

INDIAN ASSOCIATION OF DERMATOLOGISTS, VENEREOLOGISTS AND LEPROLOGISTS



THE CONSTITUTION

RULES AND BYE LAWS

IADVL

Incorporated up to 2014

IADVL NATIONAL EXECUTIVE 2014

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**INDIAN ASSOCIATION OF DERMATOLOGISTS,
VENEREOLOGISTS AND LEPROLOGISTS**



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RULES AND BYE LAWS

IADVL

**Registered on 8th May, 1975, at Lucknow under the
Societies Registration Act (21 of 1860)**

Incorporated up to 2014

Constitution of the Indian Association of Dermatologists, Venereologists and Leprologists

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LM/ND/1543

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PREFACE

The IADVL Constitution the set of fundamental principles or established precedents according to which our association is governed. It is the supreme rule book of IADVL. As such it is as sacrosanct as a Holy book and no office-bearer or member can function in the association in violation of the rules laid down in the Constitution. Hence every member of IADVL must be aware of these rules. This book acts as a handy reference for this purpose.

However, unlike a Holy book, the Constitution is dynamic and it is the duty of IADVL members to be aware of these changed rules. The Constitution of IADVL has been operative since the birth of the association in 1973 and this is the eighth edition of the same. Down the years various proposals needing changes in the Constitution have been passed by the General Body. It has been the duty of the IADVL Constitution Committee to meticulously record all the changes in the proposals as well as to propose changes which might be beneficial for the governance of the association. It is also the duty of the Constitution Committee to opine on proposals of members which need changes in the rules laid down in the Constitution. Such opinions are also given by the committee whenever the IADVL President and Executive Committee seeks them. Finally the updated IADVL Constitution incorporating all the changes in rules proposed since the publication of the previous edition is published after every four years.

The IADVL President appoints an IADVL Constitution Committee every year headed by a Chairperson and a Convenor. It was our privilege to act as the Chairperson and Convenor of the committee this year when the Constitution is being published. On behalf of all the committee members we would like to place on record our thanks to Dr. Deepak Parikh, President IADVL for having reposed faith on us in this vital year of publication of the Constitution. The constant updating of the Constitution in the previous three years by the respective committees went a long way in helping us to perform this onerous task. No word of thanks would be enough to express our gratitude to these

committee members headed by their Chairpersons and Convenors, Dr. R G Valia (Chairperson 2011) Dr. Suresh Joshipura (Convenor 2011 and Chairperson 2012 and 2013), Dr. Ameet Valia (Convenor, 2012) and Dr. Koushik Lahiri (Convenor 2013). We would also like to express my gratitude to the President, Dr. Deepak Parikh, who took special interest in its preparation, Dr. Rashmi Sarkar, Hony. General Secretary, IADVL and all the Constitution committee members of 2014 as well as the previous years for their inputs, cooperation and help in preparing this august document.

The task of preparing this rule book has to be done extremely meticulously since history will not forgive us if any mistakes are made. We have tried our best to be as accurate as possible. But human errors and the printer's devil may creep in to soil our year-long efforts. We would request you to bear with us and point out such errors.

Wishing you all a very happy perusal of the rules and regulations of our beloved IADVL.

Arijit Coondoo

(LM/WB/2364)

Chairperson

IADVL Constitution

Committee 2014

Rajeev Sharma

(LM/WB/2251)

Convenor

IADVL Constitution

Committee 2014

PREFACE

“Don’t interfere with anything in the constitution. That must be maintained, for it is the only safeguard of our liberties.”

-Abraham Lincoln

Dear IADVLites,

Constitution can never be same over a period of time. It needs to change with time and adapt to new environment and challenges. This is true for our association as well. Every year many new amendments and changes are proposed, discussed modified and then accepted. Thus constitution needs constant updating. This activity is regularly taken up. We publish our constitution once in four year. This constitution is updated till 2014.

I must thank Dr Arijit Coondoo chairman and Dr Rajeev Sharma convenor of constitution committee along with all its members who have worked tirelessly to complete this task. This year’s IADVL EC members also played a major role in this endeavour.

We plan to upload this on our website and digital version will be updated every year after general body meeting. Our constitution is torchbearer and we all must follow it.

Dr Deepak Parikh

(LM/M/852)

President-IADVL (2014)

MESSAGE FROM THE HONORARY GENERAL SECRETARY IADVL

Dear IADVL Members,

Our IADVL Constitution is printed once in every four years. It is indeed a great honour for me to have the IADVL Constitution being printed and published during my term as Honorary General Secretary IADVL. The Constitution is the most important book each member refers to time and again and in order to reflect the needs of changing times, it is amended each year. Since several years, many of our seniors have made efforts as Chairs, Conveners and Members of IADVL Constitution Committee to make these guidelines which makes the running of our association a smooth process.

I must thank Dr Arijit Coondoo, Chairperson, IADVL Constitution Committee (2014) and Dr Rajeev Sharma, Convener, IADVL Constitution Committee (2014) and all the members of the Constitution Committee for working hard to complete this difficult but important task. Our President, Dr Deepak Parikh had the vision to hold timely meetings to finish this work. A word of gratitude to him and IADVL EC 2014 members for updating the Standard Operative Procedures (SOPs) included as annexures. This will make the work of future office bearers easier and will also help each IADVL member to understand the guidelines in the Constitution better.

Long live IADVL!

Dr Rashmi Sarkar

(LM/ND/1543)

Honorary General Secretary IADVL (2014-15)

IMPORTANT DATES

1. **31st March**
 - (a) The Journal contribution of the membership fee should reach the Honorary General Secretary by this date to entitle the member to receive IJDVL for the year.
 - (b) The Central Fund contribution of the membership fee should reach the Honorary General Secretary by this date for inclusion of the name of the member in the electoral roll.
 - (c) Cut-off date for receipt of the subscription and compilation of the electoral roll.
2. **First week of April Announcement of IADVL-AAD Fellowship**
3. **15th April**

The last date for invitation of nominations for election to post of office bearers by the Honorary General Secretary
4. **15th June**

The last date for filing nominations.
5. **30th June**

The last date for sending brochure of Organizing Secretary of ensuing DERMACON to all IADVL members
6. **15th July**

The last date for withdrawal of nominations.
7. **16th July**

Scrutiny of nomination papers by the Honorary General Secretary
8. **31st July**
 - (a) The last date for submission of abstracts for orations and award papers for the ensuing DERMACON.
 - (b) The last date for the bidding of the DERMACON to be held two and half years later, i.e. for DERMACON 2018, the last date for bidding will be 31st July 2015 (AGBM 2016).

- (c) The Honorary General Secretary will send the list of valid voters to all candidates and the election officer on this date
- (d) Last date for closure of registration at e-voting portal for enlistment as voter for ensuing election

9. 31st August

The last date for early registration at DERMACON without a late registration charge.

10. 1st to 31st October

The Election Officer will send the ballot paper to members during this period.

11. 31st October

Last date for submission of audited accounts by DERMACON organizing committee office bearers to national executive

12. Wednesday immediately preceding 3rd Sunday of December:

e-voting closes

13. Saturday immediately preceding 3rd Sunday of December

Last day of receiving sealed ballot paper by election officer.

12. Third Sunday of December

Counting of votes by election officer

14. 20th December

The election results should be communicated to the President, Honorary General Secretary, office bearers (including the branch secretaries) and all the candidates (including the unsuccessful ones) on or before this date.

IMPORTANT DAYS IN IADVL CALENDAR

IADVL Day	:	January 28
LEPROSY Day	:	January 30
IADVL VITILIGO DAY	:	May 19
PSORIASIS Day	:	October 29
HIV Day	:	December 1

PART I: RULES AND REGULATIONS

1. NAME

The name of the Association shall be
“THE INDIAN ASSOCIATION OF DERMATOLOGISTS,
VENEREOLOGISTS AND LEPROLOGISTS” (IADVL).

2. REGISTERED OFFICE

The registered office of the Association shall be in India at a place to be decided by the Central Council of the Association from time to time.

3. AIMS AND OBJECTIVES

The aims and objectives of the Association shall be the following:

- (a) To promote and advance dermatology, venereology, leprology and allied subjects.
- (b) To create public opinion in the aforementioned specialties and educate the public in matters related to the prevention and cure of these diseases in all their aspects and initiate every effort as deemed necessary for achieving these objectives.
- (c) To promote professional fellowship and camaraderie, co-operation, and exchange of views among members and to uphold their interests.
- (d) To co-operate and coordinate and/or affiliate with similar national and international organizations.
- (e) To publish and circulate journals named Indian Journal of Dermatology, Venereology and Leprology (IJDVL) and Indian Dermatology Online Journal (IDOJ which shall be the official Journals of the Association.
- (f) To publish a newsletter named “IADVL NEWS” which shall contain all the meeting notices and agenda, minutes, resolutions, announcements, activities, etc. of the Association and its branches. 3 issues shall be published

- every year of which Issue no 1 and 2 will be online while issue no 3 will be printed and posted to all members
- (g) To enable exchange of academic knowledge of dermatology,, venereology and leprology online through ACAD_IADVL and exchange of non-academic topics and news through “IADVL” e-groups.
 - (h) To maintain a website (www.iadvl.org) of the Association.
 - (i) To publish textbooks of dermatology, venereology and leprology, including AIDS, skin and cosmetic surgery, and cosmetic dermatology, for undergraduate and postgraduate students, practicing consultants and academics. IADVL Textbook of Dermatology, will be published for postgraduate students. It is to be revised every 5 years.
 - (j) To constitute state branches, combined state branches of adjacent states (where deemed necessary), and zonal branches for the purpose of encouraging fellowship and exchange of views and ideas among the members and for better attainment of the aims and objectives of the Association.
 - (k) To hold a national conference (DERMACON) every year, preferably in the month of January, in different parts of the country.
 - (l) To help adjoining state branches to hold periodic zonal conferences, meetings, and seminars to enable the members of adjoining areas to come into closer contact.
 - (m) To do all other things as are cognate to the aims and objectives of the Association.
 - (n) To form a DVL welfare Trust for social benefit of members

4. MEMBERSHIP

- (a) The Association will consist of those members whose names are now in the Register of Members, and those subsequent members who will be duly accepted as members in a prescribed manner as laid down and upon

such conditions as may be prescribed from time to time by the Rules and Bye-laws of the Association.

- (b) The eligibility criteria for becoming a life member of the Association shall be a postgraduate qualification in the speciality (i.e. a diploma or a degree in Dermatology or Dermatology, Venereology and Leprosy) from a medical college affiliated to and awarded by an Indian University or an institution recognized by the Medical Council of India (MCI) or an equivalent organization of the Government of India; or a Diploma in Dermatology or Dermatology and Venereology of the National Board of Medical Examinations, New Delhi. Others with foreign degrees or diplomas or equivalent qualifications should have their qualifications recognized by the MCI or an equivalent organization of the Government of India to become eligible.

However, in the states of Andhra Pradesh, Tamil Nadu and Pondicherry (where presently only a combined degree or diploma in Dermatology, Venereology and Leprosy is awarded), those who had acquired a postgraduate qualification (a degree or a diploma) in the specialties of Dermatology or Venereology or Leprosy will continue to be eligible to become life members of the Association.

5. CLASSES OF MEMBERSHIP AND ELIGIBILITY

(a) Life Member

Any person fulfilling the eligibility criteria as prescribed in 4(b) above may become a life member by making a one time payment of an amount of money decided by the Central Council and enjoy all the privileges of a life member. He or she will have to submit an application in a prescribed form (Annexure I) to the branch secretary in the state in which the applicant normally resides. All life members will be provided a badge, an identity card, a certificate with the emblem of the IADV L on it, and a copy

of the Constitution by the Honorary General Secretary. The life membership number should be in serial order and there shall be no duplication of the numbers. The Life Membership number will reflect the member's state branch as well as his number. It shall read as LM/Branch/Number

(b) Provisional Life Member (PLM)

Postgraduate students studying in the specialty can be made provisional life members. They will present to the Honorary General Secretary a letter from the head of the specialty department where they are studying, stating the date of their joining the postgraduate course and the date of its due completion, along with the application for membership. They have to send their qualification certificate within 5 years of their registration for the postgraduate course to the Honorary General Secretary in order to become permanent life members. In case they fail to do so, in the defined period, they will have to register once again as a Life member after following the due procedure through the state branch. The Provisional Life Membership number will reflect their tenure of PLM membership. It shall read as PLM/number/tenure of PLM membership (e.g. 2014-19)

(c) Associate Life Member

Associate Life Membership can be awarded to doctors & other specialists working in the field of dermatology, venereology and leprology (e.g. dermatopathologists, academicians, researchers and genetiscientists). They will not have any voting rights and cannot hold any IADVL post.

(d) International Life Member

NRIs or other foreign doctors working in the field of dermatology, venereology, leprology, AIDS, dermatosurgery, or cosmetic dermatology can be enrolled

as international life members, without having voting rights. Along with their application for membership they will have to submit proof of their qualifications and their license to practice dermatology and allied specialities in their own countries, together with a fee of US\$ 500, to the Honorary General Secretary.

(e) Honorary Members

The IADVL can honor eminent dermatologists, venereologists, leprologists or specialists of allied branches from India or other countries with honorary membership. Such members will not have to pay any membership fee but will not have any voting rights and cannot hold any IADVL post. Election of honorary members shall be proposed by the majority of the branch/branches as defined under Rule 11A(i) and (ii) of the Association throughout India, each endorsing the proposal by a two third majority and subsequent endorsement of the proposed member or members by two third members attending the Annual General Body Meeting. Honorary members shall continue as members for life.

6. REGISTER OF MEMBERS

A register of different classes of members shall be maintained by the Honorary General Secretary with their names and latest addresses. The list shall be continuously updated. The names of members in the IADVL records and registers should be identical to their names as they appear in their certificate of registration issued by their respective state Medical Councils. Any abbreviation, addition or alteration made thereafter should be done only by an affidavit before a legal authority and should have previously been recorded in the registers of their respective state Medical Councils.

7. RESIGNATION

(a) A member may resign from membership at any time by

sending a resignation in writing to the Honorary General Secretary with a copy to the Honorary Secretary of the state branch of which he/ she is a member.

- (b) The resigning member shall be bound to return all the books, periodicals, papers or any other properties of the Association in his/her possession.

The Central Council may deal with such a member in a manner it deems suitable and necessary, if not confirming to the above stipulations.

8. CESSATION OF MEMBERSHIP

Removal of the name on the ground of undesirable conduct:

- (a) A member shall be automatically removed as a member if it comes to the knowledge of the Association that the name of the member is removed from the Medical Council register.
- (b) Whenever it comes to the knowledge of the Central Council or managing or Executive Committee of a branch that a member has been alleged to have committed an act or acts derogatory to the dignity of the profession or detrimental to the interests of the profession or the Association or has acted unconstitutionally as an office bearer, it shall call upon the member to furnish in writing a full explanation of the act or acts alleged against him and forward the same to the Central Council for necessary action to be taken.
- (c) If a member is removed from the membership of the Association under Rule 8 (b), the same shall be communicated to the member by the Honorary General Secretary and to the allied national and international organizations as the Central Council deems necessary.

9. RE-ADMISSION OF A MEMBER

A member whose membership has been terminated under Rule 8

(a) and (b) may apply for re-admission after expiry of 5 years from the date of action of termination of membership by the Central Council. Any action decided will be taken only by the Central Council and shall be passed by a majority of three-fourths of the members present. The member shall be informed of the decision taken by registered post with acknowledgement due.

10. PRIVILEGES OF MEMBERS

All classes of members shall have the right to attend and participate in general and clinical meetings, conferences, workshops, lectures, etc. organized by the Central Council or branches. PLM, international members and honorary members shall not be eligible for election as office bearers or as members of the Central Council, nor shall they be entitled to vote at any meeting of the Association. All special fees and other amounts, as determined, to be paid for the meetings, conferences, lectures, etc. are payable by all classes of members.

A member shifting from one state to another should change membership to a new state by informing the State Secretary and Honorary General Secretary about the desired change without paying any fee to the secretary of the new Branch.

11. BRANCHES

In order to achieve the objectives of the Association, branches may be formed in various areas of India, if they are not already in place, subject to the following rules:

State branches

- (a) There shall not be more than one branch in any state. New state branches may be formed by a minimum of 25 life members residing or practicing in that state of the country, resolving themselves to form a branch. Such a resolution has to be signed by all the members wishing to join the branch, together with a letter from the Convener of the proposed branch, explaining the feasibility, viability and necessity for the formation of the branch. Eligible

members, if they had not become life members, should send their application forms through the Convener of the proposed branch to the Honorary General Secretary with the membership fees. The Honorary General Secretary shall place the proposal before the Central Council at the next meeting. The Central Council may, by a resolution approved by a two-third majority vote of members present, accord permission for the formation of the new branch, which shall be communicated to the Convener of the proposed branch by the Honorary General Secretary.

NOTE: When new states are formed by the Government of India, the members on the roster of IADVL residing, working or practicing in the new state may form a new state branch, and elect their own office bearers in the presence of an observer from the national Association. The Central Council may approve the formation of the new state branch at the earliest, and all life members, provisional life members and associate life members shall become members of the new branch, and new branch membership numbers shall be allotted to them.

Though the branches are autonomous as far as their management is concerned, their rules shall not be in conflict with the rules of the Association. All their activities must be in conformity with the Rule and Bye-Laws as interpreted and decided by the Central Council. State branches may frame “Rules and Bye-laws” to conduct their own activities, which should conform to the Constitution of IADVL. A set of “Model Rules and Bye-laws” for the state branches has been provided as a guideline in Annexure II.

State branches shall be entitled to form local or regional units (sub-branches) to extend their activities. These units should also follow the said guidelines. All scientific activities of IADVL members are to be carried out under

the IADVL logo and banner. All region, etc. sub-branches of the state branch, all dermatological societies, derma clubs or derma forums of IADVL members or any other such groups carrying out scientific activities should be named “IADVL ... sub-branch” of the state branch, while all city branches should be called as City (name of city) ‘Chapter’ State IADVL’ (e.g. Coimbatore chapter of TN, IADVL). All members organising scientific activities under the IADVL name should inform the local state branch and the national IADVL from time to time.

All state branches should send quarterly reports and annual reports by 10th of December to the Honorary General Secretary through their general secretaries. Annual reports, which should include the activities of the state, city, regional and other branch, will be included in the IADVL NEWS. The Honorary Secretary will inform the President and the other office bearers of these activities and communicate their reports through the IADVL NEWS to all IADVL members.

Branches shall regularly submit to the Honorary General Secretary a periodic roster of the members, which shall include a list of new members and members who left the branch or transferred themselves to other branches or died during the year, and details of the activities of the branch.

The state branches should always invite one or more members of the National Executive of the IADVL to their annual conferences and other important functions. Sponsorship of such members shall be at the discretion of the state branches.

All state branch Presidents and Secretaries should possess active e-mail addresses to facilitate effective and speedy communication.

The Association will not be liable for any of the debts or liabilities of any of its branches.

(ii) Combined state branch

Subject to the approval of the Central Council, IADVL members of adjoining states may form themselves into a combined branch, which shall function administratively like a single state branch, with the names of the combining states mentioned as a prefix to the word “branch”. Combined state branches shall separate as individual state branches as soon as this becomes viable.

(iii) Sub-branches and city chapters

All city, town sub-branches, clubs or societies of dermatologists functioning independently shall be brought under the fold of the IADVL if all the members of such bodies are IADVL members. They should affiliate and report their activities to their respective state branches. They should be renamed as specific branches of the IADVL, e. g. “City” Dermatological Society should be renamed as City “Chapter” of IADVL and it should be affiliated to the state branch of IADVL. Similarly, “City” Derma Club should be renamed as “City” Chapter of IADVL under the state branch of the IADVL.

(b) Direct members of the Association

In a state where there is no branch, the eligible members of that state may become direct members of the Association. They can choose to attend any state or zonal conference of their choice in areas where they are stationed and enjoy all the privileges as delegates.

(c) Armed Forces Dermatology Group (AFDG)

It will be considered as a state branch. Members working in the Armed Forces, Air Force and the Navy may enroll as direct members of the Association as part of the Armed Forces Dermatology Group (AFDG) during their period of service. The AFDG shall be considered at par with IADVL state branches for all purposes.

(i) All correspondence on IADVL matters, including

invitations to IADVL meetings, conferences, CMEs, updates, etc., shall be communicated to the Chairperson of the group -the Head of Department/Professor/Senior Advisor (Derm), AFMC, Pune Command Hospital (SC). The Chairperson and Secretary of this group will regularly interact with the Honorary General Secretary of IADVL, especially for matters relating to the change of address.

- (ii) The Chairperson and Secretary of this group will be invited to the CC MIDERMAMEET. Central Council members will be nominated from the AFDG in the commencing AGBM of the year according to the number of AFDG members. The Chairperson of the AFDG shall ratify these names before they are nominated.
- (iii) A focus session of the AFDG will be organized in DERMACON. Its theme will be decided by the Chairperson of the AFDG in consultation with the Scientific Chairperson of the ensuing DERMACON.
- (iv) AFDG members may be given a full refund of the registration/ delegate fee if cancellation is due to the exigencies of military service

(c) Dissolution of a branch

If the Central Council is satisfied that any branch is not functioning properly as per the Constitution, i.e., it is either inactive for a period of the last one year or the administrative and/or financial affairs of the branch are being mismanaged, it has the power either to dissolve the branch or to remove all the office bearers of the branch from their posts. But prior to this, the President and Secretary of the said branch shall be given a show cause notice by the Honorary General Secretary under the direction from the National Executive and the causes shown shall be considered in the Central Council meeting. Upon the Central Council dissolving a state branch, the members who are willing shall be affiliated as direct members until a fresh branch is formed. In case only

the office bearers are removed from their posts, fresh election will be held within 6 months, according to the procedure laid by and under an election officer appointed by the President of the IADVL. All assets, movable and immovable, shall stand frozen and remain under the custody of the IADVL after the dissolution of the state branch. Such assets shall be restored to the newly formed state branch as per rules.

12. MANAGEMENT OF THE ASSOCIATION

The general management of the Association shall be vested in the Central Council, composed of the following members:

- (a) President
- (b) President Elect
- (c) Vice-Presidents
- (d) Honorary General Secretary
- (e) Honorary Treasurer
- (f) Joint Secretaries
- (g) Central Council members elected from the state branches, combined state branches and by direct members. For the first 100 branch members, 5 Central Council members; for each additional 100 branch members, 1 member. Representatives for the Central Council from direct members shall be elected during their first General Body Meeting (GBM) of the commencing Association year.
- (h) All the past Presidents, all the past Honorary General Secretaries and all the past Honorary Treasurers
- (i) The Editor of the Indian Journal of Dermatology, Venereology and Leprology and of Indian Dermatology Online Journal.
- (j) The Chairperson and Convener of the IADVL Academy of Dermatology
- (k) The Presidents and Honorary Secretaries of all state branches
- (l) A few expert members coopted by the Central Council if

needed.

13. VACANCIES IN THE CENTRAL COUNCIL

- (a) Non-attendance of an elected member at three consecutive meetings of the Central Council without its permission shall constitute a vacancy.
- (b) Vacancies occurring for any reason, including resignation or death, shall be filled by the Council by a majority of votes.
- (c) If the vacancy is related to the office of the President, the senior Vice-President shall act as President during the remaining term of the former's office.
- (d) In the absence of both the President and the senior Vice-President, the second Vice-President will assume the duties of the President during the remaining period of the former's office.

14. CHAIRPERSON OF THE MEETINGS OF THE CENTRAL COUNCIL

The President, or in his/her absence one of the Vice-Presidents in the order of seniority, shall preside at all meetings of the Central Council. In the absence of the President and Vice-Presidents, the Central Council shall elect its own Chairperson by a majority vote.

15. DUTIES AND POWERS OF THE CENTRAL COUNCIL

The Central Council shall be the principal governing body of the Association. It shall oversee and regulate the general functioning of the Association and has overall control on all matters related to the Association. It will have powers to frame Rules and Bye-laws to conduct the business meetings of the Association. It will be in charge of the maintenance and administration of its office, library and other properties of the Association and also for the publications of the Association through its designated office bearers.

The Central Council shall in addition to the powers expressly conferred upon it by these rules, exercise all such powers and do all such acts and things as may be done by the Association. The Central Council shall also exercise powers which are not hereby or by legislative enactments expressly directed or required to be exercised or done by the Association in a GBM:

- (a) To frame Rules and Bye-laws for its own guidance and to alter, amend or repeal them, subject to the ratification by the General Body at the next meeting.
- (b) To appoint committees and subcommittees and ratify the President's action taken in exigent circumstances.
- (c) To represent before the government or the Medical Council of India or an equivalent organization of the Government of India or public bodies any matter in which it considers the interests of the Association or of the medical profession or of the specialities of Dermatology, Venereology and Leprology or their allied subjects are affected.

16. EXECUTIVE COMMITTEE

- (a) It shall consist of the President, President Elect, Immediate Past President, Vice-Presidents, Honorary General Secretary, Honorary Treasurer, and Joint Secretaries. It is the supreme executive body of the IADVL that will deal with the general administration of the Association under the guidance of the Central Council.

It will:

- (i) maintain and regularly update the members' list
- (ii) maintain the accounts of IADVL
- (iii) update the Constitution as and when suggested by the Constitution Committee and endorsed by the GB
- (iv) organize Executive Committee meetings, CC meetings, AGB meetings and meetings of branch

- Presidents and Secretaries
- (v) maintain minutes and records of various business meetings of the IADVL
 - (vi) maintain the IADVL website
 - (vii) publish IADVL NEWS
 - (viii) guide the IADVL Academy of Dermatology regarding Medical Council of India issues and sensitize various authorities on academic issues that are of concern to the Association
 - (ix) conduct DERMACON and also bid for international conferences such as the International Congress of Dermatology, World Congress of Dermatology, Asian Dermatological Congress and SARAD, and also organize sister society meetings at various international conferences. (ANNEXURE III)
 - (x) administer the activities of various committees of IADVL and the IADVL Academy of Dermatology, and
 - (xi) supervise IJDVL, IDOJ and IADVL textbooks.
- (b) The President shall have the authority to call two meetings in a year of the Executive Committee to initiate, control and guide the activities of the Association, including its scientific, academic and administrative activities. The Immediate Past Secretary and Immediate Past Treasurer shall be invited to attend Executive Committee meetings. The Executive Committee shall meet at least once in a year between two DERMACONS. This midterm meeting of the national Executive Committee shall be called NEMIDERMAMEET.

The Executive Committee shall meet the branch Presidents and Secretaries twice during the year, during CCMIDERMAMEET and during DERMACON.

The President may convene a meeting of the Executive

Committee at short notice to deal with urgent matters and should have such actions ratified by the CC and GB at the earliest.

To prioritize the goals and the objectives of the Association, the President may launch a presidential program during the year of his/her term of office and periodically assess or evaluate the program activities by calling meetings as and when needed. At such a meeting, the President can invite eminent personalities, any of the past Presidents, or others to offer their opinions on the subject concerned. However, the invitee can participate academically, without having voting right at the meeting.

17. FUNDS OF THE ASSOCIATION (Refer SOP for Finance Annexure XVIII)

- (a) The funds or the income of the Association shall be derived from the following sources:
 - (i) Prescribed contribution from the branches. Contribution from the branches to the central fund and for IJDVL, as journal contribution, shall be as per the decisions of the Central Council and approved by the General Body.
 - (ii) Donations or legacies from members or well wishers of the Association.
 - (iii) Donations will be accepted from members and others (non-members) for prizes, awards, etc. The donated amount will be kept in a bank fixed deposit. The prize money, award, etc. shall come from the interest of the deposit, accrued during the year. The prize shall consist of a memento or cash. Out of the said interest, the amount thus used will be 70% of the interest, while the remaining 30% will be kept with the Association in the form of fixed deposit. The donation money will be minimum Rs 2,00,000/- for members and `Rs 10,00,000/- from

- others (non-members) for 5 years. The memento will be prepared by the Honorary General Secretary.
- (iv) Sale proceeds and amounts derived from advertisements in souvenirs, etc. or the transactions or any publications of the Association, including the royalties of the sale of textbooks, except the official journal of the Association.
 - (v) Rents due to subletting the premises, if any, authorized by the Central Council.
 - (vi) Surplus accruing from all national conferences (DERMACON), known as corpus fund of DERMACON, will be divided as follows up to 2015: IADVL (General Expenditure) 20%; IADVL Academy of Dermatology 25%; IJDVL 15%; International Bidding Committee 20%; and Host branch 20%. This rule will be reviewed every 3 years. Service Tax has to be paid by DERMACON organizers before submission of audited accounts for DERMACON.
 - (vii) Surplus accruing from all zonal conferences: The audited accounts of each conference (DERMAZONE) should be submitted to the IADVL, and 50% of the surplus given to the IADVL (Annexure IV).
 - (viii) The savings from any international conference, including a regional one like an Asian or SAARC conference, if hosted by any branch, state or local, or any group of members of IADVL, should be credited to the central fund and will be the property of the IADVL, the management of which will be vested in the Central Council.
 - (ix) Such other sources of income as may be authorized by the Central Council.

The office holder who draws upon the funds of the Association will be subject to strict accounting for the

amounts withdrawn and is answerable to the Central Council.

