the 2/3rd majority to sell the property.
13. Upon approval, the Office Bearers shall coordinate the sale process, including:
  - a. Negotiation of sale terms
  - b. Preparation and execution of the sale agreement
  - c. Payment processing
14. The Secretary General shall ensure that all property documents are handed over and the details are included in the annual financial statement and the annual report of IAP.



# CHAPTER - 66

## Standard Operating Procedure for Travel Reimbursement

### 565. Purpose

The Standard Operating Procedure for travel reimbursement is designed to define the guidelines and process for IAP members to request and receive reimbursement for authorized travel expenses incurred during official assignments. It covers both pre-travel approval and post-travel reimbursement procedures.

#### Part 1 - Pre-Travel Procedure

**566.** Members shall obtain formal authorization from the IAP prior to undertaking any official travel. Unauthorized travel expenses will not be reimbursed.

**567.** A detailed travel request shall be submitted to the IAP for approval. The request shall include:

1. Purpose of travel
2. Destination(s)
3. Date of travel
4. Estimated expenses (including travel, accommodation, meals, and incidental expenses)
5. Bank account details [for remittance of the expenditure]
6. Any other relevant information

**568.** The IAP office will review the travel request to ensure it aligns with IAP's objectives and budget. Approval will be granted in writing by the relevant authority.

**569.** Members shall collect and retain original receipts for all expenses incurred during the trip, including but not limited to:

1. Transportation (airfare, train, taxi)
2. Accommodation
3. Meals
4. Incidental expenses (e.g., parking, tolls)

**570.** In cases where receipts are not available, members shall document the expenses clearly.

**Part 2: Post-Travel Procedure**

**571.** Upon returning from the trip, the member is required to submit a comprehensive expense report using the IAP's prescribed format. This report shall include:

1. Date and purpose of each expenditure.
2. Itemized details of expenses.
3. All relevant receipts, including accommodation and meals, duly signed and countersigned as required.
4. Bank account details [for remittance of the expenditure]

**572.** The expense report shall be submitted within 7 days of completing the trip to avoid any delay or non-reimbursement.

**Part 3: Reimbursement Process**

**573.** The IAP Office will thoroughly review the expense report, ensuring that all expenses are appropriately documented and aligned with the pre-approved travel plan and IAP's reimbursement policies.

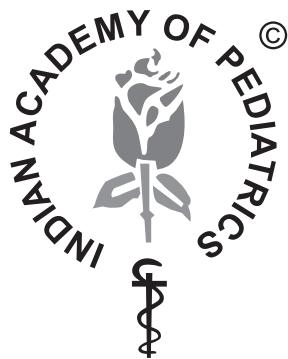
**574.** Expenses that do not comply with IAP guidelines or lack adequate documentation will be flagged and may be disallowed for reimbursement.

**575.** Once the expense report is verified, the IAP Office will process the claim for reimbursement in accordance with the IAP's accounting practices.

**576.** The approved reimbursement amount will be credited via digital transfer to the bank account provided by the member in their expense report.

**577.** Members will be notified once the reimbursement is processed.





## **SECTION - 8**

# **ADMINISTRATIVE MANAGEMENT**

# CHAPTER - 67

## Human Resources Management and Staff Policies at IAP

578. Salary, leave, and benefits to the IAP office staff shall be in accordance with the statutory laws as applicable.
579. The monthly salary of staff shall be disbursed by the 5th of every month based on attendance and leave records of the employees.
580. TDS deduction would be checked with the computation of taxable income prepared for each employee and tax deducted so far before the current month.

### 581. Staff Salary Advances and Repayment Policy

1. Staff advances can only be given to regular employees on the payroll of the Indian Academy of Pediatrics after approval from the President, the Secretary General, and the Treasurer.
2. The advance limit shall preferably not exceed the concerned staff member's one-month salary.
3. Each advance shall be documented in a register, including all details of the advance and the deduction procedure in the salary, and the concerned staff shall sign the register.
4. Such advances shall be deducted from their salary in equal installments over the next 12 months.

### 582. Staff Recruitment and Selection Procedure

1. The President, Secretary General, and Treasurer shall decide upon any fresh requirement of staff considering the job role and responsibility.
2. Recruitment shall be announced on the IAP website and any other platform.
3. The Human Resources section and the Joint Secretary (Admin) of IAP shall screen all applications, considering the candidate's work experience certificate, the last employer's relieving/no dues certificate, and the current salary.
4. The President, President Elect, Immediate Past President, Secretary General, and Treasurer shall interview the candidates and make the final selection.