Any income to the Association is tax-free as per a letter received from the Income Tax authorities. The PAN of IADVL is AAATI3796F and its TIN number (for deduction of tax at source) is AGRI-10229C. Each state branch should have its own PAN independent of the PAN of national IADVL and should file a separate income tax return independent of that of the IADVL. Until the IADVL has permanent headquarters, its income tax return shall be submitted by a chartered accountant based at the city where the Honorary Treasurer or the Honorary General Secretary reside.

- (b) Reserve Fund
 - (i) At least 25% of the surplus each year shall be credited to this fund.
 - (ii) The reserve fund shall be deposited in a separate account in a savings bank or fixed deposit account in a nationalized bank as approved by the Central Council.
 - (iii) Interest in this account should be shown separately in the annual account sheet.
 - (iv) The reserve fund shall be drawn upon only by a special resolution of a meeting of the Central Council in which three fourths of the members present vote in favor of the resolution of withdrawal and under the exclusive condition that the expenditure is necessary for furtherance of the objectives of the Association, as mentioned under Rule.

18. SUBSCRIPTION (Refer SOP for Finance Annexure XVIII)

- (a) Membership fees shall be paid in advance by 31st March for the following Association and Financial Year.

Class of membership	Central fund contribution (CFC) Rs	Branch contribution (BC) Rs	Journal contribution (JC) Rs	Total + Service Tax
Life Members	4000	1500	1500	7000 (one time)
Provisional Life Members	4000	1500	1500	7000 (one time)
Associate Life Members	4000	1500	1500	7000 (one time)
Honary Members			No membership fee	
International Life Members			US\$ 700 life membership	

- (b) All membership fees will be nonrefundable and non-transferable. The rate of subscription shall automatically increase at the rate of 20% every two years until 2019, after which the increase in the membership fee will be reconsidered. The Honorary Treasurer shall intimate the branches well in advance about the increased rate.

All dermatology heads of departments and state secretaries are to encourage all fresh dermatology postgraduate students to become provisional life members or associate life members of the IADV L to ensure they receive the IJDVL regularly. All newly qualified dermatologists should be asked to become life members.

19. CONTRIBUTION FROM THE BRANCHES (Refer SOP for Finance Annexure VIII)

Each state branch or combined state branch shall contribute a specified amount out of every subscription received from the members per annum to the central fund and the journal fund. These contributions shall be as per the amounts recommended by the Central Council and approved by the GB. At present, all subscriptions should be divided between the branch, central fund and the journal fund, as indicated in Rule 18(a). Contributions of direct members for membership fees shall be divided equally

between the central fund and the journal fund.

The membership form duly filled in along with a bank DD for journal contribution and central fund contribution should be sent to the central office by the branch secretary and a copy of the form along with the photocopy of the bank DD should be sent to the member concerned.

All the journal fund contributions received either from the members or by way of interest will be kept in bank fixed deposits at the center and only the interest derived from this will be sent to the IJDVL Editor every quarter for the journal's expenditure.

20. BANK ACCOUNT (Refer SOP for Finance Annexure XVIII)

- (a) All funds of the Association and its branches shall be kept in a nationalized bank in accounts (savings bank and fixed deposit) opened in the name of the Association. All banking operations shall normally be carried out by either the Honorary Treasurer and Honorary General Secretary or the Treasurer and one of the Joint Secretaries or Honorary Treasurer and President or Honorary Treasurer and one of the Vice-Presidents.
- (b) The entire amount received from different sources by the center will be kept in a bank fixed deposit under the respective heads. The Association will meet its expenditure out of the interest earned on different fixed deposits and portion of the savings of DERMACON. Only the Central Council, by a three fourth majority vote, can authorize full or partial withdrawals from the fixed deposits and for using the money for specified purposes. No office bearer shall make full or partial withdrawals from the fixed deposits without the express permission of the Central Council.

21. EXPENDITURE (Refer SOP for Finance Annexure XVIII)

- (a) As per the budgetary allocation, the Honorary Treasurer and Honorary General Secretary, as authorized by the

Central Council, shall pay rents, salaries, wages and such other charges as may be necessary for carrying out the work of the Association. It shall further provide for the issue of the journal of the Association when found necessary and such publications as may be authorized and shall be empowered to spend money on scientific investigations, conferences, prizes, awards, fellowships and on such other purposes as it may consider advisable in order to achieve the objectives of the Association. A committee comprising the President, Honorary General Secretary, Honorary Treasurer and Chairperson, Central Finance Committee shall allocate money during any emergency situation.

The President, Honorary General Secretary and Honorary Treasurer will be reimbursed up to 75% of their telephone and mobile bills as office expenses up to a limit of `Rs5000 monthly. The President, Honorary Secretary and Honorary Treasurer will be reimbursed for travel expenses for Association activities.

- (b) (i) The property movable or immovable belonging to the Association shall vest in the Central Council.
- (ii) No sale, exchange, mortgage, lease or other transfer of immovable property belonging to the Association shall be valid unless the President or any one of the Vice-Presidents and Honorary General Secretary shall execute the document of transfer.

22. INVESTMENT (Refer SOP for Finance Annexure XVIII)

Any money of the Association, not immediately required, may be invested as determined by the Central Council.

23. ASSOCIATION YEAR AND FINANCIAL YEAR

The financial year of the Association shall be from 1st April of a year to the 31st March of the next year. The Honorary Treasurer

will circulate an audited account of income and expenditure and liabilities of the previous year in the first circular/newsletter issued by the center. At the time of the AGBM, an unaudited account for the remaining period will be circulated for members' perusal.

The Association year will be from 1st April to 31st March of the next year for administrative purposes. However, the President, Honorary General Secretary, and other members of the Executive Committee will start working from the day they assume charge.

24. OFFICE BEARERS OF THE ASSOCIATION

- (a) The office bearers of the Association shall consist of the following:
- (i) The President
 - (ii) The President Elect
 - (iii) The immediate past President
 - (iv) Two Vice-Presidents, The Vice President securing more votes in the IADVL election. will be the senior Vice President. If there is no contest then the seniority in membership will be considered for determining the seniority of the Vice President
 - (v) One Honorary General Secretary
 - (vi) One Honorary Treasurer
 - (vii) Two Joint Secretaries
- (b) The General Body
It consists of valid members, who are on the electoral roll and shall elect the following office bearers
- (i) The President Elect
 - (ii) Two Vice-Presidents
 - (iii) One Honorary General Secretary
 - (iv) One Honorary Treasurer
 - (v) Two Joint Secretaries

25. DUTIES, POWERS AND TENURE OF OFFICE OF THE OFFICE BEARERS AND EDITOR, IADVL

All office bearers should individually possess active e-mail ids to facilitate effective and speedy communication.

(A) THE PRESIDENT (REFER SOP FOR PRESIDENT ANNEXURE XVIII)

- (i) Shall chair all the meetings of the Central Council and any of the special committees when appointed and any other committee of which he or she may be a member and for which no Chairperson has been appointed.
- (ii) Shall preside at the Annual Conference (DERMACON) for the year of his or her election.
- (iii) Shall deliver the Presidential address after the inauguration of the conference held for the year of his/her term of office.
- (iv) Shall guide and control the activities of the Association along with the Honorary General Secretary who shall normally be in charge of the office of the Association.
- (v) Shall conduct the proceedings of the meetings and conferences held during his or her term of office.
- (vi) Shall in the case of doubtful points in the Rules and Bye-laws interpret the same with four other members of the Central Council consisting of the President Elect, the two Vice-Presidents and the Immediate Past President. In the absence of any of the above members at a specific meeting, the necessary vacancy or vacancies can be filled by election from out of the members of the Central Council present on the occasion. If the interpretation of the ambiguous or doubtful points is not unanimous, the advice of a legal expert shall be sought and his opinion shall be binding.

- (vii) Shall in extraordinary, unforeseen circumstances, in consultation with the Executive Committee, use his or her discretionary powers to take a decision to resolve any problem.
- (viii) Shall in addition to his or her ordinary vote have a casting vote in case of equality of votes, i.e. in case of a tie. If he or she fails to give his or her casting vote, the motion shall be declared invalid.
- (ix) Shall continue as a member of the Central Council after his or her term of office as President. During this term as a member of the Central Council, he or she shall be eligible for voting rights.
- (x) Shall actively supervise the activities of state and local branches either directly or through his or her Vice-Presidents and Joint General Secretaries. The President shall also appoint these officers of IADVL as in-charge of their contiguous branches.
- (xi) Shall call meetings of the Executive Committee of the Association to discuss, evaluate, review and assess the activities and general management of the Association. The venues of such meetings are to be decided in consultation with the Honorary General Secretary.

(B) THE PRESIDENT ELECT

- (i) Shall be a member of the Central Council with voting rights and shall assist the President in the performance of his or her duties and shall succeed to the office of President during the Annual Conference and Annual General Body Meeting (AGBM) in the year following his election as President Elect.
- (ii) Shall help in enlarging the activities of the Association and encourage the activities of the branches, zonal branches and sub-branches by attending such meetings, symposia, conferences, etc., whenever possible.

(C) THE VICE-PRESIDENTS (REFER SOP FOR VICE-PRESIDENT ANNEXURE XVIII)

Shall act as a presiding officer in the absence of the President, the chair being taken by the senior Vice-President. In the absence of the President and both the Vice-Presidents at a meeting, a member of the Central Council of the Association shall be elected at the meeting and upon such a Chairperson the powers of the President shall, for the time being, devolve.

The Vice-Presidents shall be actively involved with the activities of state or local branches allocated by the President. They shall attend their organizational and scientific meetings, and send an annual report for publication in the IADVL NEWS published at the time of DERMACON.

The two Vice-Presidents and two Joint Secretaries will also act as zonal coordinators. They will have regular interaction with the respective branches and should intimate the IADVL about progress in the membership drive and any problem faced by the concerned branch and any reportable activities.

(D) THE HONORARY GENERAL SECRETARY (REFER SOP FOR HONORARY GENERAL SECRETARY ANNEXURE XVIII)

- (i) Shall be in charge of the Central Office.
- (ii) Shall conduct all correspondence.
- (iii) Shall be in charge of general supervision of accounts, pass all bills for payments and shall sign the cheques jointly with the Honorary Treasurer or in the absence of the Honorary Treasurer with the President, one of the Joint Secretaries or one of the Vice-Presidents.
- (iv) Shall prepare a budget in collaboration with the Honorary Treasurer and Finance Committee and

- get it passed at the first General Body and Central Council meeting after the AGBM.
- (v) Shall organize, arrange and convene meetings, conferences, lectures and demonstrations.
 - (vi) Shall attend meetings of the Central Council and the GBMs and maintain records of their proceedings.
 - (vii) Shall be an ex-officio member of all committees constituted by the Central Council and shall try to attend their meetings.
 - (viii) Shall maintain an accurate and updated register of all members of the Association and a record of the activities of the various branches, zonal branches and sub-branches.
 - (ix) Shall furnish to the Editor of the Indian Journal of Dermatology, Venereology and Leprology, a list of valid members of the Association every quarter.
 - (x) Shall dispatch IADVL NEWS including all the circulars for various meetings in time. The circulars shall be fully informative.
 - (xi) Shall present the annual report for his or her period of office.
 - (xii) Shall invite applications for the award of IADVL training fellowships (rules and regulations shall be as per Annexure V).
 - (xiii) Shall send the Association circular to the Editor of the Indian Journal of Dermatology, Venereology and Leprology in time to be dispatched with the journal
 - (xiv) Shall provide a badge with the IADVL emblem and a Life Membership Certificate of IADVL to all life members along with a copy of the IADVL Constitution.
 - (xv) Shall maintain and update the IADVL website in consultation with the website committee appointed by the GB.

(E) THE JOINT SECRETARIES

- (i) Shall help the Honorary General Secretary or the President, whenever necessary.
- (ii) One of the Joint General Secretaries in the order of seniority shall act for the Honorary General Secretary in his or her absence, and under such circumstances, the duties and powers of the Honorary General Secretary shall, for the time being, vest on him/her. The seniority of the Joint Secretaries will be determined in the same manner as that of Vice-President
- (iii) Shall actively involve themselves with the activities of state or local branches allocated to them by the President. They shall attend their organizational and scientific meetings and send their annual reports of such activities for publication in the IADVL NEWS published at the time of DERMACON.

(F) THE HONORARY TREASURER (REFER SOP FOR FINANCE ANNEXURE XVIII)

- (i) Shall receive all amounts of money of the Association and deposit them in a nationalized bank to the credit of the Association, the operation of the Bank account being subject to Rules 19 and 20.
- (ii) Shall be responsible for the collection of subscription from all the members of the Association.
- (iii) Shall submit to the Honorary General Secretary a quarterly updated list of the valid members of the Association taking into account the application of Rule 18.
- (iv) Shall be responsible for maintaining updated accounts of the Association.
- (v) Shall get all the accounts audited by the auditor of the Association.
- (vi) Shall prepare an annual statement of accounts and a balance sheet showing the financial position of

the Association and get it audited by the registered auditor of the Association for the financial year, i.e. 1st April of a year to 31st March next year. He or she will circulate it to all the members in the first issue of IADVL NEWS for the year and present it at the closing year's AGBM at DERMACON. He or she will prepare and present the unaudited balance sheet for the remaining months of the year, i.e. from 1st April to 30th November of the year of the conference and present it at the closing year's AGBM.

- (vii) Shall dispose of the bills for payment as sanctioned by the Honorary General Secretary and only on his/her written order.
- (viii) Shall have the right to point out any error or discrepancy in the order of payment of the Honorary General Secretary and refer the order back to him with his remarks. In the event of disagreement between the Honorary General Secretary and the Honorary Treasurer, the matter shall be referred to the President for a decision to be later approved by the Central Council at its next meeting.

(G) EDITOR OF THE INDIAN JOURNAL OF DERMATOLOGY, VENEREOLOGY AND LEPROLOGY (IJDVL) (REFER SOP FOR JOURNALS ANNEXURE XVIII)

- (i) Should be a member of the Association in good standing for the previous 5 years with no outstanding dues to the Association.
- (ii) Shall be recommended to the CC by the Editor Search Committee for a tenure of 3 years with the eligibility to get an extension of a second term of another 3 years. The name of the next Editor shall be proposed by a committee comprising past Presidents and Editors (the President and Honorary

- General Secretary will remain ex-officio members) appointed by the CC and GB at least 2 years in advance and approved by the Central Council and GB at the earliest. Nominations should be invited in the IJDVL, IDOJ, e-groups and the IADV website. He or she shall work along with the Editor as an Editor Elect for 1 year in charge of the IJDVL.
- (iii) Shall, with the help of the Journal Committee, be responsible for the publication and management of the journal.
 - (iv) Shall be Chairperson of the Journal Committee and a member of the Central Scientific committee
 - (v) Shall have the discretion of referring articles received for publication to members of the Journal Committee or to any non-member including a foreign author who in the opinion of the Editor is an expert in the specific field of work indicated.
 - (vi) Shall have the sole discretion of condensing or correcting any of the articles received for publication.
 - (vii) Shall have the powers to increase the number of pages of the IJDVL.
 - (viii) Shall be a member of the central council with voting right.
 - (ix) Shall hold office with the approval of the central council and
 - (x) Shall propose a budget in the General Body Meeting of the Commencing year where this has to be approved
 - (xi) Shall submit a statement of audited accounts of the IJDVL for the financial year ending 31st March to the Honorary Treasurer, who in turn will consolidate it with his audited accounts for presentation at the Annual Meeting of the Central Council and file returns of income tax for that year.

- (xii) Shall submit the subsequent audited accounts (for the period 1st April to 30th November) to the Honorary General Secretary every year to be included in the audited accounts and Honorary General Secretary's report that is to be circulated during the ensuing GBM for the closing year.
- (xiii) Shall maintain and update the IJDVL website in consultation with the Journal Committee.
- (xiv) Shall ensure that the Indian Journal of Dermatologists, Venereologists and Leprologists (IJDVL) being the official organ of the Association, the names of the office bearers shall be printed in every issue and the names of the ex-officio members of the Editorial Board printed at the top of the list.

(H) TENURE OF OFFICE OF OFFICE BEARERS

The tenure of office of the office bearers, unless otherwise mentioned, shall continue with the Association year. The tenure of office of the Honorary General Secretary and the Honorary Treasurer shall be 2 years, with eligibility to contest for a second term of two years. They cannot file their nomination for any other post before the end of their tenure.

**26. CONDITIONS OF ELIGIBILITY FOR OFFICE BEARERS
(Refer SOP for elections Annexure XVIII)**

An applicant for any post must have completed his/her qualifying tenure as office bearer either at the national or at state level at the time of application. Nobody should be allowed to contest a second term while in office, but if no one else contests the election or is ineligible, he/she will be allowed to continue in office.

a) President Elect

- (i) Should be a member of the Association in good standing for the previous 10 years during which period he or she must have no outstanding dues to

the Association.

- (ii) Should have a minimum experience of 15 years in the specialty of dermatology, venereology, and/or leprology, after having taken his or her postgraduate qualification in the specialty.
- (iii) Should be exclusively engaged in the practice, teaching and/ or research of these specialties of dermatology, venereology and/or leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the central level as Vice-President, Honorary General Secretary or Honorary Treasurer or at the branch/ combined branches level as President.

(b) Vice-President

- (i) Should be a member of the Association in good standing for the previous 7 years during which period he/she must have had no outstanding dues to the Association.
- (ii) Should have a minimum experience of 10 years in the specialty of dermatology, venereology and/or leprology after having taken his/her postgraduate qualifications in the specialty.
- (iii) Should be exclusively engaged in the practice, teaching and/ or research of the specialities of dermatology, venereology and/or leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the central level as Honorary General Secretary, Honorary Treasurer or Joint Secretary or at the branch/combined branches level as President or a Central Council Member from the branch for a minimum period of five terms either continuous or with breaks.

- (c) **Honorary General Secretary and Honorary Treasurer**
- (i) Should be member of the Association in good standing for the previous 5 years during which period he/she must have had no outstanding dues to the Association.
 - (ii) Should have a minimum experience of 10 years in the specialty of dermatology, venereology and/or leprology after having taken his/her postgraduate qualification in the specialty.
 - (iii) Should be exclusively engaged in the practice, teaching and/ or research of the specialties of dermatology, venereology and/or leprology.
 - (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the central level or in the branch, combined branch level or a Central Council member from the branch for a minimum period of 2 years either continuous or with breaks. The applicant for nomination as Hon. Secretary must have served either as a state secretary or as joint secretary at the national level in the past. If there is no candidate who fulfills such criteria then election on the floor of GBM/ other candidates can be considered.
 - (v) The Honorary General Secretary and the Honorary Treasurer must be proposed from the same state branch
- (d) **Joint Secretary**
- (i) Should be member of the Association in good standing for the previous 5 years during which he or she must have no outstanding dues to the Association
 - (ii) Should have a minimum experience of 5 years in the specialty of dermatology, venereology and/or leprology after having taken his or her postgraduate qualification in the specialty.

- (iii) Should be exclusively engaged in the practice, teaching and/ or research of the specialities of dermatology, venereology and/or leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the central level or at the branch/combined branch level or a Central Council Member from a branch for a minimum period of 2 years either continuously or with a break.

**27. PROCEDURE FOR ELECTION OF OFFICE BEARERS
(Refer SOP for Elections Annexure XVIII)**

- (a) The election for the various offices shall be held annually. However, since the tenures of the Honorary General Secretary and the Honorary General Treasurer are for 2 years, election to these posts will be held every alternate year.
- (b) The Electoral Roll will consist of all direct members of the Association and members through a state branch or combined state branch and on whose behalf CFC has been received at the office of the Honorary General Secretary by 31st March of the Association year, and who have no outstanding dues to the Association.
- (c) The Election Officer shall be one of the past Presidents of the Association elected for the purpose at the first GBM for the year held during DERMACON.
- (d) The Honorary General Secretary will invite in the April issue of IADVL NEWS, nominations for the office of President Elect, two Vice-Presidents, Honorary General Secretary and Honorary Treasurer (if applicable), and two Honorary Joint Secretaries with the instructions that the nominations should be received at his/her office on or before 15th June of the year and a copy sent to the Election Officer. Nominations received after that date will be declared invalid.

- (e) The Honorary General Secretary and Honorary Treasurer should be nominated from the same state as a team with eligibility of a single vote for two posts. This must be specifically mentioned in the information sent to the members inviting nominations.
- (f) The candidates proposed for various offices shall confirm to the requirements laid down under Rule 26.
- (g) They shall be duly proposed and seconded by members in good standing who have no outstanding dues to the Association. The application should bear the candidates' willingness and signature.
- (h) All candidates should declare any conflicts of interest with special emphasis on pharmaceutical companies, and cosmetics and equipment manufacturers.
- (i) The Organizing Chairperson and Secretary, and Scientific Chairperson of a DERMACON should not contest elections for 2 years after the meeting.
- (j) The Election Officer or his or her spouse, son or daughter, or any Central Executive member is not eligible for any of the posts for which an election is going to be held for that particular year.
- (j) The last date for withdrawal of nominations will be 15th July. This shall be indicated in the information sent by the Honorary General Secretary to the nominated member. Non-receipt of a letter of withdrawal from the candidate by the Honorary General Secretary shall be considered as acceptance of the nomination by the member.
- (k) Each candidate should pay the following nomination fee to the IADVL: President Elect (Rs. 15,000), Vice President (Rs. 10,000), Hon. General Secretary and Treasurer (Rs. 20,000 combined), and Joint Secretary (Rs. 5,000). Of this fee, 50% will be refunded if the nomination is withdrawn before the last date for withdrawal of nominations.
- (l) The Honorary General Secretary shall send a list of nominated members to the Election Officer and

subsequently, after scrutiny, the list of valid candidates by 15th September. The Honorary General Secretary shall also inform all the valid candidates by registered post with acknowledgement due by 10th September.

- (m) In case more than one candidate is found nominated for the President Elect's post, more than one candidate for the Honorary General Secretary and the Honorary Treasurer, and more than two candidates each for the posts of Vice-Presidents and Joint General Secretaries, a secret postal ballot must be undertaken to elect the office bearers concerned.
- (n) The election officer shall send to every eligible member on the electoral roll a printed ballot paper containing the names of the valid candidates and having the seal of the IADVL, including bar-code with a number instead of the signature of the Election Officer along with a special cover printed with the words "Ballot Paper" and a bigger, stamped envelope bearing the name and address of the Election Officer, and also spaces for the name, membership number and signature of the member who votes, the words underlined being also printed. This will be dispatched in an envelope with the words "IADVL Election Ballot Paper" printed on it as well the designation of the sender (Election Officer), between the 1st and 31st October of the year.
- (o) No duplicate ballot paper will be issued under any circumstances.
- (p) Individual members cannot use IADVL central or branch organs like e-groups, web forums, etc. for canvassing. They should not seek endorsement by state or zonal branches.
- (q) Canvassing by any state branch or branches or by any group of IADVL members individually or collectively for any candidate shall not be permitted. Candidates indulging in such practices will be disqualified for that

- election and also debarred from contesting the election for the next two years.
- (r) In order to avoid individual appeals by candidates, each one's biodata, not exceeding 200 words, along with his/her photograph, will be printed and circulated along with Ballot paper.
 - (s) If any data in the bio-data of a contestant printed is proved to be false, that candidate's election will be declared null and void. In that event, the candidate who had secured the next highest number of votes will be declared elected. In case there is no contestant for the post, the election will be carried in the concluding AGBM of the year.
 - (t) The ballot paper must be returned to reach the election officer in the stamped special cover on or before the Saturday immediately preceding counting day. After that date, it will not be valid. No hand deliveries of ballots shall be accepted.
 - (u) On the third Sunday of December, the ballot papers will be scrutinized and counted. The Election Officer may take the help of one member of IADVL co-opted to assist him for every 200 ballots, up to 8 such members, who must not have proposed or seconded of the contestants.
 - (v) The Election Officer will declare the election results 4 days after the counting of votes in various e-groups and it will be put in the web site and published in IADVL News. Prior to that, the election result may be conveyed to the President, Honorary General Secretary and all the contestants. It should also be conveyed to various state branch secretaries and Editor of IJDVL. In case of a tie the result would be decided by the casting vote of the President.
 - (w) Posts for which no nomination has been received or remain unfilled for any reason shall be filled by election on the floor of the first AGBM held at DERMACON.
 - (x) All disputes arising with regard to the election of

office bearers or any dispute among the members of the Association shall be referred to the Arbitration Committee to be nominated by the Central Council and further approved by the General Body. Five Immediate Past Presidents will constitute the Arbitration Committee. Its verdict shall be final and binding on all parties.

- (y) E-voting will be optional and run parallel to the voting by ballot paper. (For details Refer SOP for elections Annexure XVIII).
- (z) Contestants will be provided with contact details of eligible voters both Postal and e-voters.

PART II: BYE-LAWS

1. STANDING COMMITTEES

- (a) Various committees will be formed as deemed necessary by the Central Council in furtherance of the aims and objectives of the Association and in the interest of the Association (Annexure VI).
- (b) Any committee in respect of any matter before it may consult or make any report or suggestions to any other committee or subcommittee of the Association in this regard.
- (c) Every committee shall have the power to fill any casual vacancies arising from among the members elected by the Central Council.
- (d) All committees shall be independent so far as their working is concerned and shall have the power to appoint their own Chairperson and Secretary (Convener).
- (e) Each committee shall have the power to appoint a subcommittee or subcommittees for the purpose of any of its functions or duties when necessary.
- (f) Each committee or subcommittee can take the help of persons specially qualified or experienced in any of the subjects referred to.
- (g) Each committee or subcommittee shall submit a report to the Central Council through the Honorary General Secretary, every 4 months.
- (h) Each committee shall have the option of co-opting a non-member when there is a need for an expert.. Such a co-opted member shall attend the committee meetings like other members of the committee and shall have voting rights.
- (i) The Central Council shall consider the reports of the working of various committees and shall submit them to the General Body with its recommendations.
- (j) The President and Honorary General Secretary shall be ex-officio members of all such committees.

- (k) The General Body can continue, discontinue, change or reappoint members of various committees at the end of the IADVL year.
- (l) The President shall have the power, under exigent circumstances, to appoint any ad hoc committee or committees for a specified purpose but should seek the ratification of the CC and GB for such action at the earliest.

2. MEETINGS

(A) Central Council Meetings

- (i) Central Council meetings will be held during DERMACON and also in August every year (CC MID-DERMA MEET).
- (ii) The number of members for CC MID-DERMA MEET from each branch will be five Central Council members for the first 100 members. For each additional 100 members, there will be one Central Council member. For CC MID-DERMA MEET the number of members in the Central Council will be as per the branch member strength on 31st March of the year.
- (iii) For CC MID-DERMA MEET, the IADVL will sponsor the Executive Committee members (i.e. the President, President Elect, Immediate Past President, Vice-Presidents, Honorary General Secretary, Joint Secretaries, Honorary Treasurer, Editor of IJDVL, and Chairperson of the IADVL Academy of Dermatology), Convener of the IADVL Academy of Dermatology, all the past Presidents, Honorary General Secretaries and Honorary Treasurers, and 25% of the total strength of Central Council members from the state branches. The members will be reimbursed for Economy class airfare. Any financial commitment for the CC

MID-DERMA MEET shall have to be cleared by the Finance Committee. The state branches will sponsor their Presidents and Secretaries for CC MID-DERMA MEET.

- (iv) The annual Central Council Meeting (CCM) for the closing year shall be held on the afternoon of the day before the commencement of DERMACON on the day of the CME. This meeting will be presided by the outgoing President and shall be conducted by the outgoing office bearers.
- (v) Seven members shall form the quorum, of whom at least three shall be other than office bearers.
- (vi) The President may convene an emergency CCM giving 15 days' notice to the members.
- (vii) The business to be transacted at the annual CCM for the closing year shall be in the following order unless otherwise determined at the meeting:
 - (a) To adopt the annual report of the Honorary General Secretary for the previous year.
 - (b) To adopt the audited statement of accounts of the Honorary Treasurer for the previous year.
 - (c) To adopt the annual report of the Editor of IJDVL for the previous year.
 - (d) To review and adopt the activities of the various committees and subcommittees appointed during the previous year.
 - (e) To consider any resolutions or proposals sent by members.
 - (f) Any other business, but not more than two matters, allowed by the presiding officer.
- (viii) The business to be transacted at the first CCM for the new Association year will be as follows:
 - (a) To discuss, report and adopt the proceedings of the first GBM for the year held earlier

[refer bye-laws 3(B)].

- (b) To elect and nominate various committees and subcommittees, each such committee or subcommittee will elect its own Chairperson and Convener. The President and Honorary General Secretary shall be the ex-officio members in all these committees.
- (c) Any other business, but not exceeding two matters, will be allowed by the presiding officer.

(B) Annual General Body Meeting

- (i) The GBM shall be held ordinarily in the month of January during the annual conference (DERMACON).
- (ii) The annual GBM (AGBM) for the closing year shall be held on the CME day, after CME hours. During this GBM, the election officer will announce the results of the election and the election officer shall appoint the elected office bearers. The newly elected office bearers shall officially take charge from that day.
- (iii) The timing and duration of the inauguration function should be decided in consultation with the Organizing Committee Chairperson, Organizing Secretary, President, President Elect and Honorary General Secretary.
- (iv) The first GBM for the commencing year shall be held in the later part of the afternoon on the penultimate day of DERMACON. The office bearers elected for the new Association year shall conduct the meeting.