583. In case of any employees leaving the office, one-month prior intimation in writing has to be submitted to the office. All the documents shall be checked as per statutory regulations before making the full and final payment. Any office equipment, such as laptops or mobile phones, and documents shall be taken back.

584. If the IAP requires a staff member to vacate their position, a one month notice period or one month's salary in lieu of notice will be provided. The final settlement will be completed in accordance with applicable statutory laws.



# CHAPTER - 68

## Rules for relations between IAP and its State & District Branches

### 585. Structure and hierarchy of IAP and its Branches

1. The Indian Academy of Pediatrics serves as the central governing body for all state and district branches.
2. Each state within India will have a recognized IAP state branch that operates under the broader policies and MOA established by the IAP.
3. Within each state, district branches may be formed as per MOA clause 22.4.

### 586. Roles and Responsibilities of IAP in relation to its Branches

1. Establishes the overall vision, objectives, and policies for all branches.
2. Provides strategic guidance, support, and resources to state and district branches.
3. Organizes National conferences, academic activities, and training programs.

### 587. Roles and Responsibilities of State Branch in relation to the IAP

1. Implement the policies and programs set by the IAP within their respective states.
2. Coordinate and supervise the activities of district branches.
3. Facilitate communication between district branches and the IAP [Society].
4. Organize state level conferences and continuing medical education sessions.

### 588. Roles and Responsibilities of District Branch in relation to the IAP and the State Branch

1. Execute the IAP and the state branch policies at the local level.
2. Engage with branch members to organize district-level CMEs, workshops, and other programs as per the MOA of the IAP.
3. Report activities and programs to the state branch regularly.

### 589. Communication and Coordination between IAP and its Branches

1. District branches shall report their activities, financials, and membership details to their respective state branch on an annual basis.
2. State branches shall compile reports from district branches and submit a consolidated report to the IAP on an annual basis.
3. Regular joint meetings [physical or virtual] between the IAP, State branches, and District branches shall be held as and when necessary to ensure alignment of goals and activities.
4. An annual meeting may be held on the last day of Pedicon or during Zonal conferences, including office bearers from all branches, to discuss key issues and plan future activities.

**590. Financial Relations between IAP and its Branches**

1. For every new membership to the IAP, the IAP shall contribute an amount, as determined by the Executive Board and subsequently ratified by the General Body, to the District/City Branch and State Branch where the new member resides. This contribution is intended to strengthen the branches and support the furtherance of IAP's objectives in compliance with the IAP financial guidelines.
2. State and District/City Branches will maintain transparent financial records and submit audited reports to the central office of IAP annually.
3. State and District/City Branches shall contribute to the central IAP an amount as may be decided by the Executive Board of the Society from time to time, from the saving or surplus of their conferences, in accordance with the IAP Constitution.

**591. Autonomy and Governance of the Branches**

1. While state and district branches operate autonomously and are registered separately, they shall align their activities with the broader objectives of and adhere to the Memorandum Of Association, Rule Book, and any other Guidelines set forth by the IAP.
2. All the State and District Branches shall sign an MOU with the IAP for compliance with the rules and regulations of the IAP.
3. Any changes to the constitution or bylaws of state and district branches shall be approved by the central office of the IAP.
4. All branches are required to comply with the statutory regulations, ethical guidelines and operational standards established by the IAP.
5. The IAP Executive Board may make decisions regarding non-compliance by state and district branches, which may include suspending branch activities. However, the matter shall be discussed at the IAP's subsequent Annual General Body Meeting, where a resolution may be passed with a 2/3 majority.
6. The IAP General Body reserves the right to derecognize and disaffiliate any state or district branch in cases of gross non-compliance, inactivity, or misgovernance.

**592. Conflict Resolution Among Branches**

1. Any conflicts or disputes between state and district branches or between branches and the IAP shall be resolved through mediation by the IAP Executive Board. The decision of the Executive Board shall be final and binding on all parties involved.



# CHAPTER - 69

## Standard Operating Procedure for Memorandum Of Understanding Between IAP and Vendors

593. The IAP Executive Board may enter into an MOU with any vendor, ensuring alignment with the Memorandum Of Association of the IAP, the IAP Rule Book, and the applicable statutory laws.