(C) Extraordinary General Body Meeting

The Honorary General Secretary, when authorized by the Executive Committee, Central Council or on written request by at least 50 members of the Association, may call a special GBM within a month, in consultation with

the President.

3. BUSINESS ORDER OF THE AGBM

- (A) Business order of the AGBM of the closing year
AGBM will start from 11am to 1pm and then from 2-5 pm. The business to be transacted at the AGBM for the closing year shall be in the following order, unless otherwise determined at the meeting:
- (i) To adopt the annual report of the previous year.
 - (ii) To adopt the audited accounts of the previous year.
 - (iii) To adopt the annual report of the Editor of IJDVL.
 - (iv) To adopt the report of the Central Council, covering all the activities of the Association.
 - (v) To consider any resolutions sent by the members of the Central Council or the state branches.
 - (vi) To elect any office bearer of the Association for which the election has not been completed due to non-receipt of nominations or there being a vacancy due to any reason.
 - (vii) Any other business, but not exceeding two subjects, allowed by the presiding officer.
- (B) Business order of the First AGBM for the association year
- (i) To adopt the budget for the Association year.
 - (ii) To appoint certified auditors for the ensuing term and fix their remuneration.
 - (iii) To decide the venue for the next DERMACON.
 - (iv) To decide the subjects for the workshops, symposia and other scientific program for the ensuing DERMACON.
 - (v) To elect the election officer for the year. The election officer should be a past IADVL President.
 - (vi) To ratify the appointment of the Chairperson of the IADVL Academy of Dermatology, who will be overseeing various academic activities of the Association as outlined in the Constitution.

- (vii) To adopt and recommend any specific matter or resolution for consideration by the new Central Council at its first meeting.
- (viii) Any other business, but not exceeding two subjects, allowed by the presiding officer.
- (viii) To elect direct members' representatives to the Central Council.

4. NOTICE OF ANY PROPOSITION OR RESOLUTION TO BE MOVED BY THEM MEMBERS AT GB MEETINGS

Any member desirous of moving a proposition or resolution at the GB meeting of the Association shall send it to the Honorary General Secretary at least 8 weeks prior to the concerned meeting.

All proposals must be received by Hon. Gen. Secretary at least 8 weeks before meeting. The Hon. Gen. Secretary in consultation with President/EC can send any proposal to IADVL committee for opinion before placing it in EC/CC/AGM. This opinion will be included in the proposal when it is placed before EC/CC/GBM. The Hon. Gen. Secretary must send final agenda of proposal to EC/CC/GBM members at least 3 weeks in advance.

The Honorary General Secretary shall circulate among the members of the Association copies of all the resolutions to be placed for the GBM. Any proposition with possible financial implications should be first sent by the Honorary General Secretary to the Treasurer, Chairperson of the Finance Committee, President, President Elect and Immediate Past President for their opinion. Their opinion on the financial implications of the project should be made available to the General body after submission of the agenda, for its consideration. As far as possible, all proposals pertaining to the IADVL Constitution will be discussed only once during closing year AGM and all policy related proposals will be discussed only once per year during CCMIDERMAMEET.

4(A) PROPOSAL FORM

Name of proposer/s:

Is any one of the proposer member of CC?

Is it related to administrative/policy/constitutional (select one)

OR

I/we are not able to classify and accept ECs view

How will it help IADVL? Brief introduction.

If constitutional – will it replace existing clause? Or modify?

Give detail of the clause – page no. and clause no.

Proposal: (It should be properly drafted)

Do you think this needs referral to any specific committee?

Please note that EC may decide to refer if it thinks it is necessary

For office use:

Date when received:

If referred – when and to whom? Reply must come within one week

What is the conclusion of the referring committee (to be included with the proposal?)

When was proposal placed before committee? EC/CC/AGM

Date placed in EC ALONG WITH REMARKS

Date placed in CC along with remarks

Date placed in GB along with remarks

Status: passed/rejected

4(b) METHOD OF HANDLING PROPOSAL

Title of Proposal

Name/s of Proposar

Each proposal to be classified as

- (a) Administrative - to be discussed in EC and implemented
- (b) Any proposal beyond the term of current EC will

- need CC approval”
- (c) Any proposal with financial expenditure of more than five lakh will need CC approval
 - (d) Policy related – to be discussed in CC and if passed be implemented.
 - (e) Any proposal with financial expenditure of more than ten lakh will need GBM approval
 - (f) Constitution related – Needs to be discussed in AGM

If there is ambiguity or overlap, then those proposal will be discussed in CC first.

IADVL EC will have no right to reject any proposal.

CC can after discussion reject any proposal.

Constitution related proposal once passed in AGM will immediately become operational.

It is not necessary for the proposer to be physically present while his/her proposal is taken up for discussion .Proposer can authorise any other member to represent him/her and discuss on the behalf of proposer. Proposer must authorise and inform secretary in advance. If accepted with modification or rejected then he/she can ask for discussion during GBM.

5. QUORUM

- (a) CCM: Seven members shall form the quorum, of whom at least three shall be other than office bearers.
- (b) GB meetings: Forty valid members present at the GBM will form the Quorum at the GBM.

In the absence of a quorum, the meeting of the Central Council or the General Body shall be adjourned for half an hour and shall be held thereafter.

6. MINUTES

- (a) The minutes of the General Body and the Central Council

meetings shall be confirmed at the subsequent meeting and duly signed by the Chairperson of the meeting.

- (b) The minutes of each meeting of the Central Council shall be circulated at the subsequent meeting.

7. CHANGES IN THE RULES AND BYE-LAWS

- (a) The Central Council shall have the power to recommend to the General Body any changes in the rules of the Association and the amendment of the Constitution will be valid only when approved by a two third majority in the Central Council and shall come into effect immediately after it is passed by the General Body.
- (b) If the proposition or resolution sought to be moved by the member has the effect of making amendment/ modification in the constitutional provision, then instead of putting it directly before the AGBM for discussion, the Honorary General Secretary will take the opinion of the Constitution Committee.
- (c) The CC MID-DERMA MEET will not take any decision to make constitutional changes. However, if any such decision is required to be taken in case of extreme necessity, it shall be placed before the next AGBM for approval.
- (d) Any member wanting to propose any change in the rules of the Association shall give at least 60 days' notice of such a proposal before the date of the meeting to the Honorary General Secretary in writing, signed by the proposer and duly seconded and supported by five other valid members.

8. DERMACON (Refer SOP for DERMACON Annexure XVIII)

- (a) A national conference, known as DERMACON, shall be organized every year. Its number, e.g. "36th National Conference of the IADVL", will be mentioned in the next line.
 - (i) If feasible, it will be held in January every year,

- preferably on the last Friday, Saturday and Sunday.
- (ii) Its venue should be decided by election process.
 - (iii) Its total duration should not be more than 3 days
 - (iv) If any international conference is going to be hosted by the IADVL, the DERMACON shall be held separately.
- (b) All IADVL members of the Association, including PLM and International Life Members, are eligible to be delegates of DERMACON. Only IADVL members can register as delegates.
 - (c) All members of the National Executive and Central Council will assume office on the first day of the conference at the AGBM. Since the Honorary General Secretary, Honorary Treasurer, and the Editor of IJDVL have a longer tenure, they will continue their office for the year in which their tenure is continuous; the other, newly elected office bearers will assume charge of their office.
 - (d) The Immediate Past President will be the coordinator for the next DERMACON and will guide the organizers in implementing the rules and regulations for its organization (Annexure VII).
 - (e) Though a request may be made to keep the registration fee to the minimum to the organizing committee, it can be increased by 10% every year until monetary self-sufficiency is achieved in organizing a DERMACON.
 - (f) The Organizing Committee should host dinners on the CME day and the first two days of the conference.
 - (g) Conference halls should not be named after pharmaceutical companies or their products. They may be named after prominent living or deceased members.
 - (h) Speakers in their presentations in the conference shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) so that delegates can judge whether a speaker's interests and

relationships have influenced the presentation. If there is no interest to declare, then a “no conflict of interest” declaration shall be made.

- (i) Scientific certificates should be signed by the President, Immediate Past President, President Elect and the Chairperson of the local Scientific Committee. The names and titles of the scientific presentations have to be written by the organizers so that empty certificates are not handed over. The attendance certificate should bear the signatures of the President, President Elect, Chairperson and Secretary of the Organizing Committee of DERMACON, and the Honorary General Secretary.
- (j) IADVL will get prominently located stall e.g near main hall or in foyer. The stall will be minimum 2m X 2m.
- (k) Special privileges for senior citizens (above 65 years age):
 - (i) This category may be separately identified by giving registration slip of different color and writing priority on top
 - (ii) A helpline number may be provided so that they can contact a person on arrival at the venue.
 - (iii) In addition their car may be allowed up to the main gate by providing a separate car pass
 - (iv) Venue map showing location of ramp should be provided to them.

9. BIDDING FOR DERMACON

- (a) Any state branch wanting to hold DERMACON must call its GBM and by a majority vote, pass a resolution to that effect and decide the name of the Organizing Secretary and Chairperson of the local Scientific Committee. The Organizing Secretary must be from the city where the DERMACON is to be held.
- (b) The state branch shall send the invitation to host DERMACON to the Honorary General Secretary

of IADVL two and a half years before the proposed conference only after the above procedure.

- (c) The official invitation for holding DERMACON shall be given to the Honorary General Secretary on the letterhead of the state branch, with the signatures of the President and Secretary of the branch, and the prescribed proforma (containing the details regarding the facilities available in the city and the suitability of the city for hosting DERMACON) duly filled in (Annexure VIII).
- (d) The invitation for the DERMACON of a particular year should be sent to the Honorary General Secretary on 31st July of the year previous to the AGBM where the venue shall be announced after voting.e.g. if the invitation is for DERMACON 2018 the decision will be announced at the closing year's AGBM of DERMACON 2016 and the invitation should reach the Honorary General Secretary on or before 31st July, 2015
- (e) After scrutiny of proposals for venue, all eligible venues will be included in ballot paper and venue will be selected by election process
- (f) All those involved in the conference arrangement, i.e. office bearers, shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) in their presentations on the conference.
- (g) **MOU/UNDERTAKING FOR CONDUCTING DERMACON**

This MoU will have to be signed by President and Branch Secretary of IADVL State Branch which is hosting the conference along with President/Chairperson of organising committee, organising secretary and treasurer of the conference. This undertaking will be submitted to Hon. General Secretary of IADVL, before central team

comes for inspection of the venue. President/Chairperson of the organising committee along with organising secretary and treasurer will be held responsible for all aspects of the conference and this rule is binding to them. It states

- 1) We will open only one bank account in a Scheduled bank. This account should be opened after the resolution is passed for the same in organising committee.
- 2) We will send bank statement every month to IADVL treasurer and chairperson of finance committee.
- 3) We will send to national IADVL treasurer and chairperson of finance committee Copies of all the agreement that we enter into for the said conference within 10 days of signing the contract. Any conflict of interests in this regard will be disclosed. The event managers will preferably not be in any way related to any of the organizers, if so, the same shall be declared
- 4) We will abide by all the rules and regulation of IADVL constitution and SOPs related to it.
- 5) Neither the organisers nor anybody acting on their behalf shall block hotel rooms for the conference dates en masses in the host city. However, organisers will be allowed to book hotel rooms sufficient enough to accommodate:
 - a) IADVL officials who are constitutionally entitled free accommodation
 - b) Offer rooms at discounted rates to members who seek accommodation directly from the organizers and
 - c) Invited faculty members to whom the organising committee might have committed free accommodation either in the venue – if the venue happens to be a hotel, or suitable

hotels in the city.

- 6) We will return seed money received from IADVL within 10 days from last date of registration along with 7% simple interest till date. State branch will contribute 25% and centre will provide 75% of seed money. 15% of share of registration and 20% of share from pharma companies, and other exhibitors will be sent to IADVL before the DERMACON. Once the accounts are audited the surplus is to be sent to IADVL as per constitution and the amount already sent will be adjusted in that.
- 7) We will maintain books of account as per law and get accounts audited as per the schedule mentioned in clause 12. They will be submitted simultaneously to both central and State EC.
- 8) We will obtain separate PAN card and pay all local, state and central government taxes.
- 9) We will make all payments by cheque. We will get approval of organising committee where expenditure is more than 10 lakhs under any head. Similarly money will be accepted by cheque only, except during spot registration and sale of food coupons. Valid vouchers and receipts must be maintained for all payment except small cash amount where cash voucher should be used.
- 10) We understand that failure to adhere to these MoU will lead to disciplinary action.
- 11) We and our auditors are agreeable for second audit by any other agency appointed by central IADVL. Separate letter from auditors to this effect will be required. The cost of travel, stay and auditors fee for the second audit will be borne by organising committee.
- 12) Time lines for submitting accounts.
A preliminary unaudited report will be submitted at

CCM with following specific information: \

- a) Number of delegates registered (all categories) and accrued amount; specifically mention spot registrations
- b) No of stalls and income accrued from them (received and receivables to be shown separately)
- c) Income from other sources
- d) Expenditure: under different heads (paid and payables)
- e) Statement of accounts from bank

31 October is the last date for presenting the audited accounts of DERMACON. There will be a grace period of 4 weeks in case of an overwhelming reason for not getting the accounts ready. If that period also lapses then after due procedural actions and placing the details to the GBM the members of the OC would be temporarily suspended from the association. If even after 6 months of suspension, the accounts are not presented, then those members will be suspended from the association and in such cases appropriate LEGAL action shall be initiated against the erring officials at their cost, risk and consequences apart from penal interest and other penalty as may be decided by CC/GBM of IADVL.

- 13) Presence of Organizers in CC/GB meetings: The organizing chairperson, secretary and Treasurer of the conference must be mandatorily present during the CC and GB meeting when the audited account shall be taken for discussion. The Treasurer of DERMACON shall read out the accounts in both of these two meetings in presence of the Organizing Secretary. If the Treasurer or Organizing Secretary can't attend any of these two meetings due to some genuine problem, he/she must be represented by

someone duly authorized by the absentee and the representative shall have to perform the same duties in the meeting including answering questions raised by CC/GB members.

- 14) In case of natural calamities which disrupt the DERMACON the amount invested by organisers will be reimbursed by IADVL.
- 15) If an IT claims arises after the surplus has been transferred the amount will be borne by IADVL. The financial liability in case of future IT claims to be borne equally by National IADVL and the concerned state branch. All the above criteria stand only if the organizers have followed all the terms and conditions and submitted audited accounts in time. Dispute if any will be decided by the arbitration committee.

10. CONFERENCE VENUE INSPECTION AND PROTOCOL MAINTENANCE COMMITTEE

- (a) On accepting of the invitation, the President will appoint a Conference Venue Inspection and Protocol Maintenance Committee of four persons consisting of:
 - (i) President,
 - (ii) President Elect,
 - (iii) Immediate Past President
 - (iv) Honorary General Secretary.

If any of these committee members is unable to go for the inspection, the President shall select any other member of the Executive Committee to replace him.. Before the ensuing DERMACON begins, the Conference Venue Inspection and Protocol Maintenance Committee will visit the venue to ascertain its suitability and arrangements for the conference as mentioned in the submitted Performa. If the conference is to be held in a temporary structure, e.g. Pandals, its safety aspects, legal clearances by the local

authorities, water supply and standby electric supply, etc. should be verified. The venue topography, including auditoria and open spaces, should be properly leveled and covered. In general hosting of conference in Pandals is to be avoided as this involves extra expenditure. Preference should be given to venues with pucca structures. In finalizing the venue economy part is always to be kept in mind. Particular attention needs to be paid to hygiene and toilets. The venue should possess adequate number of toilets, separate for male and female and an efficient system for waste disposal. The host branch shall provide economy class airfare and local hospitality to the Committee.

- (b) The General Body of the host state branch shall have the power to form the Organizing Committee of the conference, provided the Organizing Secretary and Chairperson of the local Scientific Committee named in the invitation to hold the conference are retained in the Organizing Committee with their designations.
- (c) The team winning the bid will make a presentation in the commencing year's AGBM at the ensuing DERMACON about their venue including all details and projected budget and willingness to sign the MOU. They may also seek clarifications and answer questions from AGM.
- (d) The MOU should be signed by the Organizing Chairperson, Organizing Secretary, Treasurer, president and Secretary of state in the AGM soon after announcement of results.
- (e) Half the seed money should be provided from the state which will be asked for first IADVL share of seed money for the DERMACON for the year for which the invitation is accepted will be handed over to the organizers by the President of IADVL, in consultation with the Honorary Treasurer and the Honorary General Secretary and with the permission of the General Body of IADVL of the commencing year. Presently the seed money is INR

1500000/- of which 25% will be provided by the state branch.

11. FINANCIAL ACCOUNTS

- (a) The organizing committee and the host branch is responsible for all financial matters related to the DERMACON. The IADV L will bear no financial liability of the DERMACON.
- (b) The host state branch should have a Permanent Account No. for income tax. The DERMACON should also have a separate PAN as they will have to pay the income tax and then hand over the savings to the Honorary Treasurer, after the conference.
- (c) It is expected that a minimum 20 % of the total conference collection will be given as savings to IADV L. Of the conference collections, 20% of stall money and 15% of registration collection would be IADV L share. The seed money has to be returned 3 months before DERMACON,. 75% of registration share and stall share (as per above formula) would be returned during DERMACON. rest 25% would be credited to IADV L within a month of finalizing the accounts, and not later than next Central Council meeting at any cost.
- (d) The organizing Secretary of DERMACON should submit a monthly report of income and expenditure to the President and Hon. General Secretary of IADV L.
- (e) An audited income and expenditure account of the conference shall be submitted by the Organizing Committee to the Honorary Treasurer within 6 months of DERMACON or during the next CCMIDERMAMEET which ever is earlier. The detailed bank accounts, transactions, and quotations received from event management companies should be submitted to impart transparency to the financial aspects of the DERMACON. It will be submitted for auditing by the IADV L. A letter

with the following wording should be issued by the Chairperson, Organizing Committee and Organizing Secretary of the DERMACON:

“We have organised the DERMACON (year) at (place) on (date). A sum of ` is allocated towards the corpus fund of the IADVL out of the total surplus of DERMACON (year). Cheque/DD no..... dated and drawn on (Bank) favouring IADVL is enclosed. PAN Please acknowledge receipt.

SD/- (Chairperson)

(Organising Secretary)”

12. INVITEES TO THE CONFERENCE

Prominent public persons, medical persons and dermatologists, venereologists and leprologists and other scientists from India and abroad may be invited by the Organizing Committee of the conference or IADVL to attend the conference as distinguished visitors. Such invitees shall be exempted from paying the registration fee and any other fees. They shall be called invitee delegates. The Association and/or the Organizing Committee of the conference shall not be liable for any reimbursement of their expenses. The Organizing Committee of the conference may, at its discretion, bear the travel and accommodation expenses of the outgoing and incoming Presidents, the Honorary General Secretary and the Honorary Treasurer.

13. THE PRESIDENT AND SECRETARY OF THE CONFERENCE

- (a) The President Elect of the Association for the previous year shall be the President of the conference-shall be shown in all publications as Congress President and shall deliver the Presidential address on the day of inauguration after assuming office for the year from the first day of the conference.
- (b) The Honorary General Secretary for the current year of the Association shall be the Secretary of the conference

and shall be shown as Congress Secretary.

- (c) Academy chair and convener are scientific coordinators for DERMACON and their names shall be shown as such in all publications National IADVL Coordinator for DERMACON: Immediate past President will be IADVL coordinator for the conference. Three-monthly progress report will be forwarded by organizing secretary of the conference to the coordinator who in turn will keep the national body updated.

14. PROGRAM OF THE DERMACON

(a) Inauguration

The Organizing Secretary of the DERMACON in consultation with the Honorary General Secretary, Honorary Treasurer, the President for the year and the Immediate Past President shall decide the inaugural program and discuss about the Chief Guest. It is emphasized that the President of IADVL is the highest dignitary and his or her dignity should be maintained in all possible manner and the Presidential speech would not be curtailed under any circumstances. The outgoing President shall hand over the charge to the incoming President by garlanding him the specially designed IADVL emblem by rotation at the inauguration. The outgoing President and other office bearers may be felicitated at the inaugural function.

(b) Scientific sessions, workshops, seminars, etc.

- (i) The organizers of the conference shall extend all necessary help in conducting the various scientific programs.
- (ii) Donations for orations, awards and prizes will be accepted from members and others. The entire amount will be kept by the Hon. General Secretary in a fixed deposit. Out of the interest, 70% will be utilized for the memento and the remaining 30% will be retained by the Association and added

to the fixed deposit. The donation money from the members will be minimum INR 2,00,000 and from others INR 10,00,000 for a prize. It is to be reviewed after 5 years. Every award should be for a limited period; awards existing for more than 20 years need to be reconsidered.

- (iii) Dermatology related associations recognized as “sister societies” based on criteria such as the number of members, background of the executive committee members, transparency of accounts (audited accounts of last three years) publication of journals, regular hosting of CMEs and conferences and involvement of IADVL members, etc. will be allowed to have focus sessions- subject to availability of space and at the discretion of the IADVL academy. The sister societies desirous of conducting the session, will write to IADVL academy 6 months before DERMACON and give details of the session, theme of the session, topics to be covered. The sister societies will send precise details of the program at least 3 months before the date of DERMACON. The sister society session will not include sponsored talks by any company.

(c) Business sessions

Details of the Central Council and GBMs are arranged by the Organizing Secretary of the conference and the Honorary General Secretary. The Organizing Secretary will be in charge for the arrangements of the meetings. The Honorary General Secretary will convey all the details and instructions to the Organizing Secretary well in advance.

(d) Social events

Social events such as banquet, entertainment programs, etc. will be organized by the Organizing Secretary with the help of the Organizing Committee. A working lunch

will be served during the conference, with no music being played. During dinner only soft music should be played until 9 pm.

Important Dates

30th June

The Organizing Secretary of DERMACON should send the brochure of the conference to all members by this date.

31st July

Last date for bidding of DERMACON: :Two and half years before the actual conference i.e. for DERMACON 2018 conference one should bid on or before 31st July 2015

31st July

Last date for submission of abstracts for orations and award papers

31st August

The last date for early registration at DERMACON without a late registration charge.

APPENDICES

1. CONSTITUTION

The IADVL Constitution shall be regarded as the ultimate governing rule book of the Association and shall be continuously updated by the Constitution Committee based on and incorporating all the passed resolutions. It should be published every 4 years. The Constitution Committee, appointed by the General Body, shall have the authority to make any necessary changes in the text, in consultation with the President, without tampering with the sanctity of the Constitution.

2. OFFICIAL LOGO OF THE ASSOCIATION

The Association office, branches and sub branches authorized by IADVL shall use the logo of the Association during all activities, e.g. conferences, meetings, etc. The official logo is vertically oval in shape and symbolizes the composite nature of the specialty. The left inner circle contains a histological picture of the epidermis and dermis, signifying dermatology; Cupid or Kamadev (the God of Love), represented by a bow at the bottom, represents venereology; and rays of hope radiating from flower petals on the right implies the joy and ecstasy after coming out from the agony and humiliation of leprosy. The Hippocratic symbol superimposed on a map of India indicates that the Association will spread to every nook and corner of the country.



3. THE STATE BRANCHES

The IADVL has the following state branches: Andhra Pradesh, Bihar, Chattisgarh, Gujarat, Haryana, Punjab, Jammu and Kashmir, Jharkhand, Karnataka, Kerala, Maharashtra and Goa, Madhya Pradesh, Manipur, New Delhi, North-East (Assam,

Meghalaya, Mizoram, Nagaland, Arunachal Pradesh & Tripura), Orissa, Pondicherry, Rajasthan, Tamil Nadu, Uttar Pradesh and Uttarakhand, and West Bengal. The AFDG shall be considered at par with IADVL state branches for all purposes.

4. ARBITRATION COMMITTEE

Any dispute among members of the Association shall be referred by the President, Executive Committee or Central Council to the Arbitration Committee, consisting of the five Immediate Past Presidents (except immediate past President who is a member of the Executive committee), to be approved by the General Body. The verdict of the Arbitration Committee shall be final and binding on all parties to the dispute.

5. AFFILIATION

The IADVL has joined the South Asian Regional Association of Dermatologists (SARAD) as the sole representative from India, and is affiliated to the International League of Dermatological Societies (ILDS)

6. IADVL MEMBERS' DIRECTORY

The IADVL members' directory should be published every 3 years.

7. CELEBRATION OR OBSERVATION OF DAYS BY IADVL

See page 6.

8. DETAILS OF ORATIONS, AWARDS AND PRIZES

See Annexures IX-XI

ANNEXURE I: MEMBERSHIP APPLICATION FORM

INDIAN ASSOCIATION OF DERMATOLOGISTS, VENERELOGISTS AND LEPROLOGISTS FORM OF MEMBERSHIP APPLICATION - 2011

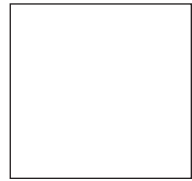
IADVL _____ **Branch**

(To be filled in triplicate)

Select one

Please print or use block letters only

- LM
- Provisional LM
- Associate LM
- International LM



Photograph

Address (National Secretariat): _____

Address (Branch Secretariat): _____

To
The Honorary General Secretary,
Indian Association of Dermatologists, Venereologists and Leprologists
(IADVL)



Dear Sir,

I desire to be enrolled as Provisional Life Member/Life Member Associate Life Member/International Life Member of the Association, and if so enrolled, I agree to abide by the rules and regulations of the Association. I enclose ₹ _____ (in words _____) by A/c

Payee Bank Draft drawn on _____

Bank dated _____

Name in full: _____

Date of birth:

Qualifications and years of passing: _____

(Attach documents)

Forwarded to the Honorary General Secretary, Indian Association of Dermatologists, Venereologists and Leprologists, CFC of the member is sent herewith.

Place:

Date:

1. Please make an A/c Payee Demand Draft payable to the Secretary of the state branch of Indian Association of Dermatologists, Venereologists and Leprologists (IADVL) you intend to join. Do contact the Secretary or President of the state branch you intend to join before you make the draft to find out the full details. The branch secretary will then send both the CFC & JC (i.e. as mentioned in the table) directly to the Honorary General Secretary.
2. Paste your passport size photograph in the space provided on this form. The photograph is for records and preparation of the membership identity card.
3. The eligibility criteria for membership are:
 - (a) Life Member: A postgraduate qualification in the speciality (i.e. a diploma or a degree in Dermatology or Dermatology, Venereology and Leprosy) from a medical college affiliated to and awarded by an Indian University or an institution recognized by the Medical Council of India (MCI) or an equivalent organization of the Government of India; or a Diploma in Dermatology or Dermatology and Venereology of the National Board of Medical Examinations, New Delhi. [Others with foreign degrees or diplomas or equivalent qualifications should have their qualifications recognized by the MCI or an equivalent organization of the Government of India to become eligible. However, in the states of Andhra Pradesh, Tamil Nadu and Pondicherry (where presently only a combined degree or diploma in Dermatology,

- Venereology and Leprosy is awarded), those who had acquired a postgraduate qualification (a degree or a diploma) in the specialties of Dermatology or Venereology or Leprosy will continue to be eligible]
- (b) Provisional Life Member (PLM): Postgraduate students studying in the speciality. [They should send a letter from the head of the specialty department where they are studying, stating the date of their joining the postgraduate course and the date of its due completion, along with the application for membership. They have to send their qualification certificate within 5 years of their registration for the postgraduate course to the Honorary General Secretary in order to become permanent life members]
 - (c) Associate Life Member: Other specialists working in the field of dermatology, venereology and leprology (e.g. dermatopathologists, academicians, researchers and genetic scientists).
 - (d) International Life Member: NRIs or other foreign doctors working in the field of dermatology, venereology, leprology, AIDS, dermatosurgery, or cosmetic dermatology.
4. One must join a state branch of IADVL in one's own state or a neighboring state. One can also become direct (central) member, if neither of these two exists.

One copy to be retained by the state branch and the second one to be sent to the Honorary General Secretary

ANNEXURE II: MODEL RULES AND BYE-LAWS FOR STATE AND LOCAL BRANCHES

The state branches and combined state branches shall be autonomous financially. They should file their income tax return and have their Permanent Account number. They can have their own rules and bye-laws, but these shall be in consonance with the Constitution and any point contradictory to the Constitution shall be null and void. To be effective, the rules and bye-laws of a state or combined state branch have to be approved by three-fourths majority of the members at their AGBM after being circulated well in advance, and then by being ratified by the IADVL Council. To help the state and combined state branches, a model Rules and Bye-laws is proposed as follows.

PART I: RULES

R1. NAME

The name shall be _____ state/combined state branch of IADVL.

R2. REGISTERED OFFICE

The office will be the State Secretary's office. The State Secretary should have an office appointed by the State Managing Committee.

R3. AIMS AND OBJECTIVES

- (a) Same as in the Constitution (a), (b), (m).
- (b) To organize local, district or city branches who would be financially autonomous.
- (c) To hold an annual state conference (CUTICON) in different parts of the state on invitation by various local branches.

R4. MEMBERSHIP

As per the Constitution, except (iv) and (v).