594. The President, Secretary General, and Treasurer will determine the necessity of an MOU and may prepare a draft accordingly. The Finance Committee's opinion shall be sought regarding the financial aspects of the program to be detailed in the MOU. Additionally, the views of other relevant committees may be sought concerning any clauses to be included in the draft.

595. The draft of the MOU, except the IAP Presidential Action Plan, shall be reviewed by both the IAP's internal legal adviser and any external legal adviser to ensure compliance and accuracy.

596. **The draft of the MOU shall clearly outline the following:**

1. Administrative roles and responsibilities of both the IAP and the Vendor.
2. Terms of reference for both parties.
3. Guidelines for surplus revenue sharing, royalty, or financial management of the program.
4. Termination and amendment clauses.
5. The validity period of the MOU.

597. MOUs pertaining to the IAP Presidential Action Plan can be finalized by the IAP Presidential Action Plan Core Committee.

598. The Secretary General shall present the draft MOU to the Executive Board for discussion. The Executive Board may approve, modify, or reject the draft by majority vote following discussion. Any modifications shall remain within the scope of the Memorandum Of Association of the IAP, the IAP Rule Book, and the applicable statutory laws. The modified draft shall also be reviewed by both the IAP's internal legal adviser and any external legal adviser to ensure compliance and accuracy.

599. The Executive Board can enter into an agreement only for their tenure, which concludes on December 31st of the current year, or a maximum of one year term. If the MOU's term extends beyond one year, approval from the General Body is required. If the General Body rejects the extension of the MOU, the MOU shall become null and void.

600. The MOU shall be signed by the President and the Secretary General of IAP, as per clauses 12.8, 12.9, and 18.4.12 of the MOA of the IAP.

601. The MOU shall be sealed and signed on the IAP letterhead. Two witnesses are required: one from the IAP, preferably the Head of Office, and one from the Vendor.

**602.** All MOUs shall be brought to the notice of all members of the Society in the ensuing 'Annual General Body Meeting'.

**603.** General Body approval is mandatory for the renewal of an existing MOU or for entering into a new MOU with the same vendor. If the General Body rejects the renewal of the MOU, the MOU shall become null and void.

**604.** If the General Body does not approve the extension or renewal of the MOU, the following termination clause shall apply:

1. Upon rejection by the General Body, and if the agreement is in force, a formal written notice of termination shall be issued to the Vendor, specifying the effective date of termination. This notice shall be provided at least 30 days before the termination date or as decided by the General Body.
2. The Vendor shall immediately cease all activities related to the MOU as of the effective termination date. Any ongoing projects or services shall be concluded in an orderly manner to minimize disruption.
3. Within 15 days of the termination date, both parties shall settle all outstanding accounts. This includes payment for services rendered up to the termination date and reimbursement for any expenses incurred in accordance with the terms of the MOU.
4. The Vendor shall return any IAP property, including but not limited to documents, software platform, equipment, and intellectual property within 15 days of the termination date. Any digital property or data shall be securely transferred back to the IAP.
5. Both parties shall continue to honor any confidentiality agreements related to the MOU. Any proprietary information shared during the term of the MOU shall be protected according to the terms initially agreed upon.
6. The Vendor shall submit a final report detailing the status of the transfer of all projects, finances, and any other relevant information to the IAP within 30 days of the termination date.
7. Any disputes arising from the termination of the MOU shall be resolved through mediation or arbitration, as per the dispute resolution clause of the MOU. If no such clause exists, both parties agree to submit to binding arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996.
8. Upon termination, neither party shall have any further obligations or liabilities to each other, except for those obligations that expressly survive the termination of the MOU.

**605. Documents needed to be provided by the Vendor;**

1. Company registration certificate from the Registrar of Companies (ROC).
2. Copy of the PAN Card.
3. Board of Directors' resolution nominating the official authorized to sign this MOU.