R5. REGISTER OF MEMBERS

The State Secretary shall maintain a register of the members of the state branch with their updated addresses and shall help update the Register of Members of IADVL by intimating the Honorary General Secretary of any change of address in writing or by e-mail. Any change in status of a member by resignation, termination or re-admission shall be as per the Constitution. It is mandatory for all state branch secretaries to regularly update their state branch members' list and send the updated version (separately showing the corrections made) to the Honorary General Secretary every March. The reports should also include the activities of the state, city and all sub-branches and also problems, if any, faced by the branches.

R6. SUB-BRANCHES

A minimum of seven members of IADVL from any district, town or zone may form a local branch after approval of the State Council. The local branch should have an Executive Committee of President, one Vice-President and one local Secretary-cum-Treasurer and State Council Representative at the rate of one member for every 10 members and part thereof. The local branch may chart out their own Rules and Bye-laws in consonance with the State and National Constitution.

The local branches shall be autonomous both in their scientific and organizational activity as well as their financial liability, but shall, however, function within the gamut of state branch and national IADVL as per Rule 11 of the Constitution.

The local branches may host state conference of IADVL and organize scientific meetings. Any money saved from such a meet shall be equally shared by the local branch and the state branch.

The local branch may also create a fund of its own, by different sources as outlined in Rule 19 of the Constitution.

This branches will write “IADVL ____ State ____ Chapter”

R7. MANAGEMENT OF A STATE BRANCH

All the executive and financial power shall lie with the Executive Committee or according to the Constitution:

- (a) President
- (b) President Elect
- (c) Immediate Past President
- (d) Vice-Presidents (two)
- (e) State Secretary
- (f) State Treasurer
- (g) Joint Secretaries (two)
- (h) Executive Committee members at the rate of one member for every 10 members or part thereof from different local branches as well as from direct members; if the number is more than 100, then it should be one for every 20.
- (i) Presidents and Secretaries of the local branches
- (j) All members of the Central Council from the state branch
- (k) All past national Presidents, Honorary General Secretaries and Treasurers who are members of that state branch
- (l) All past Presidents and State Secretaries from the state branch
- (m) Editor of the state journal/publications if any
- (n) Co-opted members, 1 for every 50 members
- (o) Members invited by the President for the particular meeting

R8. FUNCTION OF THE STATE EXECUTIVE COMMITTEE

The Executive Committee shall function and have powers at the state level similar to those delineated for the Central Council by Rules 13, 14 and 15 of the Constitution.

R9. FUND OF STATE BRANCH

The state branch shall be entitled to collect funds from different sources and have a reserve fund as outlined by Rules 17 and 18 of the Constitution.

R10. CENTRAL FUND COLLECTION

The central subscription is to be collected as per the rates fixed by the Central Council directly or through a local branch; the money meant for the central fund contribution and journal contribution should be sent to the Honorary General Secretary and the branch's share shall be kept for the state branch. The state branch may also collect a "state levy" from its members for its general expenditure through a resolution of the State Council.

The State Council shall maintain a bank account, and may invest or spend its money as and when required (as per Rules 17-21 of the Constitution).

All the movable and immovable assets or any outlaying money of the state branch belong to the IADVL; no member or group of members shall have the right to retain, sell, transfer and in any way alter the status of such assets, without a clear resolution circulated to all the members well in advance and approved by the State Council with three-fourths majority, and such a resolution of the State Council has to be ratified by the IADVL Central Council to become effective.

R11. ASSOCIATION YEAR AND FINANCIAL YEAR

State branches and local branches should have from 1 April to 31 March as the association or financial year.

R12. OFFICE BEARERS OF A STATE BRANCH

- (a) The President
- (b) The President Elect
- (c) Two Vice-Presidents
- (d) State Secretary
- (e) State Treasurer

- (f) Two Joint Secretaries

R13. DUTIES, POWERS AND TENURE OF OFFICE BEARERS

To control and administer the state branch, the duties and powers of the state office bearers shall remain same as outlined in Rules 25A-F in the Constitution. The tenure of all the office bearers shall be for one Association year, except for the State Secretary and State Treasurer, for whom it shall be two Association years. The State Secretary and State Treasurer, being the Returning Officer and Joint Returning Officer respectively for the election of the State Branch, shall not be eligible to contest for any post as long as they are in office. The state branch shall formulate the conditions of eligibility of the office bearers in consonance with Rule 26 of the Constitution.

R14. PROCEDURE OF ELECTION OF OFFICE BEARERS

- (a) The state branch and local branches should hold the election every year and new office bearers are to be appointed at the CUTICON.
- (b) Electoral roll: All those members who are on State Register, and have paid all outstanding dues to the branch shall constitute the electoral roll.
- (c) Election officer: The State Council shall appoint an election officer for the ensuing session from among the past state Presidents to conduct and supervise the state election. The State Secretary and State Treasurer shall be the Returning Officer and Joint Returning Officer respectively to help the election officer.
- (d) The mode of election to be decided by State Council shall be either by (a) postal ballots or (b) direct ballot election at the time of CUTICON. The Returning Officer shall invite nominations well in advance, scrutinize them, give an opportunity to contestants to withdraw, and then put to election, which is to be conducted by the election officer, either by postal ballot or direct ballot (as decided by State

Council). In case of postal ballot, the procedure may be adopted as per Rule 27 (xii).

- (e) All election disputes shall be decided by an Arbitration Committee consisting of three available state Immediate Past Presidents and its decision shall be binding on all the candidates.

PART II: BYE-LAWS

BL1. STANDING COMMITTEES

The State Executive Committee shall form various committees for the furtherance of the aims and objectives of IADVL in the state on the pattern and guidelines as in Bye-law 1 of the Constitution.

BL2. MEETINGS

(a) State Executive Committee

The Annual State Executive Committee meeting should be held at the time of CUTICON. The President may call an urgent State Council meeting at 7 days' notice. Two-thirds of the members can call a Requisition State Council Meeting at 15 days' notice to consider a specific circulated agenda. At the Annual State Council Meeting, the usual routine business shall be transacted on the pattern of the annual Central Council meeting (Byelaw 2A).

(b) General Body Meeting

The General body Meeting shall take place at the time of CUTICON to (i) hold or announce the election result, (ii) to confirm the proceedings of State Council, (iii) to adopt an annual budget, (iv) to decide the venue of the next annual conference and its program, (v) to appoint the election officer, and (vi) to discuss and adopt any proposal from the members which may not be more than two in number.

The quorum shall be one-sixteenth of the members on the register or a fixed number as formulated in state bye-laws.

The agenda for the State Council and General Body Meeting, Quorum, Minutes and change of Rules and Bye-laws shall be undertaken as per the Bye-laws 3, 4, 5, 6 and 7, respectively, of the Constitution.

BL3. CUTICON

The state branch shall organize an Annual State Conference, named CUTICON followed by the name of the local state branch, hosted by any local branch or on its own, e.g. CUTICON<name of state><year> CUTICON-WB-2006, or CUTICON-UP-2006. “10th/18th or 12th State Conference of IADVL” will be mentioned in the next line. CUTICON shall have a one or two day program in which organizational meetings (State Council and General Body Meeting), guest lectures, scientific meetings and symposia, and free papers, shall be organized. There will be an inaugural function, where the newly elected President and other office bearers shall be appointed.

CUTICON shall be open to all registered IADVL members. The Organizing Committee shall in general follow the same pattern as in the case of DERMACON and should encourage their members to donate awards, medals and prizes to ensure larger participation. 20% of the delegate fee from CUTICON, should go to the State IADVL as a capital fund for the state.

ANNEXURE III: GUIDELINES FOR INTERNATIONAL CONFERENCES

The bidding committee for particular conference will be selected after seeking the volunteers through dermanews and IADVL ACAD site. Once names are received chairperson will be selected amongst volunteers. Chairperson should be from a place where IADVL proposes to organize the conference. He should have adequate experience of organizing conference in the past. President, past president, president elect will be the exofficio members of this committee. This committee will be responsible for making presentation for the purpose of bidding.

1. The international conference should not be organised along with *DERMACON under any circumstances*. Attempt will be made to lower the fees for Indian and SARC delegates. Indian members will not be forced to opt for international society fellowship. IADVL membership should be taken at par with international society membership.
2. The member/state branch /city branch wanting to bid for an international congress shall submit a proposal to the AGBM in writing.
3. This proposal shall be backed by the state branch EC.
4. The member proposing the bid shall form a bidding committee which states the key persons who will carry out the bid.
5. It is necessary to know the rules, regulations and guidelines governing the international conferences, framed by the respective organizing associations themselves well before bidding for the international congress. The MOU to be signed along with terms and conditions, MOU will be submitted to EC and CC/AGM BEFORE SUBMITTING THE BID TO THE INTERNATIONAL ORGANIZATION. IT SHALL BE THE RESPONSIBILITY OF THE BIDDING COMMITTEE CHAIRMAN TO OBTAIN ALL INFORMATION REGARDING TERMS AND CONDITIONS. MOU will be signed by the Organizing Secretary or Organizing Chairperson, IADVL President and/or Secretary of that time. This is mandatory of that particular year when the contract is signed.

6. It is essential for the IADVL to know these rules, regulations and guidelines before bidding for the conference before bidding as stated above. IADVL shall not bear any liability arising out of inadequate information by the bidding committee chairman.
7. It is also vital to know the proposed financial commitment of IADVL when IADVL undertakes the responsibility of holding such a conference.
8. Bidding chairperson will present a budget for the bid taking in to account all possible expenses such as stalls and reception in different congresses, website, brochures, momentos etc to the EC- the same shall be discussed in CCM/AGM
9. IADVL may approve a budget depending on the financial position
10. AGM will approve the bid after deliberations.
11. The approval will be with respect to that particular bid only.
12. Any repetition of the bid in the event of failure to win the bid will be subject to approval by AGBM again. At the next AGBM, a detailed analysis will be submitted to AGBM by the bidding committee chairperson. Detailed accounts will be submitted for the money spent, and the same shall be audited by the IADVL auditor.
13. MOU will be signed by the Proposed Organizing Secretary or Organizing Chairperson, IADVL President and/or Secretary, IADVL president elect of that time.
14. All publications, websites, and notices of all kinds regarding the bidding process shall be submitted to EC for approval before sending them out to other societies/members.
15. IADVL shall not bear any liability arising out of inadequate information by the bidding committee chairman.
16. It is mandatory to get the approval of the Executive Committee, Central Council and General Body of IADVL for any financial commitment regarding such a conference.
17. There should be a clear understanding of the division of surplus of such a conference between the international body or organization and IADVL. All clauses 3-6 should be discussed fully and thoroughly before submitting the bidding papers to the international society.

18. Requisite permission of the Foreign Affairs ministry and the Reserve Bank of India should be obtained before a final decision is taken by IADVL.
19. All legal formalities should be studied and adhered to before holding such a conference. Expert Legal and financial opinion should be taken if necessary.
20. In addition to National level bidding committee, there should be a local organizing committee (for publishing, website, momentos) and an international ambassadorial committee (for taking the campaign to different countries).
21. The bidding committee chairman shall be a person with international contacts who is willing to travel to different congresses at his /her expense. NO assistance will be sought from IADVL funds for this purpose.
22. If the approved budget is inadequate, the bid committee may raise from other sources such as govt, pharma etc. All such information, MOU if signed with the company will be informed to IADVL EC.
23. The bid committee may use a state branch/city branch account for this purpose.
24. Event manager may be hired but the MOU should be approved by the EC.
25. All matters will be in consultation and approval by EC.
26. Detailed Accounts including money spent under different heads such as printing, website, posting, momentos, stalls, receptions, will be submitted periodically: once in three months, during the next CCM and AGBM after completion of the bid after complete auditing.
27. All events such as holding receptions, or any other social events /gifts/participation in congresses shall be with prior approval and active participation of EC.
28. Due dignity of the President of IADVL must be maintained in all important events of bidding/any international conference organized in India by IADVL.
29. There should be an Local organizing committee and a scientific committee of the international conference, endorsed by the

Executive Committee, Central Council and General Body. It should include the IADVL President of the conference year, the IADVL President who bids for the conference and the IADVL President who signs the contract.

30. All finances of international congresses are subject to same SOPs as applicable for Dermacon. Audited accounts of the conference by the auditors of the local organizing committee and checked by auditors of the IADVL should be submitted at the earliest, with in six months by the next DERMACON/CCM which ever is earlier.
31. All the expenditure incurred by the IADVL for an international conference has to be returned with interest.
32. All rules regarding transparency and accountability applicable to dermacon will also apply to bidding and organization of International congress.

ANNEXURE IV: GUIDELINES FOR ZONAL CONFERENCES

All IADVL zonal conferences will be called as DERMAZONE, followed by the name of the zone, e.g. DERMAZONE-EAST-2007, DERMAZONE SOUTH-2008, etc. “10th/18th or 12th Zonal Conference of IADVL” will be mentioned in the next line.

1. ZONES

East: Bihar, Chattisgarh, Jharkhand, Manipur, Northeast states, Orissa and West Bengal

West: Gujarat, Madhya Pradesh, Maharashtra and Rajasthan

North: Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, and Punjab

South: Andhra Pradesh, Karnataka, Kerala, Pondicherry and Tamil Nadu,

2. CONFERENCE

- (a) Zonal states should be arranged in alphabetic order.
- (b) State Presidents and Secretaries must be members of the organizing committee; others may be included.
- (c) The surplus income shall be divided between the organizing state and the IADVL equally.
- (d) The audited account should be submitted to the IADVL within 6 months.

ANNEXURE V: RULES FOR IADVL TRAINING FELLOWSHIPS

1. The fellowship will be open to members or provisional life members of the IADVL who are not working in the same institution and who have obtained their degree or diploma in the subject of dermatology, venereology and leprosy
2. The awardee must be aged less than 35 years at the time of commencement of his or her fellowship.
3. The applicant must specify the course of specialization that he or she intends to undergo.
4. The host institution must be ready to accept the awardee.
5. The awardee will be selected by a panel on the basis of merit and the possible utility of the training in the discharge of his or her duties. The candidate must apply with full bio data.
6. The duration of training will be 4 weeks.
7. A panel of members of IADVL constituted from time to time will select the course of training and the corresponding institution. Private institutions are not barred from instituting training fellowships, but they will not be permitted to charge any fee.
8. The amount of fellowship will be ` 5,000/-
9. Awardees must give an undertaking for completing the fellowship within the stipulated time, failing which they may not be considered for future fellowships through or from the IADVL.
10. The fellowship will be given only after successful completion of the course and on production of a certificate to that effect from the teacher.
11. This fellowship amount will be released only after submission of the feedback form from the teacher.
12. Selection will be done once a year only in January, during the National Conference (DERMACON).
13. The Dr. P. B. Haribhakti Traveling Fellowship is instituted for training in the field of contact dermatitis at Department of Dermatology, AIIMS, New Delhi.
14. The IADVL overseas scholarship should not be offered to members more than once.

ANNEXURE VI: STANDING COMMITTEES OR SUBCOMMITTEES

The President shall form the following committees and subcommittees, & appoint chairpersons, after consulting Past president & President elect. with the concurrence of the Central Council and General Body of the commencing year. Except for the Scientific Committee, which is formed every year for the period of 1 year, all committees and subcommittees will remain functional until they are dissolved by the President. The President may add new members or delete the names of previously appointed members from these committees and subcommittees as and when required. No nonmember will be a member of any IADVL committee, national, zonal or state.

1. CENTRAL SCIENTIFIC COMMITTEE

- (a) The functions of the Central Scientific Committee are:
 - (i) To guide the organization of the scientific program of DERMACON.
 - (ii) To organize orations, awards, guest lectures, seminars, panel discussions, workshops, in consultation with the IADVL Academy of Dermatology.
- (b) It will be composed of:
 - (i) President of IADVL, as its Chairperson
 - (ii) Chairperson of IADVL Academy of Dermatology, as its Chief Scientific Coordinator
 - (iii) Convener of IADVL Academy of Dermatology, as its Scientific Coordinator
 - (iv) Chairperson of local Scientific Committee of DERMACON
 - (v) Organizing Secretary of DERMACON
 - (vi) President Elect
 - (vii) Immediate Past President
 - (viii) Honorary General Secretary
 - (ix) Immediate Past Honorary General Secretary

- (x) Chairperson of local scientific committee of previous DERMACON
 - (xi) Editor of IJDVL
 - (xii) Three members from the Organizing Committee of DERMACON, approved at the AGBM
 - (xiii) Four members from each zone to be nominated from the previous DERMAZONE of the respective zone in advance and ratified at the GBM of the commencing year. Consent of all these members for their active participation in the deliberations of the scientific committee is essential before they are elected.
- (c) No member of the National Executive, Scientific Committee or IADVL Academy of Dermatology will be eligible for any oration or award for that year.
 - (d) A scientific committee member shall not be selected or elected for more than three times and not more than twice in successive years.

2. IADVL ACADEMY OF DERMATOLOGY (Refer SOP for IADVL Academy of Dermatology Annexure XVIII)

The IADVL Academy of Dermatology will work under the supervision of the IADVL Executive Committee. Its members will be 10-12 eminent dermatologists with an academic background. Representation of all zones and the AFDG should be considered. The IADVL President, Immediate Past President, President Elect, Honorary General Secretary, Immediate Past Honorary General Secretary, Treasurer and Immediate Past Treasurer, and the Editor of the IJDVL will be ex-officio members.

Its Chairperson select and Convener select will be appointed by the President, President Elect, Immediate Past President and Chairperson of IADVL Academy of Dermatology a year in advance at the Executive Committee meeting and ratified by the General Body. The tenure of the Chairperson, Convener

and other members will be 2 years, with 50% of the members retiring every year.

The functions of the IADVL Academy of Dermatology are:

- (a) To assist in publication of the IJDVL.
- (b) To assist in publication of the IADVL Textbook of Dermatology for postgraduate students.
- (c) Preparation of therapeutic guidelines.
- (d) To assist in deciding the recipients of IADVL fellowships in consultation with judges.
- (e) To scrutinize and suggest training centers of fellowships.
- (f) To select the best postgraduate thesis for award.
- (g) To select the best academic department for award.
- (h) To select the best zonal teaching program for award.
- (i) To maintain a registry of CADR, psoriasis, genodermatoses, etc. with the help of special interest groups (SIGs).
- (j) To assist the President and Honorary General Secretary in interactions with the Medical Council of India.
- (k) To prepare a bank of research and thesis topics.
- (l) To give accreditation points to CME programs.
- (m) To consider the problems of teachers of dermatology, venereology and leprosy and to try to solve them.
- (n) To engage in speciality teaching.
- (o) To promote the activities of SIGs.
- (p) To help prepare the curriculum and syllabus for the diploma, undergraduate and postgraduate degree and superspecialty courses in dermatology, venereology and leprosy.
- (q) To help prepare the guidelines for teaching departments of dermatology, venereology and leprosy in terms of physical facilities, e.g. requisite space for OPD, laboratories, operation theater, seminar halls, wards, and research section; equipment and instruments; audiovisual aids for teaching; and the staff strength for undergraduate and postgraduate teaching.
- (r) To prepare guidelines for conducting undergraduate,

- postgraduate and superspecialty examinations, to be conveyed to the Medical Council of India, central and state governments, and universities and medical colleges.
- (s) To initiate the process of creating teaching museums for the specialty.
 - (t) To evaluate orations, awards and award papers after the membership status of the candidates is confirmed by the Honorary General Secretary. The decisions are to be taken in consultation with the President, and then ratified by the Central Scientific Committee chaired by the President.
 - (u) To confer honorary fellowships (FIAD) to past Presidents, Honorary General Secretaries and Treasurers of IADVL. Other members will be awarded a fellowship if having membership of IADVL for more than 15 years after their MD and they have 25 or more publications in indexed journals (10 international) and on payment of ` 15,000/- only. Not more than 10 fellows are to be inducted every year.
 - (v) To prepare patient information leaflets.
 - (w) To assist the scientific committee to organize focus seminars, and sister society meetings during DERMACON.
 - (x) To prepare a set pattern of a zonal postgraduate teaching program to be conducted by different medical colleges by bidding or by turn in one college of each zone every year for 2 days, with a nominal registration fee. The IADVL should consider sanctioning grants for conducting scientific meetings on subjects not usually covered elsewhere (e.g. courses in dermato-epidemiology, investigative dermatology, research methodology, department development, genodermatoses, drug rash reporting, etc.) as many academic causes are probably kept on the back burner for lack of sponsorship. The IADVL Academy of Dermatology should have the power

to recommend such sponsorships to a pre-defined extent, e.g. ` 20,000/- each or any five meetings every year.

IADVL Special Interest Groups

These are set up with the aim of representing and advancing specific specialties in dermatology under the IADVL Academy of Dermatology.

Their functions are:

- (a) To organize annual training courses specifically aimed at trainees in dermatology.
- (b) To organize regular updates like symposia, seminars, and workshops on the subspecialty. SIGs can conduct meetings and conferences to raise their own finances for conduct of their academic activities. For the sharing of finances coming out of these conferences, the rules of DERMACON finances sharing could be applied.
- (c) To publish newsletters on matters of current importance.
- (d) To promote and carry out research, surveys and investigations and publish the results.
- (e) As resource groups, to help update IADVL therapeutic guidelines and consensus statements when needed.
- (f) To help IADVL Academy of Dermatology in preparing patient information leaflets.

Each SIG will have a coordinator (who should be a member of the Central Council) and eight co-opted members, two from each zone (at least two of whom should be members of the council). Coordinators should have done basic work or research in that field and should be active academicians with 10 years of experience as a consultant dermatologist or a teacher in a medical college (associate professor and above). They will be selected by a committee consisting of the President, President Elect, Chairperson of the IADVL Academy of Dermatology and the Honorary General Secretary. Co-opted members will be selected by the above committee and the Coordinator of the particular SIG. They should have

done basic work or research in that field and should be active academicians with 5 years of experience as a consultant dermatologist or a teacher in a medical college. Additional experts from fields other than dermatology may be invited by the coordinator to participate in meetings (as invited members) or consulted (as consultants), without having a fixed tenure.

The SIG Coordinator should send a quarterly report of the group's activities to the Coordinator, IADVL Academy of Dermatology, who in turn would summarize this for publication in IADVL NEWS or the IADVL website.

The tenure of the team is 3 years to ensure continuity of work. The IADVL Executive Committee, in consultation with the IADVL Academy of Dermatology, will review the functioning of SIGs, and can add new groups and alter or dissolve existing ones. This needs to be ratified at the General Body Meeting of the commencing year.

Examples of SIGs that can be established are given in Annexure XII.

3. IADVL CONSTITUTION COMMITTEE (Refer SOP for Constitution Annexure XVIII)

Updating the Constitution is a continuous activity based on alteration, addition or deletion of the rules and bye-laws made by the General Body of the Association. For updating the Constitution, A Constitution Committee, consisting of four to seven members consisting of Past President/secretary/treasurer at center or at state level, whose names are approved in the AGBM, with tenure of 1 year. The committee will have a Chairperson and a Convener. The updated Constitution will be published periodically at regular intervals.

4. IADVL ETHICAL ISSUES COMMITTEE

This committee, with tenure of 2 years from the date of nomination, will deal with ethical issues such as

misleading advertisements, ethical practice, the Consumer Protection Act, and the relationship with the media, pharmaceutical industry, and social and government organizations. It will aim to stop misleading advertisements, including those that promise magical cure, related to skin, hair and sexually transmitted diseases. The committee will try to ensure that the government enforces the provisions of the Drugs and Magical Remedies (Prevention of Objectionable Advertisements) Act of 1954, and that the media restrain from carrying such advertisements. The members of the Association can inform the Committee about such matters through their branch secretaries.

5. IADVL WORKING COMMITTEE

The committee will oversee the day-to-day functioning of the Association. It will consist of the President, Honorary General Secretary, Treasurer and one Vice-President. The committee members should interact with one another and meet once in May-June to review the implementation of the resolutions passed in the CCM and AGBM.

6. IADVL THERAPEUTIC GUIDELINES COMMITTEE

This committee will work under the IADVL Academy of Dermatology to frame guidelines for the treatment of various diseases related to our specialty.

7. IADVL AWARDS REVIEW COMMITTEE

This committee will look into various aspects of the existing awards and frame rules and regulations for instituting new ones.

8. IADVL CENTRAL FINANCE COMMITTEE

This Committee will have the Immediate Past Treasurer as its Chairperson and the Treasurer as its Convener. Its other members will be the President, Honorary General Secretary,

Immediate Past General Secretary, IJDVL Editor and two other members, preferably a past President, Secretary or Treasurer. The Committee should help to evolve a budget for the IADVL every year, and suggest investments for savings in tax and to anticipate and assess expenses. It must be consulted for all financial matters.

9. IADVL WEBSITE DEVELOPMENT COMMITTEE

The functions of this Committee are to maintain and update the IADVL website (www.iadvl.org).

10. COMMITTEE FOR IADVL-PHARMA NATIONAL QUIZ

This committee will frame guidelines and conduct quiz programs at the state, zonal and national levels (Annexure XIII). It will be supervised by the IADVL Academy of Dermatology.

11. IADVL THESIS EVALUATION COMMITTEE

This committee will formulate the rules and regulations and conduct the countrywide thesis evaluation program.

12. IADVL TEXTBOOK ADVISORY COMMITTEE

Its functions are given in Annexure XIV.

13. IADVL E-GROUPS (Refer SOP for e-groups Annexure XVII)

The IADVL e-groups are official organs of the IADVL formed to promote exchange of knowledge and views about various academic and non-academic topics among IADVL members. On behalf of the IADVL, the Honorary General Secretary is authorized to create the e-groups as their moderator and owner (though these responsibilities may be shared with another member) with the approval of the IADVL Executive Committee, Central Council and General Body. All life members, provisional life members, honorary members and overseas members are eligible to join. Members have the right to unsubscribe

from any group at any time. The Honorary General Secretary shall have the power and authority to discontinue the membership of any IADVL e-group member found to violate any of the rules mentioned in Annexure XV with the approval of the IADVL Executive Committee, Central Council, and General Body.

The different types of e-groups are:

- (a) Non-administrative:
 - (i) IADVL e-group, for general (non-academic) discussion. All existing members and new LM with a valid e-mail address will be enrolled.
 - (ii) ACAD_IADVL e-group, for academic matters. Members can help patients by sharing clinical cases, photographs and seeking the opinion of their peers about the diagnosis, investigations and management. The Honorary Secretary or moderator will email all members inviting them to join this e-group.
 - (iii) Residents_IADVL e-groups or Residents Facebook Group, for Provisional Life Members.
- (b) Administrative:
 - (i) CC_IADVL e-group, for Central Council members.
 - (ii) States_IADVL e-group, for state Presidents and Secretaries.
 - (iii) EC_IADVL e-group, for members of the National Executive.
- (c) Additional e-groups:

Additional e-groups, observing the same rules, may be instituted by the Honorary General Secretary for interaction among members for other purposes, such as any IADVL conference (state, zonal, national or international) organization, research groups, journal editorial board, and recipients of international fellowships, in consultation and agreement with the

President.

**14. INDIAN DERMATOLOGY ONLINE JOURNAL (IDOJ)
(Refer SOP for Journals Annexure XVII)**

The rules governing this online journal are to be formulated and included in future editions of the Constitution. The Editor will be selected following the guidelines framed to select the editor of IJDVL.

**15. IADVL STANDARD OPERATIVE PROCEDURES
COMMITTEE**

To develop Standard Operative Procedures (a set of written instructions) for the functioning of the IADVL.

ANNEXURE VII: GUIDELINES FOR THE ORGANISATION OF DERMACON (Refer SOP for DERMACON Annexure XVIII)

The IADVL National Executive, guided by the Central Council and General Body, is the supreme body which looks after the smooth conduct of DERMACON. Due respect has to be given to the office bearers of the Association. The IADVL is the owner of the IADVL logo, which has to be prominently displayed on the stage, all publications, e.g. brochures and abstract book, and on a banner displayed at the venue.

1. CENTRAL SCIENTIFIC COMMITTEE MEETINGS

The venue and date of the meeting will be decided by the Organizing Secretary of DERMACON in consultation with the President well in advance. The Chairperson of the local Scientific Committee of DERMACON should invite all the members of the committee well in advance and should send them the agenda of the meeting and the applications for the orations and the award session papers. The organizing committee of DERMACON will host the apex airfare and 1 day local hospitality of the members who attend the meeting of the scientific committee.

The agenda should include the selection of the recipients of the orations, Dr. J. C. Shroff Memorial Award, Prof. K. C. Kandhari Foundation Award, Dr. Ratan Singh Award and other such awards. the committee shall select the judges for the award papers session. The committee shall finalize the entire scientific content of DERMACON. It will also discuss the organizational part of the conference, including the inaugural function, valedictory function and various arrangements, and inspect the venue.

2. CENTRAL COUNCIL MEETING (CCM) FOR THE CLOSING YEAR

The meeting will be held on the CME day after 2.00 p.m. for 2

hours. As far as possible, the CCM and GB should be held in a hall other than the hall of the inaugural function. The venue should be intimated well in advance to the Honorary General Secretary to enable him or her to intimate the venue, time and date to all Central Council members. It should have all the facilities required, including the capacity to seat at least 200 persons, a dais with a capacity to seat 12-15 persons, and a good sound system.

The meeting will be presided by the President and conducted as per the agenda circulated by the Honorary General Secretary. The election officer will declare the election result for the next year at this meeting. The proceedings must be audio-video recorded.