606. Format of the MOU that IAP can enter into with eligible vendors



# 'Memorandum Of Understanding'

between

**'Indian Academy of Pediatrics'**

and

**'Insert Vendor Name'**

This 'Memorandum of Understanding' states the terms and conditions that govern the agreement between the **'Indian Academy of Pediatrics'**, a society registered under the Society Registration Act, 1860, which has its registered office at Kailash Darshan, Kennedy Bridge, Nana Chowk, Mumbai, Maharashtra-400007, and its head office at Kamadhenu Business Bay, 5th Floor, Flat Number 51, Sector 1, Juinagar East, near Juinagar Railway Station, Nerul, Navi Mumbai-400706, India, hereinafter referred to as **"IAP"**, or the **'First Party'**, and represented herein by its President and the Secretary General on behalf of the 'Executive Board of IAP'.

and

**'Insert Vendor Name'**, a company incorporated under the Companies Act, 1956, having its registered office at 'insert address', hereinafter referred to as **'short name of Vendor'** or the **'Second Party'**, represented herein by its authorized representative.....insert name & position in vendor company...

### **Declaration:**

No IAP member shall be a partner, employee, adviser, or have any financial interest in the Vendor, nor shall any official of the Vendor be a direct or indirect relative of any IAP member.

During the term of this Agreement and for 60 months thereafter, the IAP will not, directly or indirectly, solicit or attempt to solicit any business from any of the Vendor's clients, prospects, employees, or contractors.

During the term of this Agreement and for 60 months thereafter, the Vendor shall not engage any IAP member, directly or indirectly, as an employee, officer, manager, partner, consultant, agent, owner, or in any other capacity.

**Purpose of this agreement:**

The objective of IAP is to advocate for the health and well-being of newborns, children, and adolescents up to 18 years of age. To achieve this, IAP promotes the study and practice of pediatrics by Organizing Conferences, Lectures, Scientific Meetings, Seminars, Continuing Medical Education programs, and Training programs for its members, both physically and digitally. In furtherance of these objectives, IAP has entered into this agreement with ..... for (insert service expected from the vendor).

In consideration of the mutual covenants made by both the IAP and the '.(insert vendor name). hereto are establishing the detailed terms and conditions as follows on this day ... of (insert month and year).

**Term of the MOU**

This MOU shall begin on the 1st of January [insert year] and continue for 12 months till the 31st of December [insert same year].

**Terms of Reference**

.....Insert a detailed description of the project or service scope.....

**Ownership and Intellectual Property Rights**

The IAP shall be the exclusive owner of the.....program and its content. All intellectual property rights in respect of the ..... program, as well as all content and services available through it, are the exclusive property of IAP. Neither .....(insert vendor name).. nor any agency or vendor engaged by it shall claim any right in these intellectual property rights. ....(insert vendor name). shall only be the service provider responsible for providing all necessary services to set up and operate the ..... program for IAP as mutually agreed upon.

**Roles and Responsibilities**

Indian Academy of Pediatrics	Vendor
1. The IAP is responsible for all the content creation for the .....program.	1. The vendor shall be the ..... service provider for the ..... program. 2. The content of the ..... program shall
2. The IAP, through the ..... committee, shall coordinate with the vendor for the successful operation of the .... program.	not be shared with any third party.

<p>3. The.... committee shall periodically review the .... program and ensure no other content is posted/listed in the ..... platform.</p> <p>4. To continuously promote and support the ..... program amongst its members in its publications, by announcement at the IAP National and State conferences, or by sending emails or its website.</p> <p>5. Promote the ..... program amongst the academic partners.</p>	<p>3. The vendor shall be responsible for raising academic grants for the ..... program within the purview of the Infant Milk Substitute Act and as per the IAP rules and regulations.</p> <p>4. Only the scientific contents prepared by the IAP shall be available for access through the ..... program.</p> <p>5. The vendor shall either have no role or influence directly or indirectly in the creation of the scientific content by the IAP.</p> <p>6. No donor or sponsor acknowledgments shall be included in the content created by the IAP and made available as part of the ..... program.</p> <p>7. No brand or commercial promotions or endorsements shall be displayed through the .... program without approval by the IAP.</p> <p>8. Shall not make any unjustified or illegal payments to any person or entity while performing its obligations under this agreement, particularly any bribes to any person connected in any manner to a donor or sponsor.</p> <p>9. The vendor shall be responsible for procuring all statutory licenses necessary for operating the ..... program.</p>
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#### **Financial management;**

1. Academic grants toward the .... program shall be received only by the IAP.
2. In each academic grant received toward the .... program, the IAP shall retain .... and share the remaining .... with the Vendor within 7 days after deducting GST and TDS as applicable.
3. The Vendor shall regularly share with IAP, the financial details related to the program as specified in the MOU. All such financial statements shall be reported consistently to the Executive Board and the Finance Committee.

**Modification of MOU**

No modification of this Agreement shall be valid unless in writing and agreed upon by both parties.

**Indemnification**

Both parties, the IAP and the Vendor, agree to indemnify each other for any act or failure to act that contradicts the terms of this MOU while it is in force.

**Termination of this MOU**

Either party may terminate this MOU for any reason that breaches this agreement with 30 days written notice to the other party.

or

If the General Body of IAP does not approve the extension or renewal of the MOU, the following termination clauses shall apply:

1. Upon rejection by the General Body of IAP, a formal written notice of termination shall be issued to the Vendor, specifying the effective date of termination. This notice shall be provided at least 30 days before the termination date.
2. The vendor shall immediately cease all activities related to the MOU as of the effective termination date. Any ongoing projects or services shall be concluded in an orderly manner to minimize disruption.
3. Within 15 days of the termination date, both parties shall settle all outstanding accounts. This includes payment for services rendered up to the termination date and reimbursement for any expenses incurred in accordance with the terms of the MOU.
4. The vendor shall return any IAP property, including but not limited to documents, software platforms, equipment, and intellectual property, within 15 days of the termination date. Any digital property or data shall be securely transferred back to the IAP.
5. Both parties shall continue to honor any confidentiality agreements related to the MOU. Any proprietary information shared during the term of the MOU shall be protected according to the terms initially agreed upon.
6. The vendor shall submit a final report detailing the status of the transfer of all projects, finances, and any other relevant information to the IAP within 30 days of the termination date.
7. Any dispute arising from the termination of the MOU shall be resolved through mutual discussion. If the dispute cannot be resolved through mutual discussion, both parties agree to submit to binding arbitration in accordance with the rules of the Indian Arbitration and Conciliation Act, 1996.
8. Upon termination, neither party shall have any further obligations or liabilities to each other, except for those obligations that expressly survive the termination of the MOU.

**Applicable Law**

This MoU and the interpretation of its terms shall be governed by and construed in accordance with the laws of India and subject to the exclusive jurisdiction of the Courts of Law located in Mumbai.

IN WITNESS WHEREOF, each party has executed this MOU, with both parties signing through their duly authorized officers, as of the day and year set forth below.

Name and signature of the President of IAP

Name and signature of the Secretary General of IAP

Name and signature of the authorized representative of the Vendor Name and signature of the first witness: Head of Office of IAP

Name and signature of the second witness: any authorized representative of the Vendor



# CHAPTER - 70

## Guidelines for IAP Approval of a New Subspecialty Chapter

### 607. Objective

These guidelines, in accordance with Clause 24 and its subclauses of the Memorandum of Association of the Indian Academy of Pediatrics, aim to streamline the application and approval process for its new subspecialty chapters. The objective is to ensure that subspecialty chapters align with the IAP's goals, maintain operational transparency, and adhere to ethical standards.

### 608. Guidelines for establishing and operating the Subspecialty Chapters within IAP

The proposed Subspecialty Chapter's name and its specific objectives shall not conflict with any existing Subspecialty Chapter of the IAP. Additionally, a list of interested members, along with their consent signatures and IAP membership numbers, shall be provided.

1. The proposed Memorandum of Association for the subspecialty chapter shall be in accordance with Clause 24 and its subclauses of the IAP's Memorandum of Association.
2. An undertaking that 50% of each membership fee collected will be remitted to the IAP.
3. An undertaking that a contribution of Rs. 10,000/- or an amount decided by the IAP Executive Board, from the savings/surplus from their National Conferences will be made to the IAP.
4. Proposed Chairperson, Secretary, and Treasurer for the Subspecialty Chapter.
5. An undertaking that any State level conferences organized by the Subspecialty Chapter will be combined exclusively with the IAP State Branch annual conference, IAP Zonal Conference, or IAP District/City Branch annual conference. Additionally, as per Clause 23.2 of MOA, the National Conference of any Subspecialty Chapter will preferably be conducted in conjunction with the IAP Zonal Conference.
6. An undertaking that the Subspecialty Chapter will not organize District/City level conferences and will not establish District or City level branches.