3. ANNUAL GENERAL BODY MEETING (AGBM) FOR THE CLOSING YEAR

The meeting will be held on the CME day, 1 hour after the CCM. Its venue should be intimated to the Honorary General Secretary well in advance to enable him or her to inform all the members of the venue, date and time of the meeting. The Organizing Secretary of DERMACON, in consultation with the Honorary General Secretary, should include this information in the brochure of DERMACON. A suitable hall with adequate capacity, i.e. 350 persons or more according to the number of registered delegates, with a good sound system should be chosen. The dais should be able to seat 12-15 office bearers.

The meeting will be presided by the President and conducted as per the agenda circulated by the Honorary General Secretary. The new office bearers will be installed at this meeting. The proceedings must be audio-video recorded.

4. INAUGURAL FUNCTION OF THE CONFERENCE (Refer SOP for DERMACON Annexure XVIII)

The inaugural function should be scheduled after the GBM of

the closing year. Its duration should be about 1 hour. Its details should be finalized by consultations among the President, Immediate Past President, President Elect and Honorary General Secretary. It will be presided over by the incoming President.

The program should be as follows:

- (a) Prayer: 2 minutes
- (b) Welcome address by the Chairperson of the Organizing Committee: 3 minutes
- (c) Introduction of guests: 5 minutes
- (d) Address by the outgoing President: 4 minutes
- (e) Ceremonial installation of the President and office bearers of the current year: 3 minutes
- (f) Presidential address: 10 minutes
- (g) Inauguration of the conference by the Chief Guest: 3 minutes
- (h) Inaugural speech by the Chief Guest: 10 minutes
- (i) Felicitation of the outgoing office bearers by the new President: 3 minutes
- (j) Presentation of the Dr. K. C. Kandhari Foundation Award by the President: 3 minutes
- (i) Brief introduction of the awardee citation to be presented by the Honorary General Secretary: 5 minutes
- (ii) Felicitation and bestowing of the awards by the President (the awardees must be properly escorted to the dais): 5 minutes
- (k) Release of IADVL publications by the newly appointed President and the Scientific Committee Chairperson: 5 minutes
- (l) Vote of thanks by the Organizing Secretary of the conference: 5 minutes

Total duration: 60 minutes

The seating arrangement on the dais will be as shown in Fig. 1. In case there are other dignitaries, they will be seated next to the organizing committee

Chairperson and the scientific committee Chairperson. The first row of the main hall must be reserved for past Presidents, past Honorary General Secretaries, past Treasures and office bearers of the current year. The organizers may make suitable changes in the above protocol only after prior consultation with the President and Honorary General Secretary.

Fig. 1: Layout of the dais arrangement during the inaugural function

1	2	3	4	5	6	7	8	9	10	11
Organizing Secretary	Honorary General Secretary	President Elect	President incoming	Chief Guest	Outgoing President	Organizing Committee Chairperson	Chair Person Scientific Committee	Honorary Treasurer	Chairperson of IADVL Academy of Dermatology	Chief Editor of IJDVL

5. IADVL FELICITATION DAY (Refer SOP for meetings and days Annexure XVIII)

The IADVL Day will be celebrated on the second day of the Conference during prime time. The Organizing Committee of the conference will decide the venue, which is preferably the main hall of the conference capable of accommodating all the delegates. No politician is to be invited on this occasion. The IADVL Executive Committee, Organising Chairperson, Organising Secretary, and Scientific Committee Chairperson will be on the dais.

The following awards shall be given:

- Prof. J. C. Shroff Memorial Award
- Prof. Ratan Singh Award for meritorious service to the specialty of dermatology, venereology and leprology
- Dr. V. N. Sehgal Award for accomplishing excellence in dermatology
- Prof. Ganapati Panja Memorial Award to the dermatologist dedicated to excellence in dermatology
- Prof. L. K. Bhutani Memorial Teaching and Research Award

- Dr. L. N. Sinha Award for young dermatologists
- Felicitation of the teachers par excellence Release of all books etc. which are non-IADVL publications

6. PLENARY SESSIONS

(a) First day

The Dr. B. M. Ambady Oration must be scheduled on the first day of the conference as Dr. Ambady was a senior and respected member of the Association, and the other orations on the second and third days. A brief introduction of the late Dr. B. M. Ambady should be given, and his photograph projected on the screen, before the Dr. B. M. Ambady Oration begins. A banner of the oration must be displayed in the background on the stage.

(b) Second day

IADVL-Pharma Oration Celebration of IADVL Day (details given above).

(c) Third day

IADVL-Pharma Oration

7. IADVL-PHARMA NATIONAL QUIZ

The finals of IADVL-Pharma National Quiz Program should be held at a prime time and place. The venue is to be decided in consultation with the President, President Elect, Honorary General Secretary and the IADVL-Pharma National Quiz Coordinator. The Quiz master and the Convener for the Final Quiz should be appointed by the President, President Elect and the Honorary General Secretary. The program is to be decided by the Honorary General Secretary, in consultation with the IADVL-Pharma National Quiz Coordinator, Quiz master and the Sponsor.

8. COMBINED CENTRAL COUNCIL AND FIRST ANNUAL GENERAL BODY MEETING FOR THE COMMENCING

YEAR (CCM AND AGBM)

This meeting will be held on the second (penultimate) day of the conference at 5 p.m. The DERMACON organizers should intimate the Honorary General Secretary of the venue well in advance to enable him or her to intimate the date, time and venue to members. The same information may also be included in the brochure of the conference. Since the venue of the meeting is usually the same as that of the AGBM of the closing year, the same arrangements can be made. A hall to accommodate about 350 delegates may be selected, with an arrangement for seating of 12-15 office bearers on the dais. This meeting will be presided by the incoming President.

9. VALEDICTORY FUNCTION

This will be held on the last day of the conference, after the scientific program is over, at about 1 p.m. in the main hall of the conference. The venue will be announced by the Organizing Secretary of the conference. The seating arrangement on the dais is shown in Fig. 2.

Fig. 2: Layout of dais arrangement during the valedictory function

1	2	3	4	5	6	7	8	9	10	11
Organizing Secretary of the DERMACON	Scientific Committee Chair person	Organizing Secretary	Organizing Chair person	Immediate Past President	President	President Elect	Honorary General Secretary	Honorary Treasurer	Chairperson of IADVL Academy of Dermatology	Chief Editor of IJDVL

The program of the function will be as follows:

- (a) Welcome speech by the Organizing Secretary: 2 minutes
- (b) Address by the Chairperson of the organizing committee: 3 minutes
- (c) Address by the President: 3 minutes
- (d) Address by the President elect: 2 minutes

- (e) Presentation of the awards (the Honorary General Secretary will arrange for certificates, medals, etc. and announce the names of winners)
- Dr. Leslie Marquis Award
 - M. G. M. Medical College Prize
 - Prof. H. C. Mohanty Award
 - Dr. F. Handa Award
 - Prof. B. N. Banerjee Award
 - Dr. B. B. Gokhale Medal
 - Prof. K. Siddappa Medal
 - Prof. D. K. Gupta Medal
 - Dr. Manu Patel Memorial Prize
 - Dr. Bishnupriya Devi Award
 - Mrs. Indubala Memorial Award
 - Dr. C.S. Bhavani Kumar Memorial Award
 - Best Branch Award
 - IADVL Training Fellowship
 - Prof. G. Senthalmil Selvi Award
 - Prof. S. Premalatha Award for the Best Research Project in Dermatology
- (f) Distribution of appreciation certificates by IADVL to the DERMACON organizers
- (g) Address by the Organizing Committee Chairperson or Secretary of the ensuing DERMACON
- (h) Appraisals and views of the delegates of DERMACON
- (i) Invitation by the organizer of the ensuing DERMACON
- (j) Vote of thanks by the Organizing Secretary of the conference.

10. SISTER SOCIETY MEETINGS

Dermatology related associations, such as Indian Association for the Study of Sexually Transmitted Diseases & AIDS, Indian Association of Leprosy, Contact and Occupational Dermatoses Forum of India, Indian Society of Pediatric Dermatology, Cosmetic Dermatology Society of India, and Association of Cutaneous Surgeons of India and any others

recognized as “sister societies” by the General Body, can have focused sessions or special sessions before the main conference consultation with the Central Scientific Committee. Points to be considered are number of members, background of the executive members, transparency of accounts (audited accounts of last 3 years), publication of journals, regular hosting of CMEs and conferences, involvement of IADVL members, etc. These sessions should not be parallel to the Plenary Session of DERMACON.

11. SUGGESTIONS

- The number of parallel sessions should not exceed two.
- As many scientific presentations as possible should be accommodated, if necessary as poster presentations.
- During the conference plenary sessions, orations and other prime events, stall holders and pharmaceutical companies should not arrange any programs or satellite symposia nor should any local tours or sightseeing programs be arranged for delegates.
- No parallel dinners should be arranged by pharmaceutical companies.
- There should be some guidelines for selection of Chairperson of scientific sessions and other programs. Names should be invited from state branch Presidents and should be considered and approved by the scientific committee.
- Daily proceedings of the conference, containing a summary of scientific papers, orations, guest speaker’s lectures, and the inauguration function with photographs, messages and names of the newly elected office bearers may be published with the help of sponsors.
- During DERMACON there should be only one day CME or Workshop prior to ‘two and half day’ DERMACON. This is to make the whole event a three and half day event.
- IADVL stall should be at a prominent place at every the DERMACON, such as near the main hall (hall A) of the conference in the foyer. Size 2 mts/2 meters.

ANNEXURE VIII: PROFORMA FOR APPLICATION FOR DERMACON

(Note: Please fill the proforma in the space provided on the right side)

1. GENERAL

- (a) City/town proposed for holding DERMACON (please give the map).
- (b) Exact location address of DERMACON.
- (c) Is the conference venue is a permanent structure or a temporary built one, like a pandal?
- (d) Distance from the city center.
- (e) Connectivity of the city or town by (a) train (b) air (c) roads. (please give the details in a separate sheet).
- (f) Transport facilities within the city/town.
- (g) Was the IADVL National Conference held earlier in the same city/town? If yes, when?
- (h) Were other conferences held earlier? If yes, please give their attendance figures.
- (i) Please give the figurative diagram of the conference venue according to scale.

2. FACILITIES FOR THE SCIENTIFIC PROGRAMS

- (a) Hall for the inaugural function/plenary session
 - (i) Capacity to seat at least 2000-2500 people
 - (ii) Size of the podium
 - (iii) Airconditioned or non-airconditioned
 - (iv) Acoustics
 - (v) Audiovisual facilities
- (b) Halls, 2-3, for the concurrent sessions
 - (i) Capacity to seat at least 600-700 people
 - (ii) Airconditioned or non-airconditioned
 - (iii) Acoustics
 - (iv) Audiovisual facilities
 - (v) Distance from the main hall

- (c) Lobby space outside the main hall
- (d) Space for poster presentations Adequate space
- (e) Toilet for all conference spaces
- (f) Four smaller halls or spaces
 - (i) Registration area
 - (ii) Conference secretariat
 - (iii) Communications room
 - (iv) Preview room adjacent to the main hall

3. SPACE FOR TRADE EXHIBITION

- (a) Adequate for 60-70 stalls (3m × 3m)
- (b) Three to four bigger stalls (10m × 10m)
- (c) Space to move around within the area
- (d) Adequate toilet/sanitation facilities (no. of toilets)

4. FACILITIES FOR THE DELEGATES AND ACCOMPANYING PERSONS

- (a) Food spaces
- (b) To serve at least 750 persons at a time
- (c) Resting area, size and facilities
- (d) “May I help you” counter
- (e) Travel agent’s stall
- (f) Arrangement for safekeeping of delegates’ and accompanying persons’ belongings
- (g) Transport arrangements from conference venue to hotels and banquet venue
- (h) Accommodation: Please send the brochures of the tourist department or of the previous conference held

Hotels

Grade	No. of rooms	Tariff	Inclusive/Exclusive of breakfast
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5. MISCELLANEOUS

- (a) Management of the conference entrusted to an event management company: Yes/No
- (b) Food arrangements contracted to whom? Private contractor/hotel
- (c) Drinking water (should be supplied in individual cups/small sealed bottles)
- (d) Safety precautions
 - (i) Emergency exits
 - (ii) Adequate and proper firefighting facilities
 - (iii) Sanctions, if required, by local authorities should be obtained
- (e) Adequate manpower
 - (i) Event management staff
 - (ii) Residents/medical staff/students (please tick)

6. The bid for DERMACON should be accompanied by following certificate: The IADVL (..... state branch) has passed a resolution by a majority vote at its GBM held on..... that it wants to host DERMACON.... . The Organizing Secretary will be (name, city and membership number) and the Chairperson of the local Scientific Committee will be ... (name and membership number).

The bid should be accompanied by tentative project report (provisional budget and possible savings).as per the following proforma

- a) Estimated income:
 - I) No of delegates expected and the income thereof of different events: CME/workshop/conference
 - II) No of stalls expected, fee per stall and income thereof
 - III) From other sources- sponsorship of scientific sessions, souvenir, sessions, bags, etc
 - IV) Seed money from state and from IADVL HQ

- b) Expenditure expected under different heads
 - i) Venue and infrastructure
 - ii) Food and beverages
 - iii) Entertainment
 - iv) Printing publicity postage
 - v) Audiovisual
 - vi) Faculty travel
 - vii) Momentos
 - viii) transportation
 - ix) Faculty accommodation
 - x) Service tax
 - xi) Administrative expenses
 - xii) Central scientific committee expenses, free registration for past presidents, prizes
 - xiii) Others
 - xiv) Seed money to be returned with interest
 - xv) IADVL share to be returned- 15% of registration fees
 - xvi) IADVL share to be returned-20% of industry collection

ANNEXURE IX: RULES FOR AWARDS, MEDALS, AND PRIZES AT DERMACON

1. AWARDS, MEDALS AND PRIZES FOR THE AWARDS SESSION AT DERMACON

These awards are:

- (a) Prof. H. C. Mohanti Award
The award is to be given for the best paper in leprosy.
- (b) M. G. M. Medical College Prize
The prize is given to a person below 35 years for the best paper presented at DERMACON during the award papers session.
- (c) Prof. F. Handa Prize
It is to be given to a person below 35 years for the best paper presented at DERMACON during the award papers session.
- (d) Prof. B. N. Banerjee Medal
The medal is awarded to a person below 35 years for the best original research paper presented at DERMACON during the award papers session or published in IJDVL during the year.
- (e) Dr. B. B. Gokhale Medal
It is to be given to a person below 35 years for a paper presented at DERMACON during the award paper session.
- (d) Prof. K. Siddappa Medal
It is to be given to a postgraduate student for the best paper, preferably for original research, at DERMACON during the award papers session.
- (g) Prof. D. K. Gupta Medal
It is to be given to a female postgraduate student for the best paper, giving preference to original research work, presented at DERMACON during the award papers

session.

All prizes, medals and awards are of the same rank. The number of best papers to be selected depends on the number of prizes and medals that are available and if all the prizes and medal carry equal value, then the number of papers selected as best will be according to the number of prizes and medals available. The time allotted for the awards paper session will not be more than 1½ hours.

The Chairperson of the local Scientific Committee of DERMACON will invite applications for the award papers (Annexure X). Participants must be IADVL members registered as delegates for the DERMACON and should mention their membership number (the validity of the membership will be confirmed by the Honorary General Secretary). They must be postgraduate students or young dermatologists below the age of 35 years with IADVL membership for 1-2 years or membership of 3 years for age more than 35 years and membership of 5 years for those aged 40 years and above. A summary of approximately 200 words of the presentation should accompany the application. The work may be of the applicant alone or the applicant must be the first among the group of persons who have done the work.

The Chairperson of the Central Scientific Committee and Chairperson and members of IADVL Academy of Dermatology will have the discretionary power to select 12 entries for the competition in the event of more entries. The criteria for shortlisting the entries are:

- (a) Valid membership of IADVL (to be confirmed by the Honorary General Secretary)
- (b) Eligibility:
 - (i) 1-2 years of membership if age < 35 years
 - (ii) 3 years of membership for age more than 35 years
 - (iii) 5 years of membership for age > 40 years
- (c) Preference will be given to those who have not participated

earlier in case the subject and the quality of work of two of the paper summaries is similar.

To ensure transparency,

- (a) The criteria for eligibility should be strictly enforced
- (b) All submitted paper summaries should be circulated to all members of the scientific committee and IADVL Academy of Dermatology.
- (c) There should be no shortlisting by the local organizing or scientific committee.
- (d) All applications should be sent for assessment without naming the applicants
- (e) The biodata form should be made in such a way that individual details can be removed
- (f) The Chairperson of IADVL Academy of Dermatology should send the entries for assessment and compile the final results and declare them at the Central Scientific Committee meeting.
- (g) IADVL Academy of Dermatology members, Central Scientific Committee members and judges of the award papers should declare any conflict of interest regarding evaluation and judging the orations and award papers, i.e. if there is a paper from one's own institution then one should refrain from evaluating the paper or acting as a judge in the session.

The selection of the recipients for awards, medals and prizes will be done by a panel of three judges nominated by the President, Chairperson of IADVL Academy of Dermatology and a member of the scientific committee. Though the Central Scientific Committee will attempt to award all the medals, prizes and awards, if the presentations are not up to the requisite standard, they may be withheld. The withheld medal, prize, or award should rotate so that only the same one is not withheld every time. If a prize is withheld, the saved amount may be added to the prize fund amount.

2. AWARDS GIVEN BY IADVL DURING DERMACON (BY APPLICATION OR NOMINATION)

These are:

(a) Professor K. C. Kandhari Foundation Award

This is the highest award of the Association. It was instituted by Prof. K. C. Kandhari Foundation. This award is given every year at DERMACON to a personality for lifetime meritorious service or contribution to dermatology, venereology, and leprology by teaching, research or patient care so as to contribute to the prestige of the specialty. Nominations for the award are given by the President, Immediate Past President, President Elect and Chairperson of IADVL Academy of Dermatology and ratified by the Central Scientific Committee. The Kandhari award must not be given to any person from the state which is organizing DERMACON to avoid conflict of interest and selection bias

(b) Dr. J. C. Shroff Memorial Award

It is given to a senior dermatologist, venereologist or leprologist above the age of 58 years, whose lifetime experience has benefited the specialty.

(c) Prof. Ratan Singh Award

It is awarded to a senior member of the Association for contribution to the national body as a teacher, researcher, or patient care or for dedicated service to the specialty.

3. OTHER AWARDS AND MEDALS GIVEN DURING DERMACON (BYAPPLICATION)

(a) Award of Dr. Manu Patel Memorial Prize for the Best Poster Presentation

This prize is for the best poster presented during DERMACON. The application for the award will be invited by the Scientific Committee Chairperson. Applicants must be IADVL members registered as delegates for the DERMACON and should mention their

membership number (the validity of the membership will be confirmed by the Honorary General Secretary). A summary of the poster paper of approximately 200 words should accompany the application. Preference should be given to the work of the competitor alone while awarding the prize. To create room for other competitors, those who have received the prize earlier are not eligible. A panel of three judges nominated by the President and members of Scientific Committee will select the recipients for the awards. A letter should be sent to those who have donated or instituted the award, mentioning the name of the recipient of the award along with a copy of the abstract of the paper.

- (b) For the following awards, application will be invited in the August issue of IADVL NEWS:
- (i) Dr. L. N. Sinha Memorial Award
It is given to one member of the IADVL aged below 45 years for overall contribution to the specialty (and not only for scientific achievement). The award should be rotated on a zonal basis.
 - (ii) Prof. V. N. Sehgal Award
It is given to a member of the IADVL for accomplishing excellence in dermatology.
 - (iii) Prof. L. K. Bhutani Award
It is to be given for achievement for teaching and research in the specialty.
 - (iv) Prof. Ganapati Panja Memorial Award
It will be given on IADVL Day to a senior dermatologist for contribution to clinical dermatology or dermatopathology.
 - (v) Prof. G. Senthalmil Selvi Award
The award should be given by the President on IADVL Day to any person for the best published work in mycology, published in a national or an international journal. The Editorial Board of IJDVL will shortlist three names.

- (vi) Prof. S. Premalatha Award for the Best Research Project in Dermatology
The award is given for the best research project.

4. OTHER AWARDS, PRIZES, MEDALS TO BE GIVEN DURING DERMACON

- (a) Dr. L. Marquis Memorial Award
The award is given to a guest speaker at DERMACON for best guest lecture.
- (b) Dr. Bishnupriya Devi Award
It is to be given to the first author of the best paper published in IJDVL during the year.
- (c) Mrs. Indubala Memorial Award
It is to be given to the best paper published in IJDVL during the year, on the subject of industrial or occupational contact dermatitis. If no such papers are published, the award should be given for any good paper published on contact dermatitis.
- (d) **Dr. C. S. Bhavani Kumar Memorial Award**
It is to be given to a dermatologist aged below 45 years for the best paper presented on dermatosurgery at DERMACON.
- (e) **IADV L-Pharma National Quiz Program Award**
The finals of IADV L-Pharma National Quiz Program should be held during DERMACON every year at a prime time and place. The Quizmaster and Convener for the Final Quiz program should be appointed by the President, President Elect and the Honorary General Secretary. The final four teams are selected, one from each zone, by conducting a zonal quiz program earlier (Annexure XII). The pharmaceutical company will facilitate the conduct of the quiz program at all levels by providing the logistics.
- (f) **Best Branch Award**
The award carries a certificate and a memento given by

IADVL every year to a branch of IADVL judged by a panel consisting of the two immediate past and present Hon. General Secretaries (Annexure XVI).

(g) **IADVL President Appreciation Award.**

EC can give up to Five appreciation awards to the members who have rendered exceptional services, for the betterment of IADVL. Members of committees will be eligible. This award will be given during IADVL Day.

(h) **IADVL Lifetime achievement awards**

Two lifetime achievement awards can be given during IADVL Day.

ANNEXURE X: PROFORMA OF APPLICATION AND RULES FOR EVALUATION OF AWARD SESSION PAPERS

The last date for submission of applications is 30th September. The paper is to be submitted to the Chairperson of the local Scientific Committee of DERMACON, who will forward it to the Honorary General Secretary and Chairperson of IADVL Academy of Dermatology.

PROFORMA

1. Name
2. Age (certificate to prove)
3. Sex: Male/female
4. Designation
5. Place of work
6. Title of the paper
7. Summary of the paper
8. Individual/group work
9. Original research/other type of work; case reports and small case series will not be considered
10. Presented earlier/not presented
11. The participant should be a member of IADVL (to be verified by the Honorary General Secretary)

Format of the competition

1. The time allotted is 7 minutes.
2. Text, photo and table slides by power point presentation only.
3. Total slides - 16.
4. The name of the presenter and the institution are not to be displayed during the presentation, but may be announced after the result.
5. The name of the co-authors should not be mentioned.
6. Each slide should not contain more than eight lines enabling the audience to read it.
7. The presentation should be clear and audible.
8. Any questions, for clarification, are allowed only from the judges and after the presentation.
9. The number of award papers will be 24.

RULES FOR AWARD PAPERS

1. Applications for Award Papers to be submitted by 31st August.
2. Applications to be submitted to the Chairperson Scientific Committee, Honorary general Secretary IADVL and Coordinator, IADVL Academy of Dermatology. Award paper applications should not be uploaded on the DERMACON website before their evaluation.
3. Only the name of the presenting author to be mentioned. Name of the institution and co-authors should not be mentioned
4. Membership no is mandatory for consideration. Applications without membership numbers will not be considered
5. Case reports and small case series (up to 3 cases) will not be considered for evaluation
6. Membership status to be verified by the Hon. Gen. Secretary and after verification the papers to be sent to all the members of IADVL. Academy of Dermatology and members of central scientific committee. The evaluation to be submitted to the chairperson IADVL. Academy of Dermatology and coordinator, IADVL Academy of Dermatology for tabulation
7. Members of the Central Scientific Committee and IADVL Academy of Dermatology must declare any conflict of interest before 15th September by sending the same in writing to the President IADVL and Chairperson IADVL Academy of Dermatology

ANNEXURE XI: RULES FOR ORATION AT DERMACON

Presently, there are three orations:

1. Dr. B. M. Ambady Oration (this is a permanent oration)
2. IADVL-Pharma Oration
3. IADVL-Pharma Oration

All orations carry the same prestige and are not ranked. It is advisable to schedule them during the prime time of the scientific sessions. The orator is given ` 10,000/-), a memento and a certificate. For the Dr. B. M. Ambady Oration, the amount is to be given by the IADVL and the orator may be appraised of Dr. Ambady's biodata and his contribution to the specialty so that this can be mentioned in the preamble to the oration. The two pharma orations are subject to renewal of sponsorship after 2014.

The orators should be given at least 3 months for the preparation of the oration. Accordingly, the time of announcement in IJDVL, IADVL NEWS and the IADVL website for the nomination should be decided. Applications should be submitted to the Chairperson of IADVL Academy of Dermatology, Chairperson of local Scientific Committee of DERMACON, and Honorary General Secretary, accompanied by a summary of approximately 1000 words, if not the full oration.

An applicant for an oration needs to be a life member of IADVL. Any oration should be given only once to a person and more than one oration should not be given to the same person.

Academic achievements are the most important criterion while nominating a person for oration. The person selected should have made a significant contribution in any particular field of dermatology, venereology, and leprology. These contributions should have been published in one or more of the indexed journals of our specialty. An independent review of the contribution of the orator ought to be made by more than one referee selected from among the members of IADVL Academy of Dermatology. The recommendations should be graded and placed before the scientific committee for the final decision. The

committee should attempt awarding all the three orations unless there are overwhelming reasons. If an oration has to be withheld, it should rotate so that the same one is not withheld every time.

The Organizing Secretary, not the Chairperson of the Scientific Committee, should be in charge of getting the memento and the amount from the donors or Honorary Treasurer as the case may be. The Chairperson of the Scientific Committee should intimate the Organizing Secretary the names of those chosen for the orations to ensure that the memento and the amount should reach the venue of DERMACON. When the oration is decided, the concerned donors, e.g. Mrs. Ambady or her family members, are to be informed about the details of the oration.

RULES FOR EVALUATION OF ORATIONS

1. Oration to be submitted by 31st July
2. Only one title to be submitted per applicant
3. Past oration awardees not to APPLY
4. Only valid IADVL members can submit applications for orations.
5. Application to be submitted to the Chair person scientific committee of DERMACON Chairperson IADVL Academy of Dermatology and Honorary general Secretary, IADVL.
6. Membership status of the applicants to be verified by the Honorary General Secretary. Evaluators must refrain from evaluating any award paper sent from his own institution or by his student. No member who is contesting the IADVL elections for that year or who himself or whose immediate relatives are applicants for Award papers can evaluate the Award papers for that year Oration application must be complete in the following respects for it to be considered for evaluation :
 - Membership Number
 - Complete CV of the individual
 - Abstract of the Oration
 - Individual work done in the field of oration
 - All academic publications and presentations
 - Contribution to the speciality of Dermatology, Venereology

- and Leprology especially to IADVL
8. The oration to be evaluated by all the members or the IADVL-Academy of Dermatology and members of the central scientific committee as per guide lines.
 9. Evaluation should be based on
 - Quality of topic and matter for oration
 - Work experience in the field of oration
 - Academic publications and presentations
 - Contribution to the speciality of Dermatology, Venereology and Leprology
 10. The evaluation to be submitted to the chairperson Academy who will tabulate the results with the help of the Coordinator, IADVL Academy of Dermatology
 11. The tabulated results to be presented for final consideration and ratification by the Central scientific Committee at the Central Scientific Committee
 12. An oration application must obtain a minimum of 60% marks among the total marks awarded by all the evaluators to qualify for award of Oration for that year.
 13. Members of the Central Scientific Committee and IADVL Academy of Dermatology must declare any conflict of interest before 15th September by sending the same in writing to the President IADVL and Chairperson IADVL Academy of Dermatology. No member who is contesting the IADVL elections for that year or who himself or whose immediate relatives are applicants for Orations can evaluate the Orations for that year.

ANNEXURE XII: SUGGESTED LIST OF SIGs THAT MAY BE ESTABLISHED

The following is a list of SIGs that may be established (though their feasibility should be assessed before starting them):

1. ATOPIC DERMATITIS GROUP

In addition to coordinating research, this group needs to promote the dissemination of general management modalities for patients with atopic dermatitis among the public.

2. CONTACT DERMATITIS/OCCUPATIONAL DERMATITIS GROUP (CDG/ODG)

Its aims and functions are to collate and disseminate information on contact dermatitis. It is involved in preventive and environmental issues on behalf of the members and the patients suffering from contact dermatitis.

3. CUTANEOUS ADVERSE DRUG REACTION STUDY GROUP (CADRSG)

It aims to establish and maintain a regional registry on adverse cutaneous drug reactions and to formulate guidelines for their management.

4. DERMATOLOGY CLINICAL/EPIDEMIOLOGICAL TRIALS NETWORK (DCETN)

It aims at the following:

- (a) To develop a national network to conduct high quality clinical trials. A core group with expertise would apply for external funding from charities and research organisations (e.g. ICMR) for such trials.
- (b) To develop proposals for external funding for clinical trials identified as priorities.
- (c) To develop infrastructure for ensuring that such trials are conducted to a high standard of data management and

clinical research governance.