### 609. Application Fee and Payment Procedure for the Subspecialty Chapter Formation

A non-refundable application fee amounting to 50% of the membership collected or Rs. 1,000 (one thousand) per willing member of the Subspecialty chapter, whichever is higher, shall be paid to the IAP. Fees shall be either in the form of a demand draft in favor of 'Indian Academy of Pediatrics' payable at Navi Mumbai, or NEFT / RTGS transfer to the IAP Bank Account. The details of such payment shall be attached to the application.

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**610. Formation and Governance Guidelines for Subspecialty Chapters**

1. A minimum of 2% of the total IAP members' strength as of that date is required to form a subspecialty chapter.
2. Membership categories shall be Life, Associate Life, and Affiliate Life.
3. The Associate Life or Affiliate Life members of the Subspecialty Chapter shall neither be eligible to become office bearers nor have voting rights.
4. The Subspecialty Chapter shall have a clear constitution and bylaws in accordance with clause 24 and its subclauses of MOA of the IAP, projecting IAP as the parent organization in their MOA.
5. Office bearers shall include a Chairperson, Secretary, and Treasurer, with tenures as specified in the MOA:
  - a. Chairperson (Tenure: one calendar year)
  - b. Secretary (Tenure: two calendar years)
  - c. Treasurer (Tenure: two calendar years)
  - d. Executive Committee Members (Tenure: one calendar year)
6. Chapters shall adhere to the IAP's code of ethics/conduct.
7. Regular books of accounts shall be maintained and audited annually.
8. Annual reports shall be submitted to the IAP annually, including details of activities and financial statements.
9. Shall adhere to the Foreign Contribution (Regulation) Act (FCRA) guidelines when receiving foreign funding.
10. Shall restrict their academic activities to their respective specialty and affiliate with the IAP-ICP for training programs, courses, publications, and fellowships.

**611. Approval Process for Subspecialty Chapter Formation**

1. The Office Bearers of the IAP shall review the application within 60 days of submission, verifying the aforementioned documents and ensuring that the proposed objectives do not conflict with those of any existing Subspecialty Chapters.
2. The application shall be reviewed and either approved or rejected by the IAP Executive Board in their subsequent meeting, following verification and then submitted to the ensuing Annual General Body of the IAP.
3. The Annual General Body of the IAP, by a 2/3rd majority, may ratify the formation of a Subspecialty Chapter.

**612. Memorandum Of Understanding Guidelines for Subspecialty Chapters**

An MOU, approved by the Executive Board of the IAP, shall be signed by the Secretary of the concerned Subspecialty Chapter and the Secretary General of the Society. This MOU shall cover the following:

1. Use of the IAP's logo.
2. Membership and registration details of the Subspecialty Chapter.
3. Managing finances and submitting the annual report, including the membership list to the IAP.
4. Any changes in the constitution of the Subspecialty Chapter.
5. Role of the Indian Academy of Pediatrics-Indian College of Pediatrics.
6. Guidelines for conferences and other academic activities



# CHAPTER - 71

## Standard Operating Procedure for the IAP Logo

613. The IAP logo, an artistic work by the name “Indian Academy of Pediatrics” with the device of a flower & cross, is registered at the Copyright Registry, New Delhi, bearing no. A-84463/2008.
614. The IAP logo, symbolized by a blooming rosebud with two leaves, holds significant value for all its members, and it represents the objectives, ideals, and mission of the Indian Academy of Pediatrics in the realm of pediatrics and child care.



### 615. Prohibition of Alteration:

1. Any alteration or modification of the IAP logo, including changes in color, size, proportions, or design elements, is strictly prohibited.
2. The IAP logo shall remain in its original form at all times and shall not be altered by any means.
3. All shall maintain the integrity and consistency of the IAP logo and reinforce it in all official communications and materials.

### 616. Terms of Reference for Using the IAP Logo:

1. The IAP logo shall be depicted either at the centre or left side of the top end on all the correspondence issued on IAP letterheads, certificates, banners, standees, invitations, flyers, etc.
2. When used alongside other logos, the IAP logo shall not be smaller in size than any other logo. In such cases, the IAP logo shall be placed first on the left side at the top, followed by the other logos.
3. Members shall refrain from expressing personal opinions or criticisms while using the IAP logo.
4. The use of IAP letterheads for any form of criticism, including by office bearers of specific branches, is strictly discouraged.
5. The IAP logo shall not be used by non-IAP members.
6. The IAP logo shall not be used for any commercial purposes.

- 617.** The IAP logo is authorized for use by members of the Indian Academy of Pediatrics exclusively for official IAP activities. Additionally, members may use the IAP logo to promote the objectives of the IAP, including on their business cards and identification cards (ID cards). However, the use of the IAP logo on prescription pads is subject to the approval of the IAP office.
- 618.** IAP Subspecialty Chapters and the State/District/City Branches shall incorporate the IAP logo on their official letterheads, ensuring that all correspondences from the branch reflect the unified voice of the IAP.
- 619.** Academic partners shall not use the IAP logo to promote their products. If any pharma company or any other commercial entity is found to be using the IAP logo illegally, they are liable for legal proceedings.
- 620.** The Members who violate the IAP logo usage guidelines may be subjected to disciplinary action, including warnings, temporary suspension from primary membership, or other measures as deemed necessary by the Executive Board.
- 621.** The Executive Board shall be responsible for monitoring and enforcing compliance with the IAP logo usage guidelines to maintain the integrity and reputation of the IAP.



# CHAPTER - 72

## IAP Code of Ethics

**622.** The primary mission of the IAP is to promote the health and well-being of children within the healthcare system, community, and family. Additionally, the IAP is committed to supporting pediatricians in their efforts to provide the best possible care for children.

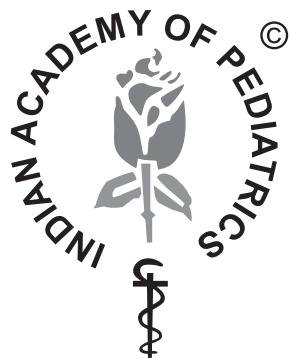
**623.** In addition to the acquisition of knowledge and skills, the IAP recognizes the importance of promoting ethical practices in pediatrics. Beyond ethical clinical practice in outpatient and hospital settings, the IAP encourages its members to uphold ethical standards in areas such as clinical research, training programs, conferences, and professional interactions. To support this commitment, the IAP presents this Code of Ethics as a guiding framework for its members. Any ethical matters not addressed in this Code of Ethics shall be governed by the guidelines issued by the National Medical Commission.

**624. IAP Code of Ethics**

1. Provide care with honesty and compassion, ensuring that treatment is rational and does not cause harm or unnecessary discomfort to children.
2. Stay updated with the latest knowledge and skills through teaching and training programs to ensure the delivery of evidence-based practice.
3. Treat all children equally, regardless of their socioeconomic status, religion, caste, ethnicity, or gender.
4. Obtain consent from parents or legally acceptable representatives in appropriate situations, along with age appropriate assent from children, using simplified language that they can easily understand.
5. Maintain the confidentiality of clinical information about children and their families, limiting access to authorized individuals or as required by prevailing law.
6. Do not misrepresent qualifications, skills, or capabilities to the public.
7. Adhere to the regulations regarding professional conduct, etiquette, and ethics for registered medical practitioners, including the Code of Medical Ethics, and refrain from making false claims or advertisements for self promotion.
8. Adhere to the guidelines issued by the National Medical Commission concerning relationships with pharmaceutical companies.
9. Do not engage in soliciting patients through unethical means, such as reciprocation, false representation, or illegal gratification.
10. Do not receive or give payments, in cash or kind, for patient referrals, investigations, or prescriptions.
11. Any research involving children must adhere to the current ICMR National Ethical Guidelines and other applicable regulations governing research on minors.

12. Shall be responsible for maintaining the highest level of integrity and care in research and publication, ensuring the avoidance of plagiarism and predatory journals.
13. Shall declare any conflict of interest, including financial interests and sources of funding, along with measures for management or mitigation, to the IAP at the beginning of any academic or research-related activity.
14. Shall actively participate in public health programs and respond to health emergencies as part of professional and ethical responsibilities.
15. Shall engage and collaborate with colleagues and co-workers while treating them with respect and professionalism.





# **SECTION - 9**

# **REPORTING**

## CHAPTER - 73

### 625. Quarterly Progress Report by the Vice President Report Period: [Months, Year]

**Zone:**

**Report by: Name and designation**

The Quarterly Report of the Vice-President shall include details of academic, social, and charitable activities, subcommittees, statutory and administrative meetings, publications, details of IAP awareness weeks and days, membership strength, information on compliance with statutory requirements of Branches and Subspecialty Chapters, and collaboration with Government and NGOs.