- (d) To develop educational and training opportunities for those interested in learning about the conduct and interpretation of clinical trials.

5. DERMATOLOGY NURSING GROUP

Dermatology is a highly specialized area of nursing practice. Nurses working in dermatology clinics and wards have a limited opportunity to meet colleagues to discuss patient care, treatments or changes in practice. As nurses provide care for the vast numbers of people who attend skin clinics throughout the country, there is a great need to develop a specialist network of nurses with an interest in dermatology.

The group aims at the following:

- (a) To promote the development and recognition of the nurse's role in dermatology for the benefit of the patient.
- (b) To promote and support the education of nurses in giving dermatological care.

6. DERMATOPATHOLOGY GROUP

The group aims to promote the knowledge and teaching in dermatopathology for IADVL members and postgraduate students and to stimulate appropriate medical and scientific research.

7. DERMATOSURGERY/COSMETIC DERMATOLOGY GROUP

This group aims to promote the knowledge and practice of dermatosurgery for IADVL members and postgraduate students by conducting workshops and to increase awareness of the scientific basis of using cosmetic products.

8. GENODERMATOSES GROUP

This group could collaborate with overseas centers for the diagnostic work-up of patients with genodermatoses or consider

setting up a center for this purpose in association with other agencies, apart from setting up a registry for genodermatoses.

9. GERIATRIC DERMATOLOGY GROUP

This group will attempt to stimulate interest in skin disorders of the elderly, improve our understanding of them and recommend management.

10. HIV/AIDS AND STI GROUP

This would liaison between the IADVL and NACO and other agencies, and formulate and revise guidelines related to STIs and HIV infection.

11. PEDIATRIC DERMATOLOGY GROUP

This group aims to enhance our understanding of skin diseases in children and to enhance their care by encouraging education and research in all aspects of pediatric dermatology.

12. PEMPHIGUS GROUP

The pioneering clinical and therapeutic work done by Indian dermatologists in this field needs to be continued.

13. PHOTODERMATOLOGY GROUP (PDG)

This would be a forum of communication for those with an interest in photodermatology, including subjects such as photochemotherapy, UVB phototherapy, use of sunscreens, and creating public awareness regarding photoprotection.

14. PIGMENTARY DISORDERS GROUP

Its aim is to disseminate information on all pigmentary disorders, with vitiligo as the main focus.

15. TELEDERMATOLOGY GROUP

Dermatology, as a morphologically oriented medical specialty, is eminently suited to utilize the possibilities of modern

technology for the transmission of visual data and images. Teledermatology holds great potential for revolutionizing the delivery of dermatologic services with benefits to physicians and patients alike.

The group aims to provide a forum for the discussion and development of teledermatology in India. It should also be able to provide a source of professional opinion concerning aspects of teledermatology to other medical and non-medical bodies.

Its other activities are:

- (a) to offer advice to professionals exploring teledermatology;
- (b) to provide educational opportunities for those practicing teledermatology;
- (c) online teaching and learning activities; and
- (d) developing an online atlas and library.

ANNEXURE XIII: IADVL-GSK postgraduate quiz

All state CUTICONS will conduct Quiz under the supervision of Central body with the help of National coordinator, under the IADVL-GSK banner. 19 (approx) teams will be selected from CUTICONS as per the existing system for participation in national level Quiz. Screening test will be held on the CME day or 1st day of conference, which will be announced well in advance. This will be a written MCQ type. Each participant will be paid INR 15000/-by IADVL towards the expenses. The top 4 teams will be selected for finals on subsequent days Quiz master for DERMACON will be selected by National executive: Travel and accommodation of quizmaster will be provided for 4 days at DERMACON by local organizers who will be paid a lumpsome money of 25000/ for this purpose. However mementoes and certificates will be provided by GSK.

1. All state CUTICONS will conduct the Quiz under the supervision of the Central body with the help of the National Coordinator under the IADVL-GSK banner.
2. Sixteen teams selected from 10 CUTICONS as per the existing system (a zonal quiz will not be conducted) will participate in a screening test at the DERMACON venue and the final four selected on that basis.
3. The Quiz Master for the CUTICON should be from a different state. Quiz Masters for each state can be decided by the President and Hon. General Secretary with suggestions from the IADVL-GSK Quiz Committee. Volunteers can be invited through the IADVL e-groups. Criteria for selection will be a good academic background, experience of conducting and participating in quizzes, and interest and commitment to conduct the Quiz. Freshers will be preferred for the CUTICONS. Every CUTICON Quiz will also have one Assistant Quiz Master selected from that state to assist the Quiz Masters in conducting the Quiz. Assistant Quiz Masters will be provided mementoes by GSK and complimentary conference registration, but will have to

make their own travel and accommodation arrangements and bear these expenses. If there is no volunteer from the host state, volunteers from other states can be considered.

4. A question bank is not required. Quiz Masters will be free to frame their own questions, which should be short, clear, with a single answer and non-controversial.
5. At the state level, if there are more than four teams there will be a preliminary screening test consisting of 30 MCQs covering all subspecialties (e.g. clinical dermatology, venereology, leprosy, cosmetology, pediatric dermatology, dermatopathology, dermatosurgery, and lasers) and lasting for 30 min. Only single answers would be allowed (no multiple answers), with correct answers carrying 1 mark and wrong answers a -0.5 mark. In case of a tie, another 10 MCQs will be put up between the tied teams. If there is still a tie, the team with the fewest negatives (not including unanswered questions) in the primary MCQ paper will be selected. In the event of a tie, lots will be drawn. The final among the four teams will consist of eight rounds (viz. basic sciences, two clinical dermatology, dermatopathology, STDs including HIV/AIDS, leprosy and tropical dermatology, pediatric dermatology, and cosmetology and dermatosurgery, in that order) and one rapid fire round. Each round would consist of four questions. Questions should be single, and not consist of two parts. The first round will start from Team A, the second from Team B, and so on, while the fifth round will start in reverse order, i.e. from Team D, Team C, etc. A correct answer carries 10 marks, while a correctly answered passed question gets 5 marks. There is no negative marking. The time for a question is 10 sec for the primary team; a secondary team has to answer immediately. In the rapid fire round, each team would be asked up to 10 questions in one minute. A correct answer carries 10 marks. There is no negative marking. In case of a tie, the Quiz Master should be ready with tie breaker questions, three for each team. If there is still a tie, whoever scored the highest in the MCQs will be declared as the

winner.

6. At the national level, a one hour screening test will be held on the CME day or the first day of the conference; its date will be announced well in advance. The test will consist of 50 MCQs, with correct answers carrying 1 mark and wrong answers a -0.5 mark. In case of a tie, another 10 MCQs or visuals will be put up between the tied teams. If there is still a tie, the team with the fewest negatives (not including unanswered questions) in the primary MCQ paper will be selected. One question of the tie breaker questions can be preassigned as a “tie breaker”. In the event of a tie, lots will be drawn.

Once the final four teams are selected, the stage show can be similar to a state level final, with eight rounds and a rapid fire round. If there is a tie, the Quiz Master should be ready with tie breaker questions, three for each team, with no passing. If there is still a tie, whoever has scored higher in the MCQs may be declared the winner.

7. Financial arrangements:

- a) CUTICON Quiz: Rs. 10,000 will be paid to each person selected in the CUTICONS. Quiz masters will make their own travel arrangements and will be reimbursed by the IADVL. The state branch organizing the CUTICON can take care of their local hospitality.
- b) DERMACON Quiz: The IADVL will pay Rs. 15,000 to each participant for the expenses incurred. The local organizers will provide travel and accommodation for 4 days to the Quiz Master and will be paid a lump sum of Rs. 25,000 for this purpose. Mementoes and certificates will be provided by GSK for both Quiz Masters and Assistant Quiz Masters.

ANNEXURE XIV: IADVL TEXT BOOK ADVISORY COMMITTEE

1. **FUNCTIONS OF THE IADVL TEXTBOOK ADVISORY COMMITTEE**
 - (a) The Textbook Advisory Committee will frame rules for selection of the Chief Editor, Associate Editors and Assistant Editors.
 - (b) It will oversee the arrangements to bring out a new edition of the textbook periodically at an appropriate time.
 - (c) It will ask the Editor(s) at that time to convene a meeting of the Editorial Board, constituted by the Editors in consultation with the advisory committee, to assign the chapters on the different subjects to the authors, who will be decided by the board.
 - (d) The Editor(s) should obtain a written or e-mail consent by the author to update the chapter or write a new chapter and submit it within a stipulated period. If the author does not do so, the Editor(s) and the advisory committee will cancel the assignment. The Editor(s) with the help of the Editorial Board will assign that chapter to another author following due procedure.
 - (e) If any chapter is not found satisfactory, the Editor(s) will inform the advisory committee, which may authorize the Editor(s) to return the chapter and assign it to another author following due procedure.
 - (f) Any difference of opinion expressed in the Editorial Board meeting may be resolved by the advisory committee, whose opinion will be binding.
 - (g) Any legal matter pertaining to the textbook may be discussed by the Editor(s) with the advisory committee and appropriate action should be decided, if necessary, in consultation with the President, the Executive Committee and the publisher.
 - (h) Any dispute or difference with the publisher may be

reported by the Editor(s) to the advisory committee, which will help to resolve it by interacting with the publishers.

- (i) The price of the textbook should be decided by the publisher in consultation with the Editor(s). It should be approved by the advisory committee. If thought proper, the advisory committee may seek the help of the National Executive to subsidize the book out of the royalty obtained from the sale of the textbook.
- (j) A new advisory committee will be constituted for a new edition of the textbook by the General Body.

2. RECOMMENDATIONS FOR APPOINTING THE CHIEF EDITOR(S), EDITORIAL BOARD MEMBERS AND AUTHORS OF IADVL TEXTBOOK OF DERMATOLOGY

- (a) Applications should be invited for the post of Chief Editor(s) from IADVL members through the IJDVL.
- (b) Candidates should have experience in teaching undergraduates for at least 15 years and postgraduates, at least 10 years, in a MCI recognized institution. They should apply with their curriculum vitae, giving details of their research work, publications in indexed journals, authorship or editor of books, and any other experience.
- (c) The Textbook Advisory Committee will select the Editor(s).
- (d) The selected Editor(s) will have one or two associate or assistant editors who should be qualified as per (2) above but with teaching experience of lesser duration.
- (e) The Editor(s) should invite eminent members on the Editorial Board, which should consist of not more than 10 members.
- (f) The Editor(s) and Editorial Board members will select the topics of the chapters and their authors. The authors should preferably be from all parts of the country.
- (g) The Editor(s) and Editorial Board members may constitute at their discretion the Editorial Board for the

visual contents of the book.

- (h) The authors should give a written consent to write the chapter within the stipulated period decided by the Editorial Board.
- (i) The author should observe the international copyright law and not incorporate any material contained in any publication without the permission of the author and publisher. The author will be responsible for any infringement of the copyright law.

ANNEXURE XV: IADVL E-GROUPS RULES AND DISCLAIMER (Refer SOP for IADVL e-groups ANNEXURE XVIII)

RULES

1. While sending a message, with their name, members are requested to write only their membership number; mentioning professional positions or academic qualifications and honors is not encouraged.
2. They should send messages related to nonacademic topics, e.g. art, and messages of congratulations to the general IADVL e-group rather than the ACAD_IADVL e-group
3. Members should not:
 - (a) display any advertisement of clinics or services
 - (b) disclose the identity of any patient
 - (c) disclose any brand name of any commercially available drug
 - (d) use the e-groups to campaign for any election
 - (e) collect or store personal data about other users
 - (f) directly promote membership of other associations (they can instead approach the Honorary General Secretary)
 - (g) post any content that is unlawful, harmful, threatening, abusive, harassing, defamatory, obscene, libelous, invasive of the author's privacy, hateful or racially, ethnically or otherwise objectionable
 - (h) forge headers or otherwise manipulate identifiers to disguise the origin of any content
 - (i) impersonate any person or entity including, the IADVL or moderator, or falsely state or misrepresent their affiliation with a entity

DISCLAIMERS

1. All information, data, text, software, music, sound, photographs, graphics, video, messages, tags or other material (i.e. "the content") shall be the responsibility of the member from whom

it has originated, and not of the IADVL.

2. The IADVL does not control the content posted and does not guarantee its accuracy, integrity or quality.
3. Members should understand that by using the service, they may be exposed to content that is offensive, indecent or objectionable.
4. The IADVL will not be liable for any content, including any errors or omissions in any content, or any loss or damage incurred as a result of the use of content made available via the service.
5. The matter(s) which is not clarified/included herein shall be governed and regulated by the general provisions of the Constitution of IADVL and shall be binding and acceptable to the Member.

**ANNEXURE XVI: PROFORMA FOR
APPLICATION FOR IADVL BEST
BRANCH AWARD
(1st January to 31st December)**

Instructions

1. This should be filled by the State Secretary in full, with the signature, date, and office stamp of the branch.
2. Attach proofs as and where required.
3. In case more space is required, attach a separate paper and mention the item number.
4. This duly completed form must reach the office of the Honorary General Secretary by 15th January.

Criteria: Marks

1. Membership: 15
 - (a) Strength of the branch on 31st December
 - (b) Number of new members enrolled during the year
 - (c) Number of the members deleted during the year
 - (d) Percentage of increase of membership during the year
2. Payment of CFC: 10
 - (a) Number of members for whom CFC is paid by 31st March
 - (b) Dates of payments of CFC to the IADVL
3. Academic activities: 20
(Scientific activities: CME, etc. under the banner of the branch)
Attach proof and give detailed information
Topics/Speakers Place Time/Date No. of Participants
 - (a)
 - (b)
 - (c)
4. Social/cultural activities for the members (attach proof): 10
Nature of activity Place Time/Date No. of Participants
 - (a)
 - (b)

- (c)
- 5. Community Service Projects (give details and attach proof) (e.g. Leprosy Eradication Program, STD Control Program, diagnostic camps, health education to the public, etc.): 15

Nature of Programs	Place	Time/Date
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 - (a)
 - (b)
 - (c)
- 6. **Response to the official letters/e-mails from the Honorary General Secretary: 10**

Date of Receipt	Date of Reply
-----------------	----------------------

 - (a)
 - (b)
 - (c)
- 7. **Participation in the National Conference of IADVL: 10**
Number of members who participated from the state branch
- 8. **Calendar of activities of the state branch (including the election of Office Bearers): 10**
Whether activities had taken place as scheduled.
If yes, whether a detailed report was forwarded to the Honorary General Secretary.
If yes, mention date on which reported.
- 9. **Any activity not covered above and that you think should be informed**

Date:
Place:

Signature, Name and Address
of the State Secretary

ANNEXURE XVII: DVL Welfare Trust

DVL WELFARE TRUST

IADVL has launched a mutual benefit scheme coupled with professional legal protection in 2011 and named it DVL welfare trust. It is one of the important financial benefit scheme aimed at securing financial security for the family members of our association. The details of this welfare scheme are as follows:

DERMATOLOGISTS VENEREOLOGISTS & LEPROLOGISTS WELFARE TRUST (DVL trust) has been established for the benefit of members of IADVL. The trust has been registered at Vadodara. DVL Welfare Trust is by IADVL, of IADVL and for IADVL ites”.

Aims and objectives of the scheme :

- 1) To provide financial assistance to the family of a member of this scheme in the event of his/her death.
- 2) To form a habit of savings among the members.
- 3) To help the members in case of permanent disability.
- 4) To provide (Pension) partial help towards contribution of annual premium for health.
- 5) To provide comprehensive indemnity cover in the event of litigant situations arising out of alleged professional negligence by the members.
- 6) To educate the members (including clinic, & subordinate staff & staff of hospital run by member) to prevent any litigant situation and to guide them, how to deal with it in the event of such a situation.

Eligibility of the members: Any life member of IADVL, irrespective of age is eligible to become a Regular Member of the scheme. Family members of Life members of IADVL can also join the scheme as Beneficiary Members.

Total Amount Payable at the time of admission:

1. Admission Fees (as per age –given below). 2. Annual Membership Fees Rs. 300/- with an increment of Rs. 50/- every year starting from 2012, then effective date being 1st April

every year. 3. Advance Fraternity Contribution (AFC) Rs.1,500 (Rs Fifteen hundred only) a minimum amount kept with DVL trust towards members future fraternity contributions. Please note that separate forms need to be filled for each member of a family.

Optional amount to be payable at admission: A). One time advance Deposit of Rs.10,000: to take care of future annual membership fees and if feasible of future fraternity contribution as well (depending on annual interest accrued on Rs.10,000 deposit) B). Legal Fees for professional indemnity payment by those members who opt for this additional professional indemnity benefit based on the type of Dermatology practice as given below.

Details of one time Admission fees: The Admission Fees payable shall be based on age in years of the proposed member or their family member who likes to join the scheme, as follows: a) For Children of members up to the age of 10 years Rs.1000, for those from 10 to 20 years, Rs.1500. b) For adult members or their family members- admission fee based on their age: For Members <30 years of age Rs. 2000, for Members <40 years of age Rs. 3000, for Members < 50 years of age Rs. 4000, For Members <60 years of age Rs. 5000, For Members <70 years of age Rs. 7000, For Members > 70 years of age Rs. 8000.

Optional Legal fees for professional indemnity): Those life members of IADVL who volunteer to have professional legal cover this option is available. However, they necessarily have to be members of DVL trust as well. Annual legal fee is based as per type of Dermatology practice: a) The Consultant with only office practice will have to pay Rs. 1000/- per year; (b) The consultant with practice of Dermato surgery will have to pay Rs. 2000/- per year; (C) The consultant with practice of cosmetic, laser & other procedures will have to pay Rs. 3000/- per year; to cover these procedural events or litigations. The indemnity coverage will be Rs. 7,00,000 (Rupees seven lakhs) per case and

Rs. 15,00,000 (Rupees Fifteen lakhs only) aggregate per year. If member wishes, the indemnity coverage can be doubled by paying double the annual legal fees.

Member's annual contribution: [a] Annual membership fee with increment of Rs. 50/- every year (Members who opt to pay one time advance payment of Rs 10,000 need not pay it every year) and [b] Fraternity contribution Rs. $210 \times N$, where $N = \text{No. of Death of members}$)

Plus, Optional professional indemnity annual legal fees has to be paid by those members who opt for professional indemnity.

Benefits for IADV L members of DVL trust: 1) Social security to family members: Note: Financial benefits will start after ONE year of joining the scheme. Nominee will get Rs. $210 \times N$, where $N = \text{No. of members of DVL trust}$. In other words, when more IADV L members join this scheme, more fraternity benefit for members families. 2) Professional legal protection, when applicable, for those members opting for it: Legal help is extended in all types of cases like civil, criminal, labour & consumer redresser for a & dispute arising out of clinical establishment act.

ANNEXURE XVIII: STANDARD OPERATIVE PROCEDURES (SOP)

PROPOSAL FOR STANDARD OPERATIVE PROCEDURES IN IADVL

Dr. Venkatram Mysore LM/ KN/ 3211

Dr. Arijit Coondoo LM/ WB/ 2364

Proposed that a protocol for Standard Operative Procedures in official functioning of IADVL be formulated

Explanation: A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization. The development and use of SOPs are an integral part of a successful quality system as it provides individuals with the information to perform a job properly, and facilitates consistency in the quality and integrity of functioning of the organization. In IADVL, there are several administrative procedures which are carried on each year- eg. handing over charge in the case of the President, Honorary General Secretary and Honorary Treasurer; methods of documentation and conduction of general body minutes; methods of website maintenance/yahoo groups, conference guidelines etc. Likewise, several points submitted by members and subsequently passed on AGM often pertain to administration and not necessarily to constitution. Eg. Distribution of work to vice presidents, joint secretaries, Website organization, some financial guidelines such prior intimation to treasurer and finance committee chairperson for any project above one lakh. Such agenda neither get included in constitution nor is there any other system to document them as a book.

This results in different types of problems *e.g.* agenda initiated by the past president remains incomplete while the new President starts his own agenda which may or may not be completed during his tenure. The new Hon. General Secretary and the new Honorary Treasurer take a few months to understand the system of day-to-day administrative and financial functioning of IADVL which is becoming more and more complicated as the Association expands. Many agenda which are

approved by AGM for enhancing efficiency are often not implemented at all. There is poor documentation of administrative processes, with the result that administration varies from one year to the next, varying with each president and committee.

Hence for prompt and efficient continuity in official functioning of IADVL formulating SOPs is now an urgent need of the day. We humbly request the august body to appoint a taskforce to draft SOPs to stream line administration and enhance efficiency. The task force will submit the draft proposals to the CC meeting in 2012 and will be finally passed in AGM at 2013. The report of the taskforce after approval should be published in IADVL newsletter and also placed on website

IADVL FINANCE

FUNDS OF IADVL

A. INCOME shall be derived from the following sources:

- Membership fees received as contribution from the branches to the central fund and for IJDVL, as journal contribution The membership fees as well as the amount of contribution to the central funds shall be revised from time to time as per the decisions of the Central Council and approval of the General Body.
- 15% of total revenue collection at DERMACON and MIDERMACON and surplus accruing from both conferences
- Surplus accruing from all zonal conferences: The audited accounts of each conference (DERMAZONE) should be submitted to the IADVL, and 50% of the surplus given to the IADVL.
- The savings from any international conference, including a regional one like an Asian or SAARC conference, if hosted by any branch, state or local, or any group of members of IADVL, should be credited to the central fund and will be the property of the IADVL, the management of which will

be vested in the Central Council. The profit will be shared in 80 – 20 ratio between national body and host branch

- Donations or legacies from members or well-wishers of the Association.
- Donations from members and others (non members) for prizes, awards, etc. The donated amount will be kept in a bank fixed deposit. The prize money, award, etc. shall be given from the interest of the deposit, accrued during the year. The prize shall consist of a memento or cash. Out of the said interest, the amount thus used will be 70% of the interest, while the remaining 30% will be kept with the Association in the form of fixed deposit. The donation money will be minimum Rs 2,00,000 /- for members and Rs 10,00,000/- from others (non-members). This amount shall be revised every 5 years.
- Sale proceeds and amounts derived from advertisements in souvenirs, etc. or the transactions or any publications of the Association, including the royalties of the sale of textbooks, except the official journal of the Association.
- Rents due to subletting the premises, if any, authorized by the Central Council.
- Nomination fees from candidates contesting the elections.
- Such other sources of income as may be authorized by the Central Council.

B. EXPENDITURE

- As per the budgetary allocation, the Honorary Treasurer and Honorary General Secretary, as authorized by the Central Council, shall pay rents, salaries, wages and such other charges as may be necessary for carrying out the work of the Association. They shall further provide funds for the issue of the journal of the Association when found necessary and such publications as may be authorized by the Central Council and shall be empowered to spend money on scientific investigations, conferences, prizes, awards, fellowships and on such other purposes as it may consider advisable in

furtherance of the objectives of the Association.

- Any single new financial commitment up to 5 lakhs beyond budgetary allocation will be decided by EC and any expenditure of more than 5 lakhs should be passed by Finance committee to a maximum of 10 lakhs. This has to be put up before AGBM later in the year.
- Any new proposal involving expenditure from the reserve fund must be approved by the Central Finance committee and Central Council before implementation.
- A committee comprising the President, Honorary General Secretary, Honorary Treasurer and Chairperson, Central Finance Committee shall allocate money during any emergency situation. The amount should not exceed Rs 2 lakhs and should be ratified by the EC and CC.

DISCHARGE OF DUTIES OF TREASURER

- Shall receive all amounts of money of the Association and deposit them in a nationalized bank to the credit of the Association.
- Shall be responsible for the collection of subscription from all the members of the Association.
- Shall submit to the Honorary General Secretary a quarterly updated list of the valid members of the Association taking into account the application of Rule 18.
- Shall be responsible for maintaining updated accounts of the Association.
- Shall interact with the editor of IJDVL in order to send the interest accrued to IJDVL from the fixed deposit at IADVL Headquarters as well as to receive the IJDVL Accounts before compilation and auditing by the auditor of the Association.
- Shall interact with office-bearers of IADVL Academy, International Bidding Committee and such other Committees whose allotted funds are in the custody of the Treasurer for disbursement and maintenance of accounts of such funds.
- Shall interact with the IADVL Election Officer for disbursement and receipt of accounts of election related funds

- Shall receive the surplus of DERMACON and DERMAZONE from the organizing secretaries of the respective conference and disburse the same as per provisions of the Constitution.
- He shall keep the IJDVL fund lying with IADVL Headquarters in a separate Fixed Deposit which will form a part of the corpus fund of IADVL and should not be spent.
- Shall get all the accounts audited by the auditor of the Association
- Shall prepare the budget for the subsequent financial year and present the same to the General Body at the commencing year's AGBM for approval.
- Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association, compile it with the audited accounts of IJDVL and after auditing by the auditor of the Association for the financial year, i.e. 1st April of a year to 31st March next year will circulate it to all the members in the December issue of IADVL NEWS for the year. At the closing year's CC and AGB he or she will present the audited balance sheet for the previous financial year as well as prepare and present the unaudited balance sheet for the remaining months of the year, i.e. from 1st April to 30th November of the year of the conference for the General Body's approval and passage. If he is unable to present these accounts on time then he shall submit the reason for the same in writing to the President who, after discussing the reasons with the EC shall present it to the CCM and AGBM for appropriate action. If the General Body is not satisfied with the reasons submitted then it can take appropriate action against the Treasurer as per rules laid down in the Constitution.
- Shall dispose of all the bills for payment in consultation with the General Secretary and only on his written order and in consonance with the provisions of the Constitution as well as proposals passed and decisions taken by the General Body, Central Council and Executive Committee. If any emergency payment has to be made (up to a maximum of Rs 2 lakhs) for which such approval is not available then the same should be intimated to the President and Honorary General Secretary and the CC and GB should be

informed of such in the subsequent meeting.

- Shall have the right to point out any error or discrepancy in the order of payment of the Honorary General Secretary and refer the order back to him with his remarks. In the event of disagreement between the Honorary General Secretary and the Honorary Treasurer, the matter shall be referred to the Central Finance Committee and then to President for a decision to be later approved by the Central Council at its next meeting.
- Shall be responsible for getting the IT Return prepared and submitted by the auditor.

HANDING OVER CHARGE TO NEXT TREASURER INCLUDING TRANSFER OF FUNDS

- The new Treasurer will be installed at DERMACON but will take over full financial charge from April 1 i.e from the start of the next financial year.
- He shall in conjunction with the incoming Hon. General Secretary open a savings bank account in a nationalised bank The General Body shall pass a resolution empowering the new functionaries to open the account. The outgoing President and General Secretary shall sign and hand over to the incoming Treasurer the official letter mentioning the resolution empowering the new Hon. General Secretary and Treasurer to open the Account. All accounts must be operated by two out of three signatories (President, Secretary or Treasurer.)
- At DERMACON the outgoing Treasurer will hand over a cheque of Rs 20 lakhs to the incoming Treasurer for the purpose of opening the Bank Account as well as to tide over the initial expenses incurred by the incoming team till 31st march of the year
- On or within 5 days of April 1, the outgoing Treasurer will hand over the funds of IADV L to the new Treasurer by cheque or by RTGS transfer. However, the outgoing Treasurer will keep with him the money required to pay pending bills etc. Which payment he shall try to complete by July 31. After that he shall hand over to the outgoing Treasurer (a) the amount of money left in his custody

(2) All accounts, bills, vouchers and all other documents relating to amount of money received or spent by him from April 1 till the time of closure of account. He shall subsequently close all bank accounts related to IADVL which have been operative during his tenure.

- The outgoing Treasurer will be responsible for getting the accounts of the previous year including IJDVL accounts audited by the auditor of the previous year. After auditing of the accounts he shall send it over to the new Treasurer who shall submit the IT returns with the help of the new auditor.
- The outgoing Treasurer will handover IADVL IT account-related documents including the PAN Card to the incoming Treasurer.

MAINTANENCE OF FUNDS AND ACCOUNTS BY TREASURER

- All funds of the Association and its branches shall be kept in a nationalized bank in accounts (savings bank and fixed deposit) opened in the name of the Association. All banking operations shall normally be carried out by either the Honorary Treasurer and Honorary General Secretary or the Treasurer and one of the Joint Secretaries or Honorary Treasurer and President or Honorary Treasurer and one of the Vice-Presidents.
- The entire amount received from different sources by the centre will be kept in a bank fixed deposit under the respective heads. The Association will meet its expenditure out of the interest earned on different fixed deposits and portion of the savings of DERMACON. Only the Central Council, by a three fourth majority vote, can authorize full or partial withdrawals from the fixed deposits and for using the money for specified purposes. No office bearer shall make full or partial withdrawals from the fixed deposits without the express permission of the Central Council.
- The surplus received from DERMACON and DERMAZONE shall be disbursed to various heads as per the provisions laid down from time to time in the Constitution. The IADVL share of the surplus shall be utilized to meet the day to day expenses of the

Association.