#### **OUTLINE OF THE REPORTING FORMAT :**

1. A brief note on the EB Members of the Zone
2. A brief note on the Branches of the Zone
3. **A brief note on your objectives:**
  - a. Objectives established at the inception of the team
  - b. Objectives fully accomplished
  - c. Pending objectives
  - d. Additional objectives achieved

[To be presented in table format: S. No. | Objective | Status (Accomplished/Pending) | Remarks]

4. **Summary of the following activities to date**
  - a. Executive Board meetings attended, and the action taken report on important resolutions pertaining to the Zone.
  - b. Action taken report on important resolutions pertaining to the Zone, if any, discussed in the GBM meeting.
  - c. IAP's Administrative and Subcommittee meetings that were attended.
  - d. Conferences, TOTs, Workshops, Subcommittee meetings, and Executive Board meetings of State and District Branches attended.
  - e. A brief note on your participation as a speaker/expert/panelist/delegate.
  - f. Participation with Government agencies.
  - g. Participation in Social and Charitable Activities of IAP.
  - h. New IAP membership drive.
  - i. Information on compliance with statutory requirements of Branches in your Zone.

**5. Summary of Presidential Action Plan Activities in the Zone**

- a. Total number of National/ Zonal TOTs and Workshops conducted
- b. A brief note on each activity
- c. The total number of Speakers / Experts who participated
- d. Total Number of delegates attended

**6. Summary of Conferences in the Zone**

- a. Total number of continuing medical education programs (CME) conducted [Virtual + Physical]
- b. Zonal conferences, State conferences, District/City conferences
- c. Subchapter conferences

**7. Summary of PG Teaching Programme Conducted**

- a. Total number of PG teaching programs conducted [Virtual + Physical]
- b. The total number of Experts who participated
- c. The total number of PG students who attended

**8. Summary of Publications in the Zone.**

- a. Total number of research articles, reviews, and scientific writings.
- b. Summary of articles published

**9. Summary of Social Activities**

Total number of social activities [IAP Awareness Days Programs, National Health Day Awareness Programs, Health Camps]

**10. Summary of Charity Activities in the Zone**

Details of the charity activities undertaken in the Zone, including the total amount spent and the number of beneficiaries, shall be documented. This includes a breakdown of each activity, specifying the type of charity event, the funds allocated, and the direct impact in terms of the number of children or families benefited.

**11. Summary of Subspecialty Chapter Activities in the Zone**

12. **Conclude** with a summary of key achievements and progress made. Include specific milestones reached, initiatives launched, and tasks completed. End with recommendations for further advancing the academic and social objectives.



## CHAPTER - 74

### 626. Guidelines for Executive Board Member Activity Report:

Executive Board members are required to submit a detailed report of their activities to the IAP office and their respective State IAP Branch by 31st October, which shall include a summary of their involvement in

1. Executive Board Meetings
2. IAP Subcommittee Activities
3. IAP Presidential Action Workshops
4. Contributions to the objectives of IAP
5. Collaborations with their State and District Branches Activities
6. New initiatives undertaken, and
7. Any challenges faced during their tenure.



# CHAPTER - 75

## Standard Operating Procedure for the Annual Report of the Branch

### 627. Purpose:

The purpose of this Standard Operating Procedure is to establish clear guidelines for the submission of the Annual Report by each branch of the Indian Academy of Pediatrics.

### 628. Report Submission Deadline:

All branches shall submit their Annual Report to the IAP headquarters by 30th November each calendar year, covering the period from 16th November of the previous year to 15th November of the current year.

### 629. The Annual Report of the IAP Branches shall include

1. Details of the Executive Board of the Branch.
2. Total number of members at the branch in each membership category.
3. Annual Report by the Secretary
4. Annual Financial Report by the Treasurer
5. Information on compliance with statutory requirements of Society registration, Public Trust Act, filing of Income Tax Returns, GST, and such other requirements incidental to and connected with the Government and its agencies.
6. Summary of IAP Presidential Action Plan Activities at the Branch.
7. Summary of Conferences, Continuing Medical Education Programs, and Continuing Professional Development Programs conducted
8. Summary of PG teaching programs conducted
9. Summary of publications of the Branch
10. Summary of social activities like awareness days, National health days, and health camps.
11. The summary of charitable activities includes the total number of activities conducted, the total amount spent, and the total number of beneficiaries for each activity.