MAINTENANCE OF FUNDS AND ACCOUNTS BY EDITOR, IJDVL

- The IJDVL Editor will maintain a Savings Bank Account at a Nationalized Bank independent of the savings Bank Account maintained at IADVL Headquarters by the Treasurer.
- He shall be empowered by the General Body to open the Account for the entire length of his tenure.
- He shall inform the IADVL General Body at the commencing year's AGBM the name of the auditor of IJDVL and get the same approved by the General Body.
- He shall prepare a budget for IJDVL for the subsequent year and get the same approved by the IADVL General Body.
- The funds of IJDVL shall accrue from the membership and sale of the journal, advertisements and sponsorships from various sources including pharmacological companies and IJDVL. However the IJDVL share of the surplus shall remain in the custody of the Treasurer who shall place it in a separate Fixed Deposit at the Headquarters.
- The IJDVL Editor shall maintain a record of all bills, receipts, vouchers and all other documents as are necessary for the maintenance of Accounts.
- At the end of the financial year he shall get the accounts audited by an auditor appointed for the purpose by the General Body of IADVL. The auditing should be completed by June 30 of the subsequent financial year and he should inform the CC at the MIDERMAMEET about completion of the same.
- After completion of auditing he shall send the audited accounts to the incumbent Treasurer for compilation of the same in the IT Return.
- The Editor-elect shall be informed about all the details regarding funds, maintenance of Accounts, auditing of accounts etc. by the incumbent Editor.
- On completion of tenure of office the outgoing Editor shall hand

over to the incoming Editor all the documents regarding the funds of the accounts and the entire cash in hand.

- It will be the duty of the outgoing Editor to get the accounts of the last financial year during his tenure audited.

AUDITING OF ACCOUNTS AND SUBMISSION OF IT RETURN

- The auditing of accounts of the previous financial year should preferably be completed by June 30 of the subsequent financial year and the Treasurer should inform the CC at the MIDERMAMEET regarding completion of the same.
- It is the duty of the Treasurer who was in office during a financial year to get the accounts audited by the auditor appointed by the General Body for that financial year for which auditing is done. (e.g. the Treasurer for 2013-14 will be responsible for the auditing of accounts for the year 2013-14 even though he may have handed over charge to a new Treasurer at DERMACON 2014).
- If the Treasurer has handed over charge to a new Treasurer then he shall on completion of auditing send the audited report to the incumbent Treasurer. (e.g. the Treasurer of 2013-14 shall send the audited accounts to the Treasurer of 2014-15 on completion of auditing).
- The IJDVL editor shall on completion of auditing send the audited report to the incumbent Treasurer for preparation of IT return.
- The Treasurer shall obtain the DERMACON accounts from the Organizing Secretary of the previous DERMACON and get it audited by the IADV L Auditor.
- On receipt of the audited accounts of IADV L and IJDVL, the Treasurer shall submit the same to the IADV L appointed auditor for preparation of IT return.
- The IT return shall be signed by the office bearers of the year (President, Secretary and Treasurer) and the completed IT Return shall be filed in the city of the Hon. General Secretary or the Treasurer by the auditor.
- In the event of a scrutiny ordered by the Income Tax authorities for

the IT return and IADVL accounts of any year then it will be the duty of the incumbent Honorary general Secretary and Treasurer along with the Honorary General Secretary and Treasurer for the year for which the scrutiny has been ordered to answer all queries regarding the matter and get the IT return cleared by the IT authorities.

CENTRAL FINANCE COMMITTEE

The Central Finance Committee will comprise of Immediate Past Honorary Treasurer as its Chairperson and the incumbent Honorary Treasurer as its Convener. The other members will be the President, Honorary General Secretary, Immediate Past General Secretary, IJDVL Editor and two other members, preferably a past President, Secretary or Treasurer.

The functions of the committee shall be:

- To consider and approve the IADVL central budget before it is presented by the Treasurer to the CC and GB at the AGBM of the commencing year.
- To consider and approve the IJDVL budget before it is presented by the IJDVL editor to the CC and GB at the AGBM of the commencing year.
- To suggest investments for savings in tax and anticipate and assess expenses.
- To consider and suggest to the General Body revision of membership fees from time to time.
- To consider and suggest revision in percentage distribution of surplus obtained from DERMACON.
- To consider and approve any proposal presented before the General Body involving new or extra expenditure from the reserve fund.
- To advise the Central Council and General Body regarding all financial matters as and when such advice is sought.
- To guide and advise the Honorary Treasurer and IJDVL Editor regarding all financial matters as and when necessary.

IADVL ELECTIONS

- A. The election for the posts of the following office bearers shall be held annually.
- (i) President-elect – one post
 - (ii) Vice President – 2 posts
 - (iii) Joint Secretaries – 2 posts
- B. The election to the following post shall be held every two years.
- (i) Honorary General Secretary
 - (ii) Honorary Treasurer
- C. The election circular will be published in the April issue of IADVL Newsletter.
- D. The election officer or his/her spouse son/daughter or any central executive member is not eligible to seek election for that year.
- E. **CONDITIONS OF ELIGIBILITY FOR OFFICE BEARERS**
The candidates proposed for various offices should confirm to the requirements as laid down under rule 26 of the IADVL Constitution.

PRESIDENT ELECT

- (i) Should be a member of the Association in good standing for the previous TEN YEARS.
- (ii) Should have a minimum experience of 15 years in the specialty of Dermatology, Venereology, and/ or Leprology, after passing the examinations for his/her post-graduate qualification in the specialty.
- (iii) Should be exclusively engaged in the practice, teaching and/or Research of these specialties of Dermatology, Venereology and/or Leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the Central level as Vice-President, Honorary General Secretary or Honorary Treasurer or at the Branch/Combined Branches level as President. He should have completed tenure at the

time of filing nomination.

- (v) The candidate must declare any conflict of interest.

VICE PRESIDENT

- (i) Should be a member of the Association in good standing for the previous SEVEN YEARS
- (ii) Should have a minimum experience of 10 years in the specialty of Dermatology, Venereology and/or Leprology after obtaining his/her post-graduate qualifications in the specialty.
- (iii) Should be exclusively engaged in the practice, teaching and/or research in the specialties of Dermatology, Venereology and/or Leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the Central level as Honorary General Secretary, or Honorary Treasurer or Joint Secretary or at the Branch / Combined Branches level as President or a Central Council Member from the Branch for a minimum period of five terms either continuous or with breaks.
- (v) The candidate must declare any conflict of interest.

HONORARY GENERAL SECRETARY AND HONORARY TREASURER

- (i) Should be member of the Association in good standing for the previous five years.
- (ii) Should have a minimum experience of 10 years in the specialty of Dermatology, Venereology and Leprology after obtaining his/her postgraduate qualification in the specialty.
- (iii) Should be exclusively engaged in the practice, teaching and/or research of the specialties of Dermatology, Venereology and Leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the Central

- level or at the Branch / Combined Branch level or a Central Council Member from a Branch for a minimum period of two years either continuous or with breaks.
- (v) The Honorary General Secretary and the Honorary Treasurer must be jointly nominated from the same state / area in a particular context.
 - (vi) The candidate must declare any conflict of interest.

HON. JOINT GENERAL SECRETARY

- (i) Should be member of the Association in good standing for the previous five years.
- (ii) Should have a minimum experience of five years in the specialty of Dermatology, Venereology and/ or Leprosy, after obtaining his / her post-graduate qualification in the specialty.
- (iii) Should be exclusively engaged in the practice, teaching and/or research in the specialties of Dermatology, Venereology and / or Leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the Central level or at the Branch / Combined Branch level or a Central Council Member from a Branch for a minimum period of TWO YEARS either continuous or with breaks.
- (v) Candidate must declare any conflict of interest.

F. THE ELECTORAL ROLL

The electoral roll consists of all Life members of the Association who are on the roll of members of the Association as on 31st March of the year of election and have no pending dues to the Association.

G. ELECTION OFFICER

He/she shall be one of the past presidents of the association elected for the purpose at the first GBM for the year held during DERMACON. The Election officer may take the help of one

member of IADVL, co-opted to assist him, for every 200 ballots, up to 8 such members, who must not have proposed or seconded any of the contestants. The Honorary General Secretary and Honorary Treasurer shall assist the election officer whenever required.

H. RETURNING OFFICER

The Honorary General Secretary shall be the returning officer and the Honorary Treasurer shall be the deputy returning officer for the elections of that particular year. In case Honorary Gen Secretary is incapacitated, the treasurer can take over as Returning officer.

- I. The Honorary General Secretary shall provide a copy of the electoral roll as specified under clause 28 (ii) of the Constitution to the election officer by the 1st of July of the association year.
- J. The Honorary General Secretary will invite directly from the members on or before 15th April of each year nominations for the office of President-elect, two Vice-Presidents, one Honorary General Secretary, one Honorary Treasurer (every alternate year) and two Honorary Joint Secretaries with the instructions that the nominations should be received at his office and that a copy of the same should be sent to the election officer on or before 15th June of the year and that nominations received after that date will be declared invalid. The Honorary General Secretary and Honorary Treasurer will contest as a team and there should be a single vote for two posts. This must be specifically mentioned in the information sent to the members inviting nominations for the various posts. All nominations shall be duly proposed and duly seconded by members in good standing who have no outstanding dues to the association. The nomination paper must also bear the candidates willingness and signature. Since the tenure of honorary general secretary and honorary general treasurer is for 2 years, election to the said posts will be held every alternate year.

K. FILING OF NOMINATIONS WITH FEE STRUCTURE:

Life members of IADVL who have been nominated for any of the abovementioned posts should pay a prescribed nomination fee and send it along with the completed nomination form with enclosures to Hon. Gen. Secretary through speed post/registered post/email. A duplicate set of nomination papers should be sent to election officer simultaneously. Nomination fee for contesting elections: For President elect post: Rs. 15,000, For Vice president post: Rs. 10,000, Hon. General Secretary and Treasurer's post Rs. 20, 000/- (Rs 10000/- each) and for Hon Joint secretary post: Rs. 5,000. of the nomination fee, 50% fee will be refunded if nomination is withdrawn before the withdrawal date. After that date, no refund will be allowed under any circumstances. If nomination is sent by email then prescribed fee must reach in IADVL account by bank transfer/ DD.

The honorary general secretary shall send a complete list of nominated members to the election officer and after scrutiny shall send the list of valid nominated candidates to the election officer and shall inform before the same to all the duly proposed and validly nominated members.

If upon scrutiny a nomination is found not to conform to the rules and regulations of laid down in the IADVL elections then the Hon. General Secretary shall inform the Election officer regarding the same. The election officer shall take a decision regarding the matter in consultation with the President. Disputes, if any, regarding the same shall be decided upon by the arbitration committee.

L. WITHDRAWAL

Duly nominated members are permitted to withdraw their proposal for nominations on or before 15th July of the association year. This shall be indicated in the information sent by the honorary general secretary to the nominated member. Non-receipt of a letter of withdrawal by the honorary general

secretary shall be considered as acceptance of the nomination by the member.

M. BALLOT

In case more than candidate is nominated for the President elect, more than one team of candidates is nominated for Honorary general secretary and Honorary treasurer and more than two candidates each are nominated for the posts of Vice-president and Joint General Secretaries, a secret postal ballot and/or online voting must be undertaken to elect the office bearers concerned.

N. ELECTION PROCEDURE

(I) POSTAL BALLOT

The election officer shall send to every eligible member on the electoral roll who is not registered for e-voting a printed ballot paper (through speed post/registered post) containing the names of the duly nominated members. The ballot paper must have a seal of IADVL with a number and the signature of the election officer along with a special cover printed with the words “ballot paper” and a stamped bigger envelope that bears the name and address of the election officer, and also the space for name, membership number and signature of the member who votes, the words underlined being also printed. There will be one more paper having brief CV of all contestants. The election circular will be dispatched in an envelope with the words “IADVL Election Ballot Paper” printed on it as well the designation of the sender-election officer between 1st October to 31st October of the year. Ballot papers will not be reposted after Oct 31 at any cost. The voting paper must be returned to reach the election officer in the stamped special cover sent on or before the last Saturday preceding the 3rd. Sunday of December. After that date it will not be valid. No hand deliveries of ballots shall be accepted.

(II) ONLINE VOTING

- (i) **Registration:** The portal will ensure that ONLY life members will be able to participate in the voting. For this exercise to be successful, the data collection will be done. This data comprises of (a) IADVL LM membership number (b) Date of birth, (c) Member name, (d) PAN card number and e-mail id. This data will be used to authenticate and subsequently register a member as an online voter. The member needs to register himself/herself by sending the above details to e.votingiadvl@gmail.com to participate in the E-Voting process. E-voting registration request must be sent by the member through registered email of concerned in IADVL data. The portal will be made available to members for registration. On successful registration, the portal will generate a username and password and will send it to the registered email address of the member. On a parallel track, setup of posts and enrolment of the candidates contesting the elections for each of the posts will be carried out by the administrator of the portal. The portal will close for online registration by end of July of the election year. A list of registered online voters will be available thereafter to the election officer. This way the association will know the exact count and names of members who have registered for the online voting and therefore will not send the ballot paper to these members. Other members who haven't registered will receive a ballot paper and can choose conventional method of casting their vote.
- (ii) **Online Voting Process:** The online portal will be opened up for e-voting, at the same time as when postal ballots are being sent to those who have

not registered for e-voting. Every member who has registered for online voting can use his/her username and password to login to the portal and cast the votes for election of candidates for IADVL. The portal will ensure that every member is able to vote ONLY ONCE. Every online vote is completely confidential, even the admin will not be able to see the voting information. The online voting portal will on the Wednesday preceding the 3rd. Sunday of December... Thereafter, no member will be allowed to vote and the online votes will be sealed.

O. COUNTING OF VOTES

The voting paper must be returned to reach the election officer in the stamped special cover sent on or before the Saturday preceding the 3rd. Sunday of December. After that date it will not be valid. No hand deliveries of ballots shall be accepted. The counting will be done on 3rd Sunday of December. The ballot papers will be scrutinized and counted. Election officer may take the help of one member of IADVL co-opted to assist him for every 200 ballots, up to 8 each members who must not have proposed or seconded any of the contestants. Simultaneously, at the time of counting of votes received by ballot paper, the administrator of online voting will unlock the portal and publish the results of e-voting to the election officer. The overall results will be finally decided after combining the results of online voting and the ballot paper voting. No member involved in counting process should leave the counting hall before final compilation of result. Election officer must preserve all votes/documents till declaration and acceptance of result in AGBM. For the counting of votes specified 5 observers must be mandatorily invited for counting process which includes president/secretary/past president/past secretary of the state branch where the counting votes is held.

P. DECLARATION OF RESULTS

The official declaration should be by the election officer at DERMACON, during the AGBM of year ending. The number of votes polled by various contestants shall be announced and subsequently published in IJDVL and IADVL newsletter. Prior to that the election result should be conveyed to the President, Honorary General Secretary and all the contestants. It should be conveyed to the various state branch secretaries and editor of IJDVL and IDOJ.

- Q. Post/s for which no nomination has been received or remaining unfilled for any reason shall be filled by election on the floor of the first AGBM held at DERMACON.

R. ARBITRATION

1. All disputes arising with regard to election of office bearers or any dispute among the members of the association shall be referred to the arbitration committee to be nominated by the central council and further approved by the general body. The verdict of the arbitration shall be final and binding to all parties. Five immediate past president will constitute the arbitration committee. The arbitration committee for election disputes or any other disputes should be appointed along with election officer during the commencing year's AGBM.

S. MODEL CODE OF CONDUCT OF CANDIDATES INCLUDING STRICT IMPLEMENTATION AND PUNISHMENT FOR VIOLATION OF THE CODE.

1. Canvassing by any state branch for any individual candidate or candidates shall not be permitted.
2. Individual members cannot use IADVL central or branch organs including any IADVL e-groups, Web forums etc for canvassing. They should not seek endorsement by state branches. However, one time canvassing is allowed to each contestant in IADVL general group only.

3. In order to avoid individual appeals by those contesting for the post in central IADVL, each nominated contestant's biodata, not exceeding 200 words, along with his/her photograph will be printed in the IADVL News issue 2 in August. Biodata will be available on e voting portal and can be seen by clicking on name of same.
4. Candidates indulging in malpractices mentioned above will be disqualified for that election and also debarred for next two years. If any data in the biodata of a contestant printed in the IADVL News is proved to be false and incorrect, that candidate's candidature will be declared null and void. In that event the contestant, next in the order of votes secured will be declared elected. In case there, is no contestant for the post, election will be carried in the closing year's AGBM of that year.
5. Any contestant for National executive post or one of his nominees (who must be IADVL Life member) can be present inside the counting hall during counting of votes but shall not interfere with the process of counting at any cost.
6. Any member who has been elected for any post earlier cannot contest again for the same post.

TIME TABLE FOR IADVL ELECTIONS

1. APRIL 15 : Honorary General Secretary will invite applications for various posts for which election will be held on or before this date.
2. JUNE 15: Last date for filing nominations.
3. JULY 15: Last date for withdrawal of nominations.
4. OCTOBER 1 TO OCTOBER 31: Despatch of ballot papers for postal ballots should be done by election officer between these dates. E voting portl shall open on October 1.
5. Wednesday immediately preceding 3rd Sunday of December: E-voting portal closes.
6. Saturday immediately preceding 3rd Sunday of December: Last

- date by which ballot papers should reach Election officer.
7. 3rd Sunday of December: counting of ballots (postal and electronic) and submission of result to returning officer by election officer. Result will be informed to the contestants on same day. Candidates having any objections can file complaint to election officer within one week of declaration of result to them. in case no complaint is received within one week then results will be declared in e groups and website etc.
 8. AGBM of CLOSING YEAR: Declaration of results by election officer E –voting registration request must be sent by the member through registered email of concerned in IADVL data.

IADVL ACADEMY OF DERMATOLOGY

The IADVL Academy of Dermatology will work under the supervision of the IADVL Executive Committee. Its members will be 10 eminent dermatologists with an academic background. Representation of all zones and the AFDG should be considered. The IADVL President, Immediate Past President, President-elect, Honorary General Secretary, Immediate Past Honorary General Secretary, Treasurer and Immediate Past Treasurer, Editor of IJDVL and IDOJ and Immediate past IADVL Academy Chairperson and Convener will be ex-officio members.

Its Chairperson and Convener will be selected by the President, President Elect, Immediate Past President and Chairperson of IADVL Academy of Dermatology and the selection should be recommended by the Executive Committee to the General Body which will ratify the selection a year in advance and appoint the selected members as Chairperson Designate and Convener Designate. After one year they will take charge as the Chairperson and Convener. The tenure of the Chairperson, Convener and other members will be 2 years, with 50% of the members retiring every year. As important positions in the IADVL, the Academy Chair and Convener are to be accorded due respect and courtesy in all conferences, meetings and publications of IADVL

The functions of the IADVL Academy of Dermatology are:

- (a) To conduct the process for deciding the Orations during DERMACON and presenting the final list to the Central Scientific Committee for its approval
- (b) To assist in deciding the recipients of IADVL Fellowships in consultation with judges.
- (c) To scrutinize and suggest training centres of Fellowships.
- (d) To maintain a registry of CADR, psoriasis, genodermatoses, etc. with the help of Special Interest Groups (SIGs).
- (e) To assist the President and Honorary General Secretary in interactions with the Medical Council of India.
- (g) To prepare a bank of research and thesis topics.
- (h) To promote the activities of SIGs.
- (j) To help in preparing the curriculum and syllabus for the undergraduate and postgraduate degree and super specialty courses in dermatology, venereology and leprosy through relevant SIG.
- (k) To assist in matters of facilities for UG and PG departments as per MCI guidelines.
- (l) To prepare guidelines for conducting undergraduate, postgraduate and superspecialty examinations, to be conveyed to the Medical Council of India, central and state governments, and universities and medical colleges through relevant SIG.
- (m) To academically evaluate orations, awards after the membership status of the candidates is confirmed by the Honorary General Secretary. The decisions are to be taken in consultation with the President, and then ratified by the Central Scientific Committee chaired by the President.
- (n) Members will be awarded a fellowship if having membership of IADVL for more than 15 years after their MD and they have 25 or more publications in indexed journals (10 international) and on payment of 15,000 /- only. Not more than 10 fellows are to be inducted every year.
- (o) To prepare patient information leaflets.
- (p) To assist the scientific committee to organize focus seminars,

and sister society meetings during DERMACON and MIDDERMACON.

- (q) To conduct the scientific audit of DERMACON.
- (r) To prepare a set pattern of a zonal postgraduate teaching program and facilitate the program to be conducted by different medical colleges by bidding or by turn in one college of each zone every year for 2 days, with a nominal registration fee.

DUTIES OF IADVL ACADEMY CHAIRPERSON AND CONVENOR

- (i) The Chairperson shall chair all meetings of the IADVL Academy.
- (ii) They will coordinate with the President, Hon. General Secretary and other members of the Executive Committee regarding matters pertaining to the Academy.
- (iii) The Convenor with the help of the Chairperson shall present a report of the activities of IADVL Academy of Dermatology to the EC, CC and GB.
- (iv) They will coordinate with the editors of IJDVL, IDOJ, IADVL Textbook of Dermatology, IADVL concise textbook of Dermatology and Chairpersons of other standing committees of IADVL.
- (v) The Academy Chairperson will be the Chief Scientific Coordinator and the Academy Convener will be the Scientific Coordinator of DERMACON and MIDDERMACON.
- (vi) They will be members of the Central scientific Committee for DERMACON and MIDDERMACON.
- (vii) After receiving the applications for Orations from the Hon. General Secretary, they will conduct the procedure for appraisal of these according to the procedure laid down (see later) and will present the results of this appraisal to the Central Scientific Committee.
- (viii) The Chairperson shall act as a jury member for the IADVL-L'Oréal Hair and Skin Research Grant.
- (ix) The Convener shall coordinate with the Treasurer regarding

matters pertaining to the finances of IADVL Academy of Dermatology

- (x) It is the responsibility of the Convener to invite all new members of the Academy as well as the SIG Coordinators to the IADVL Academy and the IADVL SIG Yahoo groups respectively, following their formal appointment.
- (xi) The Academy Chairperson and/or Convener will invite projects from the SIGs for the IADVL SIG Research Grant.
- (xii) The Convener will ask for quarterly activity reports from the SIG Coordinators and summarize these for tabulation at the ECM, CCM and AGBM as well as publication in the IADVL NEWS.
- (xiii) The Academy Chairperson will conduct subjective evaluation of the existing SIGs with the help of the Academy members at least once in a year in consultation with the members of the Academy.
- (xiv) The Academy Chairperson will conduct evaluation of the IADVL Training Fellowship centres and awardees as per the set guidelines.
- (xv) The Academy Convener will complete handing over of all documents and financial records, including all files and correspondence, to the Academy Convener Elect during DERMACON in the year it is due.

DUTIES OF IADVL ACADEMY MEMBERS

1. DERMACON/MIDDERMACON scientific responsibilities: All applications for orations are to be screened by members as per criteria.
2. IADVL Special Interest Groups (SIGs)
 - a. Liaison with SIGs for organizing symposia, seminars, workshops and DERMACON/MIDDERMACON sessions; promotion of research; and publication of pamphlets and booklets: For all SIG related activities each member may be asked to coordinate with a specific SIG (as per his expertise) in all its activities- preparation of SIG

- agenda, implementation of program and assessment of performance of SIG.
- b. Evaluation of SIGs: Members may need to evaluate SIGs periodically and recommend action to the IADVL based on the evaluation.
3. IADVL Training Fellowships
 - a. Applications: Screening, evaluation, monitoring and feedback.
 - b. Fellowship Centers: Selection and scrutiny.
 4. ACADEMY and SIG websites: Maintaining these and moderating the e-groups as and when delegated to do so.
 5. SIG Research Grants: Inviting, awarding monitoring, reporting in these matters.
 6. MISCELLANEOUS
 - (a) Patient information leaflets: Preparing patient information leaflets for all major dermatoses relevant to India.
 - (b) Therapeutic Guidelines: All members will assist in the review of therapeutic guidelines prepared by the Therapeutic Guidelines Committee in consultation with the concerned SIG.
 - (c) MCI Issues: The Academy members may be deputed to assist the IADVL National Executive in interactions with the Medical Council of India (MCI).
 - (d) Research Bank: Members may be asked to prepare a bank of research and thesis topics for each subspecialty in consultation with concerned SIG
 - (e) Any other activity: The members of the Academy shall carry out any other academic duty assigned to the Academy by the IADVL President from time to time. Being responsible for the overall planning and organising of the academic activities of the IADVL, they are free to submit any ideas on any academic matter for discussion and approval.

Appointment as a member of the IADVL Academy of Dermatology is as much an honour, reflecting one's seniority, experience, expertise and most importantly, commitment to the IADVL, as a responsibility, for the planning and execution of the association's academic endeavours. It is expected therefore that members fulfil their duties in all sincerity.

MEETINGS OF IADVL ACADEMY OF DERMATOLOGY

There shall normally be two or more meetings of IADVL Academy of Dermatology during a calendar year as per the discretion of the IADVL President and Chairperson of IADVL Academy of Dermatology. One would be during DERMACON with the EC members as permanent invitees. and another during CCMIDERMAMEET or in April or May as an additional exclusive meeting for Academy members and SIG coordinators (as per requirement of the Academy) that will be budgeted. However, more meetings can be held.

The agenda for the meetings shall be:

- (i) Approval of minutes of the immediate previous meeting of IADVL Academy of Dermatology.
- (ii) To consider the report of the Convenor, IADVL Academy of Dermatology
- (iii) To consider the report of the activities of various SIGs
- (iv) To plan for the future activities of the Academy and SIG including publication of monographs
- (v) To consider distribution of finances from the IADVL Academy funds for various activities of the Academy and SIGs
- (vi) Any other matter with the permission of the chair.

IADVL ACADEMY BUDGET

The Academy will submit an annual budget in consultation with the Honorary Secretary and Treasurer in AGBM as follows:

1. **Income:** From different sources such as DERMACON surplus, publications, other events, industry support, and grants.

2. **Expenditure:** Research grants disbursal, scholarships, travelling fellowships, publications, administrative expenses, meetings, travel expenses, etc.

The Academy will open a separate account for the above purposes under the PAN of IADVL.

IADVL SPECIAL INTEREST GROUPS

These have been set up with the aim of representing and advancing specialties in dermatology under the IADVL Academy of Dermatology. Their purpose is to conduct planning over a period of time; any subject that needs a specific and short term response and work will be dealt through taskforces.

Their functions are:

- (a) To organize annual training courses specifically aimed at trainees in dermatology.
- (b) To organize regular updates like symposia, seminars, and workshops on the subspecialty.
- (c) To publish newsletters on matters of current importance.
- (d) To promote and carry out research, surveys and investigations and publish the results.
- (e) As resource groups, to help update IADVL therapeutic guidelines and consensus statements when needed.
- (f) To help IADVL Academy of Dermatology in preparing patient information leaflets.

To achieve these objectives the following activities are proposed for all SIGs:

1. To conduct research, particularly multicentric research, across India.
2. To issue e-newsletters, position papers on matters of controversy, journals, monographs and books.
3. To prepare patient education materials, such as posters and brochures.
4. To identify centres for training and establish syllabi for training

5. To propose guidelines for management of relevant diseases.
6. To organize meetings independently or in association with state branches (e.g. one day pre- or mid-CUTICON workshops or CMEs) or sister societies.
7. To promote community development activities.
8. To establish contact with similar international groups.

Each SIG will have a coordinator (who should preferably be a member of the Central Council) and eight co-opted members, two from each zone (at least two of whom should be members of the council). Coordinators should have done basic work or research in that field and should be active academicians with 10 years of experience as a consultant dermatologist or a teacher in a medical college (associate professor and above). They will be selected by a committee consisting of the President, President Elect, Chairperson of the IADVL Academy of Dermatology and the Honorary General Secretary.

Co-opted members will be selected by the above committee and the Coordinator of the particular SIG by a procedure of nomination as well as by application (members will be invited to apply for membership of SIGs with their bio-data). They should have done basic work or research in that field and should be active academicians with 5 years of experience as a consultant dermatologist or a teacher in a medical college. Preference will be given to those who are not members of other SIGs. IADVL Academy members should not be SIG members. One IADVL member cannot be a member of more than two SIGs. Additional experts from fields other than dermatology may be invited by the coordinator to participate in meetings (as invited members) or consulted (as consultants), without having a fixed tenure.

Within one month of constitution, each SIG should prepare a roadmap for its activities, classifying them as short term (within one year), medium term (up to 2 years) or long term (up to 3 years)] and mentioning the funding required and its sources, and present it to the IADVL Academy and the EC. The IADVL Academy will provide feedback on these plans by grading the components of these plans for their relevance and feasibility (i.e. timeline, resources, manpower)

on a scale of 1 to 5 each and suggest modifications and prioritization. Once finalized, the SIG will prepare a timeline, subject to periodic revisions, for the implementation of these plans.

SIG Coordinators would send a report of their activities to the IADVL Academy Chairperson and Coordinator twice in a year—one month before the midterm IADVL Central Council meeting and one month before the IADVL Annual GBM—for presentation to the IADVL Academy, Executive Committee, Central Council and General Body. They will also inform the IADVL Academy of any planned meeting or publication. All personal activities will not be included as SIG activities, especially if they do not involve the SIG members or the IADVL.

GUIDELINES GOVERNING INTERACTION OF IADVL SPECIAL INTEREST GROUPS WITH ALL COMMERCIAL INTERESTS

- A. All financial dealings of a Special Interest Group (SIG) with a commercial interest (defined by the ACCME Standards for Commercial Support as any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by, or used on, patients) will be through the IADVL Academy of Dermatology with the concurrence of the IADVL Executive Committee.
- B. A tripartite (SIG Coordinator, Academy Chairperson and the company involved) Memorandum of Understanding (MOU) will be submitted to the IADVL Honorary General Secretary. The money from the company will be credited to the IADVL and will thereafter be released as per the SIG's requisition with time bound financial planning of expenditure.
- C. All financial support for any activity should be in the form of unrestricted educational grants that can be acknowledged by writing: "Supported by an educational grant from ...". It should be mentioned in the MOU with the company that it will not interfere in the scientific content of the program, it cannot construe such sponsorship as an endorsement of any product/

instrument by the IADVL, and it cannot utilize the IADVL logo for any other promotion.

- D. If a grant has to be accepted for scientific publications, it would be acknowledged with – “Publication has been made possible by an educational grant from” or “Print courtesy from educational grant of “. Additionally, for any such published material, there should be a disclaimer – “The IADVL does not endorse or promote any commercial product” and all authors should declare any conflict of interest and mention sources of funding. The publication should not use any brand name.

GUIDELINES FOR PROGRAMS JOINTLY ORGANIZED BY A SIG WITH A STATE/CITY/REGIONAL CHAPTER OR BRANCH

A SIG can organize a program in association with a state/city/regional chapter or branch.

1. If the state/city/regional chapter or branch is the primary organizer, without the SIG being financially involved, no MOU would be needed. The SIG will only provide academic assistance.
2. If the SIG is involved financially in raising funds, then an MOU would be signed, with the surplus to be shared after discussion by the EC and the Academy Chairman with the state branch on a case to case, with the SIG’s share being remitted to the IADVL to be reserved under the IADVL Academy’s head for the SIG for its activities.

GUIDELINES FOR PROGRAMS JOINTLY ORGANIZED BY A SIG WITH ANOTHER ORGANIZATION, SOCIETY OR DEPARTMENT

A MOU will be signed by the SIG, Academy and the other organization/society/department stating that an amount to be decided on a case to case basis by the EC in consultation with the Academy Chairman will be contributed by the organization/society/department to the IADVL to be reserved under the IADVL Academy’s head for the SIG for its activities.

Model MOU

IADVL SIG ... proposes to organize a CME/Symposium/Conference/Workshop on ...(subject) on ... (date) at ... (venue) in association with ... organization/society/department.

It is agreed that an amount of Rs. .. will be contributed by the organization/society/department to the IADVL through the Honorary General Secretary/ Treasurer to be reserved for the SIG's activities.

The IADVL's involvement should not be construed as an endorsement of anything by the IADVL. The IADVL's name and logo will not be utilized for any other promotion or campaign.

Signed

(Chairperson, IADVL Academy) (Coordinator, SIG...) (Representative of Organisation/Society/Department).

PROCEDURE FOR APPRAISAL OF ORATIONS DURING DERMACON

1. Orations to be submitted by 31st August.
2. Only one title to be submitted per applicant.
3. Past oration awardees not to apply.
4. Only valid IADVL members can submit applications for orations.
5. Application should be submitted to the Chairperson scientific committee of DERMACON, Chairperson IADVL Academy of Dermatology and Honorary General Secretary, IADVL.
6. Membership status of the applicants to be verified by the Honorary General Secretary.
7. Oration application must be complete in the following respects for it to be considered for evaluation:
 - Membership Number
 - Complete CV of the individual
 - Abstract of the Oration
 - Individual work done in the field of oration
 - All academic publications and presentations
 - Contribution to the speciality of Dermatology, Venereology and Leprology and especially to the IADVL

1. The oration will be evaluated by all the members or the IADVL Academy of Dermatology and members of the Central Scientific Committee as per guidelines.
2. Evaluation should be based on:
 - Quality of topic and matter for oration.
 - Work experience in the field of oration.
 - Academic publications and presentations.
 - Contribution to the speciality of Dermatology, Venereology and Leprology and to IADVL.
3. The evaluation should be submitted to the Chairperson Academy who will tabulate the results with the help of the Coordinator, IADVL Academy of Dermatology.
4. The tabulated results will be presented for final consideration and ratification by the Central Scientific Committee at the Central Scientific Committee meeting.
5. An oration application must obtain a minimum of 60% marks among the total marks awarded by all the evaluators to qualify for award of Oration for that year.
6. Members of the Central Scientific Committee and IADVL Academy of Dermatology must declare any conflict of interest before 15th September by sending the same in writing to the President IADVL and Chairperson IADVL Academy of Dermatology. No member who himself or whose immediate relatives are applicants for Orations can evaluate the Orations for that year.

PROCEDURE FOR APPRAISAL OF AWARD PAPERS DURING DERMACON

1. Applications for Award Papers are to be submitted by 31st August.
2. They should be submitted to the IADVL Honorary General Secretary and should not be uploaded on the DERMACON website before their evaluation.
3. Only the name of the presenting author is to be mentioned; the name of the institution and co-authors should not be mentioned

4. Only IADVL members (LM and PLM) can apply. Applications where the membership number has not been mentioned will not be considered
5. Only one entry per applicant (and email address) shall be entertained. The same paper, if submitted separately by two co-investigators, will be rejected.
6. The application should clearly state the name of the applicant, email and postal address, contact number and IADVL membership number to avoid being rejected.
7. Case reports and small case series (up to 3 cases) will not be considered.
8. Membership status should be verified by the Hon. Gen. Secretary and after verification the papers to be sent to all the members of central scientific committee. The evaluation to be submitted to the chairperson central scientific committee for tabulation.
9. Members of the Central Scientific Committee must declare any conflict of interest before 15th September by sending the same in writing to the President IADVL and Chairperson IADVL Academy of Dermatology. Evaluators must refrain from evaluating any award paper sent from their own institution or by their students. Members who are applicants for Award papers or whose immediate relatives and/or students are applicants cannot evaluate the Award papers for that year.

SOPS FOR IADVL TRAINING FELLOWSHIPS

Application for Recognition as an IADVL Fellowship Centre

1. Initial Application/Renewal
2. Speciality:
3. Program Director:
4. Other faculty (please specify whether full time or part time):
5. Department:
6. Institution:
7. Address:
8. University affiliation for Dermatology/Venereology/Leprology and for Fellowship speciality (if applicable):

9. Does the Institute have specific restrictions on Fellowship candidates? Yes/No. If Yes, please give details:
10. Does the Fellowship entail any financial implication for the candidate other than that stipulated by the IADVL? Yes/No. If Yes, please give details:
11. Approximate daily OPD attendance of patients in the department:
12. Details of the speciality and faculty in the department (as applicable):
 - a. Program Director's qualifications/expertise in that field:
 - b. Qualifications of other faculty in that field:
 - c. For departments with other faculty, will the candidate be allowed access to the OT/equipment on the days of other faculty? Yes/No
 - d. Faculty who will be in charge of the program if the Program Director goes on long leave or quits the department:
 - e. Number of years for which the department/institution has been carrying out similar work:
 - f. Daily workload (out- and in-patient) in that specialty:
 - g. Equipment (for lasers, please specify the type of machines and their utility):
 - h. Facilities (e.g. library):
 - i. Space:
 - j. Opportunities for basic or clinical research:
 - k. Details of weekly academic activities undertaken by department:
 - l. Details of presentations/publications/research in the specialty from the department/institution in the last 2 years:
13. Has similar training been offered by the department? Yes/No. If Yes, please give details (if renewal, also include number of fellows trained):
14. Are hostel facilities available? Yes/No. If Yes, please indicate the charges:
15. Brief description of the intended training program (daily and weekly routine), including details of the curriculum:

16. Will trainees get hands on training?

Signature of the Head of Department

Signature of the Head of Institution

2. APPLICATIONS FOR IADVL TRAINING FELLOWSHIPS

1. The applicant must clearly mention his or her name, mail id, contact number, current affiliation and IADVL membership number; any application with incomplete details in this regard will not be considered for evaluation.
2. The applicant must categorically declare that he or she has never availed this Fellowship in the past.
3. The applicant must clearly mention his or her subspecialties and institutions of choice in order of preference; each should be offered not more than two choices.
4. The release of the Fellowship grant should be linked to receipt of the Feedback form from both the Fellowship Director and Trainee as well as a brief report of his or her experience of the same.

3. FEEDBACK OF FELLOWSHIP CENTERS BY FELLOW

1. Case load (Fill in the number of cases in each category)
 - A. Number of cases where the trainee assisted: _____
 - B. Number of cases where the trainee was the primary doctor: _____
 - C. Total number of cases: _____
2. Participant's evaluation of case load
 - A. Below expectations _____
 - B. Adequate _____
 - C. Above expectations _____
 - D. Outstanding _____
3. Participant's evaluation of surgery/procedure/work opportunities
 - A. Below expectations _____
 - B. Adequate _____

- C. Above expectations _____
 - D. Outstanding _____
4. Facilities
- A. Facilities, equipment and library
 - i. Below expectations _____
 - ii. Adequate _____
 - iii. Above expectations _____
 - iv. Outstanding _____
5. Any other comments

4. EVALUATION OF FELLOW BY PROGRAM DIRECTOR

1. Punctuality
- A. Below expectations _____
 - B. Adequate _____
 - C. Above expectations _____
 - D. Outstanding _____
2. Enthusiasm
- A. Below expectations _____
 - B. Adequate _____
 - C. Above expectations _____
 - D. Outstanding _____
3. Number of cases handled
- A. Number of cases where the trainee assisted: _____
 - B. Number of cases where the trainee was the primary doctor: _____
 - C. Total number of cases: _____
4. Faculty's evaluation of the Fellow's academic output during the course
- A. Below expectations _____
 - B. Adequate _____
 - C. Above expectations _____
 - D. Outstanding _____
5. Any other comments

IADVL SIG RESEARCH GRANT (ISRG)

1. Instructions to SIG Coordinators

Objectives

The grant is aimed at sponsoring research in the respective SIG's multicentre studies/research projects:

- Thrust areas of specialty/SIGs should be addressed
- Epidemiologic studies are encouraged (idea is to generate Indian data)
- Grant can be partial, hence funding from other agencies must be tried.

Selection Criteria

The most important criteria are originality, technological innovation, feasibility and relevance. The projects will have to be completed within one year. Only approved drugs/techniques can be tested and no animal experiments should be involved (to avoid legal problems).

Selection Procedure

Each project will be evaluated by all the members of the IADVL Academy of Dermatology/Co-opted member (in case an expert is needed to opine about the project). Evaluation of the project will be as follows:

S. No.	Title	Originality (10)	Technological Innovation (10)	Feasibility (10)	Relevance (10)	Total (40)

Responsibilities

The SIG Coordinator and/or the Chief Coordinator of the project are responsible to IADVL for its completion. The completed work is expected to be presented at MIDDERMACON of the submission year and subsequently sent for publication in IJDVL/IDOJ. The funding source for any publication should be acknowledged as 'Financial assistance from IADVL SIG Research Grant 20..?.'

2. Application Format

Adequate information must be furnished in a brief but self-contained manner to enable the IADVL Academy of Dermatology to assess the project

1. **Title of the Research Project:**
2. **Objectives:**
3. **Summary of the proposed research:** Overall aims of the research and its relevance in the context of national priorities of medical research (upto 150 words)
4. **Present knowledge and relevant bibliography relating to the research topic:**
5. **Preliminary work done by the investigator(s) on this subject:** Selection of subjects, standardization of methods, and results, if any, including a list of their significant publications in the last 5 years in this regard
6. **Links with other projects:** Ad-hoc, task force or collaborative
7. **Detailed research plan:** Design of study, indicating the total number of cases/samples to be studied, the mode of selection of subjects (especially in experiments involving humans), equipments and other materials to be used, techniques to be employed for evaluating the results (including statistical methods), transfer of biological material to outstation labs, ethical clearances, related IPR issues, etc.
8. **Details of Coordinators of the multicentre study & facilities available at each centre:** CV & Infrastructure (equipment and manpower) available in coordinating institution/ hospital / clinic and specific responsibilities of each such centre
9. **Budget requirements:** Detailed break-up and justification of how the fund is to be released
 - a. **Contingencies** (recurring & non-recurring)
 - b. **Fund flow:** initial funding, first quarter, second quarter (accompanied by half year progress), final (after

completion and submission of report)

c. Miscellaneous

10. Expected Outcome: Please also mention probable date of completion

3. Agreement Form to be Signed by All IADVL-SIG Grant Recipients

We commit to the following:

- (i) To provide the IADVL Academy with a report on the status of the project and a financial report every quarter and before IADVL Central Council and General Body Meetings and at the conclusion of the Project.
- (ii) To complete the research within 2 years or the period decided at the time of submission of the proposal whichever is early.
- (iii) To submit the results for presentation in DERMACON and for publication in the IJDVL or other national or international journals, with an acknowledgement of the Grant.
- (iv) To acknowledge the Grant in every mode of presentation, i.e. paper, poster or article.
- (v) To return any unused part of the grant along with any interest accrued to the IADVL on completion of the project and before the nearest CCM, AGBM or Academy meeting.
- (vi) To submit the financial account of the project and final report within 3 months of its completion along with invoices of purchased materials for audit.
- (vii) To utilize the Grant only for those aspects for which it has been sanctioned.
- (viii) To not apply for any grant for the same project with any other organization/institutions, public or private.
- (ix) To abide by all terms and conditions related to the grant that IADVL has at the time of approving it and also those that can come into force during the study period.
- (x) To accept all legal liability since IADVL is only the funding body We declare that we have no conflict of interest in regard to the subject of this project with a pharmaceutical company or any

other organization other than the IADVL. We accept that that if we do not follow this undertaking or if there is any deviation, we will not be considered for any research grant from IADVL in future.

Signed by all investigators

Countersign of head of institute

IADVL CONSTITUTION

1. IADVL CONSTITUTION COMMITTEE

- The IADVL constitution shall be regarded as the ultimate governing rule book of the association and shall be continuously updated by the Constitution Committee based on and incorporating all the passed and accepted resolutions. It should be published every four years. For this purpose a Constitution Committee comprising of members of the association shall be appointed.

2. FUNCTIONS OF THE CONSTITUTION COMMITTEE

- To update and publish the IADVL Constitution at regular intervals
- To opine on proposals or resolutions sought to be moved by the member which has the effect of making amendment/ modification in the Constitutional provision
- To opine on any disputed Constitution matter referred to it by the GB, CC or the President

3. PROCEDURE FOR SELECTION OF CHAIRPERSON, CONVENOR AND MEMBERS OF THE COMMITTEE

- The committee shall have a chairperson, a convener and 5 – 7 other members preferably from among past elected office bearers of the association. The tenure of the committee shall be two years.

- The President will nominate the chairperson, convenors and members of the constitution committee.
- The committee shall start functioning after the appointment is approved by the AGBM of the commencing year. In the subsequent year the appointment of the committee shall be ratified again by the AGBM of the commencing year.
- The President and Hon. Secretary will be ex officio members.
- The chairperson will have the power to co-opt two to three senior members if necessary.

4. PROCEDURE FOR UPDATING AND PUBLISHING OF CONSTITUTION

- The updating of the Constitution is a continuous activity. It should contain alterations of the existing rules and bye-laws, additions of new rules or deletion of some existing rules, made by central council and General body of the Association.
- All the resolutions passed in the GB should be comprehensively and meticulously taken up by the constitution committee by the next midterm CC meeting and a yearly constitution update/amendment draft should be prepared in a meeting before that midterm CC meeting.
- This draft has to be placed and presented in the CC meeting for endorsement.
- Subsequently that yearly update/amendment draft has to be placed in the GB of the closing year.
- After further ratification, this has to be floated to the net in www.iadvl.org for all the members to see and in the CC yahoo group for a month for the opinion of general members and CC members, before it is placed and presented in the CC meeting for endorsement.
- After inclusion of any changes suggested by general members and CC members the final draft will be placed before the GB of the closing year for final approval before

inclusion in the constitution.

5. PROCEDURE FOR ACCEPTANCE OF PROPOSALS BY HON. GENERAL SECRETARY FOR DISCUSSION BY THE CC OR GB

- All proposals should be discussed with executive committee.
- If the proposals have financial implications, they should be discussed with the treasurer and finance committee.
- If they have implications with respect to constitution or if the proposition or resolution sought to be moved by the member has the effect of making amendment/modification in the Constitutional provision, then instead of putting it directly before the AGBM for discussion, the Hon. General Secretary will take opinion of the Constitution Committee.

6. PROCEDURE FOR REFERRAL AND INTERPRETATION OF DISPUTED PROCEDURAL AND CONSTITUTIONAL MATTERS BY THE COMMITTEE

- The President will refer matter related to constitutional queries or disputed matters to the constitution committee convenor with the help of Hon. General Secretary.
- The convenor will seek the opinion of constitution committee members on referred matter. The opinion should be in conformity with the provisions of the Constitution with quotations from the Constitution to justify the opinion.
- After receiving the reply from all the members the convenor will in consultation with the Chairperson, prepare a summary and send it to the President.
- The opinion of the constitution committee will be with treated with respect and as a matter of principle, generally it needs to be accepted.
- If there is any disagreement with the opinion of the Constitution committee, the President, after consultation with the members of the Executive Committee, may refer it for further opinion and ratification to CCM and AGM.

- The opinion of the Constitution committee will in no way be sacrosanct. The decisions of the Constitution committee have to be placed before the GB for acceptance by a simple majority. The General Body is supreme and can reject any decision. The decision of the General Body cannot be reversed.
- If a matter can't be resolved by EC and CC, an arbitration committee would be constituted comprising of 05 past Presidents. Arbitration committee to present it to GBM.

7. PROCEDURE FOR MEETINGS OF THE COMMITTEE

- Under usual circumstances, the committee will physically meet twice during a year.
- There will usually be no interim meet
- If any matter needs to be discussed urgently then the Chairperson and Convenor can do so with the members through personal contact over phone or email.

PRESIDENT

(A) PRESIDENT

- Shall chair all the meetings of the Executive Committee, Central Council and General Body during his tenure and any of the special committees when appointed and any other committee of which he/she may be a member and for which no Chairperson has been appointed.
- Shall preside over the Annual Conference for the year of his/her election as a President.
- Shall deliver the Presidential address after the inauguration of the DERMACON held for the year of his/her term of office. During this address he will launch his presidential programme which he can also highlight during the IADVL day function.
- Shall guide and control the activities of the Association along with the Honorary General Secretary who shall

normally be in charge of the office of the Association.

- Shall seek explanation from the Hon. General Secretary and Treasurer if the audited accounts for the previous year and the unaudited accounts of the current year till November are not placed before the closing year's AGBM. Shall submit a report regarding such non-submission before the Central Council and General Body for further action.
- Shall seek a report from the Immediate past President and an explanation from the Organizing Secretary of DERMACON if the audited DERMACON accounts are not submitted on time and shall submit a report regarding such non-submission to the Central Council and General Body for further action.
- Shall conduct the proceedings of the meetings and conferences held during his/her term of office. In the Annual general Body meeting of the opening year he will appoint various committees and subcommittees in consultation with the immediate past President, President elect and Hon. General Secretary after ratification by the General Body.
- Shall in the case of doubtful points in the Rules and Byelaws interpret the same with four other members of the Central Council consisting of the President -elect, the two Vice-Presidents and the Immediate Past-President. If the interpretation of the ambiguous or doubtful points is not unanimous, the advice of constitution committee and/or legal expert shall be sought by him and their opinion shall be binding.
- Shall, in extra - ordinary, unforeseen emergency circumstances use his discretionary powers in consultation with the Executive Committee to take a decision to resolve any problem. In case of election dispute or any other serious issue he is empowered to appoint arbitration committee of past 5 immediate past presidents who will decide on the issue.
- Shall in addition to his/her ordinary vote have a casting vote

in case of equality of votes on any issue i.e. in case of a tie in the EC, CC or GB. If he or she fails to deliver his or her casting vote, the motion shall be declared invalid.

- Shall continue as a member of the Central Council after the end of his/her term of office as President. During this term as a member of the Central Council he shall be eligible for all voting rights.
- Shall actively monitor the activities of State and Local Branches either directly or through his Vice-Presidents and Joint Secretaries. He can also appoint these officers of IADVL as in-charge of their own and contiguous Branches.
- Shall call meetings of the Executive Committee once in April (preferably), next during CCMIDERMAMEET and also during DERMACON to discuss, evaluate, review and assess the activities and general management of the Association. The venues of such meetings will be decided in consultation with the Executive Committee.
- Shall nominate (with the help of designated office bearers) the Chairperson-elect, Convenor-elect of the IADVL academy and new members whenever required
- Shall check and countersign minutes of the meetings of the Executive committee, Central Council and General body along with the Hon. General Secretary
- Shall inspect the venue for the newly elected DERMACON along with President elect, Immediate Past President and Hon General Secretary
- Shall chair the meeting Central scientific committee for the ensuing DERMACON
- Shall select awardees for K.C Kandhari foundation award, Prof. J C Shroff memorial award and Prof. Ratan Singh award along with President elect, Immediate Past President, Hon General Secretary and Chairperson IADVL Academy of Dermatology

(B) PRESIDENT- ELECT:

- Shall be a member of the Central Council with voting rights and shall assist the President in performing his or her duties.
- He shall be installed in the office of President during the annual Conference and Annual General Body Meeting in the year following his election as President-elect.
- Shall help in increasing the activities of the Association and encouraging the activities of the branches, zonal branches and sub-branches by attending such meetings, symposia, conferences etc. whenever possible.
- Will be the member of the venue inspection committee for DERMACON to be held 2 years later.
- Will be a member of the selection committee to select Chairperson and members of IADVL academy whenever required.
- Will be actively involved in EC, CC and GBMs.
- Will be invited to attend the meeting of the Central scientific committee and take active part along with the President.
- Will be involved in process selection for K C Kandhari award, J C Shroff award and Ratan Singh award.

(C) IMMEDIATE PAST PRESIDENT

- Shall help the President, the Executive Committee and the association with the experience obtained during his/her tenure as a president.
- Shall be a member of the Executive Committee and Central Council with full voting rights.
- Shall be a member of the inspection committee for the venue of DERMACON.
- Shall be the coordinator for the next DERMACON and will guide the organizers in implementing the rules and regulations for its organization. As coordinator it will be his duty to liaison with the DERMACON organizing secretary regarding timely submission of DERMACON accounts to the National executive. If the submission is not done on time then he shall submit a report to the President for further

action by the National executive.

- Shall be consulted before finalization of program of inaugural function of IADVL.
- Shall in the case of doubtful points in the Rules and By-laws interpret the same with four other members of the Executive Committee consisting of the President, President Elect and the two Vice-Presidents.
- Shall be a member of the Arbitration Committee (along with four past Presidents immediately previous to him to decide on all disputes arising with regard to the election of office bearers or any dispute among the members of the Association.
- Shall be a member of the committee to discuss any proposition with possible financial implications sent by the Honorary General Secretary to the Treasurer, Chairperson of the Finance Committee, President, President Elect and Immediate Past President for their opinion. Their opinion on the financial implications of the project should be made available to the General body after submission of the agenda, for its consideration.
- Shall be one of the signatories of Scientific certificates of DERMACON.
- Shall be an ex-officio member of the Central Scientific Committee.
- Shall be an ex-officio member of the IADVL Academy of Dermatology.
- Shall be one of the selectors of the Chairperson and Convenor of IADVL Academy of Dermatology.
- Shall be one of the judges of the KC Kandhari, JC Shroff and Ratan Singh awards.

HONORARY GENERAL SECRETARY

A. JANUARY

- Will assume charge of office during the inaugural function

of DERMACON by accepting the gavel and the password of the website which will signify that he will be the in-charge of Central Office for the next two years

- Shall prepare a budget in collaboration with the Honorary Treasurer and Finance Committee and along with the Treasurer will get it passed at the first General Body and Central Council meeting after taking charge
- Will propose the name of the auditor to be passed by the general body at the commencing year's AGBM
- Shall have general supervision of accounts, pass all bills for payments and shall sign all cheques jointly with the Honorary Treasurer or in the absence of the Honorary Treasurer with the President, one of the Joint Secretaries or one of the Vice-Presidents.
- Will keep the minutes of all EC, CC and GB meetings.
- Will help the President in forming and declaring different standing committees/SIGs in the GB in consultation with the President, President-elect and Immediate Past President. Before declaring will take the permission of each of the committee members.
- Will organize and coordinate the valedictory program.

B. FEBRUARY

- Will take over charge as the moderator of IADVL e- groups and update the website. He can with the approval of the Executive Committee delegate this responsibility to another member of the EC.
- Will start preparing for the Executive Committee meeting to be conducted in April and also invite the proposals for the same.
- Will send appointment letters to all the committee chairpersons, convenors and members and SIG coordinators and convenors in consultation with the President.
- Will circulate the minutes of the GB and CCM held during DERMACON to the EC in consultation with the President

and upload the same on the website.

- Will upload the Secretaries report and President's address to the website.

C. MARCH

- He will communicate with the Organsing Secretary next to next DERMACON informing him about the selection of the venue about making arrangements for venue inspection. After the inspection he shall prepare the report of the same to be submitted to the Executive Committee at the EC meeting in April.
- Prepare the April issue of IADVL news which includes election notice, names and picture of the new executive, messages from the president, president elect, immediate past president and the treasurer. The NEWS LETTER should include Presidential speech AND Secretary's report. Agenda of EC meeting. Minutes of GBMs and Central council meeting held during DERMACON and other miscellaneous information.
- Invite all EC members & invited members to the EC meeting as per instructions from the President.
- Will prepare the agenda for EC meeting and circulate to all abovementioned members.

D. APRIL

- On 1st April he will obtain the new members list from the immediate past secretary.
- He will take the CD of all important communications from the immediate past secretary.
- In the first week of April he will help the Treasurer in taking over the charge of the accounts from immediate past treasurer. The outgoing Hon. General Secretary will hand over these materials to his successor on this day.
- Will organize EC meeting as per instruction of the President.
- Will help the President in conducting the EC meeting as per

protocol set in the SOP for meetings

- Will publish IADVL News (April issue) which will be released during EC meeting
- Will issue election notice in the IADVL NEWS and on the website of IADVL by 15th April.

E. MAY

- Will invite proposals for the CCMIDERMAMEET.
- Will communicate to the Secretaries of the State Branches asking them to send the list of the CC members.
- Will invite all EC members and permanent members of the Central Council to the CCMIDERMAMEET.
- Will start preparation for July issue of IADVL news which will include the agenda for the Central council, minutes of EC, announcement of various fellowship program, CV of candidates and details about the bidding for DERMACON venue.
- Will coordinate with AAD and facilitate the IADVL-AAD exchange fellowship program.

F. JUNE, JULY & AUGUST

- Will organize CCMIDERMAMEET.
- Will supervise the organization of MIDERMACON and will communicate regularly with the organisers of the same.
- Will hold different standing committee meetings as advised by the President and that include the state President and Secretary's meeting.
- Will help the President in conducting the CC meeting as per protocol set in the SOP for meetings.

G. SEPTEMBER

- Shall communicate with the forthcoming DERMACON organizers and Chairperson and Convenor of the IADVL Academy of Dermatology about the preparations for the Central Scientific Committee meeting and will forward the

application for Orations, after confirming their eligibility to the Central Scientific Committee and IADVL Academy members.

- Shall coordinate with the forthcoming WCD organisers for fellowship for IADVL members.

H. OCTOBER

- Shall attend central scientific committee meeting as a member of the committee.
- Shall organise a sister society meeting in EADV and also in the world congress of dermatology whenever required.
- Shall guide the organisers of DERMACON regarding stage arrangement, inaugural program, awards, IADVL day program and valedictory function.

I. NOVEMBER & DECEMBER

- Shall prepare December issue of IADVL. News
- Shall invite proposals for the meetings going to be held at DERMACON.
- Shall help the Election officer to conduct the counting process smoothly as the returning officer.
- Shall prepare detailed schedule of various committee meetings to be held at DERMACON and will prepare for all other matters during these meetings.
- Shall send applications received for the Best Branch Award to the Immediate to Immediate Past Secretary and Immediate Past Secretary.

G. GENERAL

- Shall be an ex-officio member of all committees constituted by the Central Council and will attend the meetings of these various committees.
- Shall maintain a correct and up-to-date register of all members of the Association and a record of the activities of the various branches, zonal branches and sub-branches.

- Shall send to each new member a welcome e-mail. A soft copy (pdf) of the membership certificate and constitution should also be attached. At the same time member should be informed about features of IADVL website, particularly about the availability of downloadable IADVL constitution on the site at member area.”
- An invitation to join general/acad groups can be sent by him/her or moderator.
- Shall furnish to the Editor of the Indian Journal of Dermatology, Venereology and Leprology, a quarterly statement of the list of valid members of the Association
- Shall present the annual report for his/her period of office.
- Shall invite applications for award of IADVL Training Fellowships. (Rules and regulations shall be as approved Annexure IV).
- Shall send the Association circulars to Editor in time to be dispatched with the journal.
- Shall maintain and update the IADVL website in consultation with the website committee as appointed by the GB.
- Shall invite applications for the editors of IJDVL, IDOJ and IADVL Textbooks and organize meetings of the selection committees if necessary
- Shall reply to each and every mail/letter as received from the members.
- Shall supervise and help in the observation of various days like vitiligo day, psoriasis day by sending guidelines and material
- If bidding for the international congress is approved by GB, then the secretary shall have the responsibility to communicate about this with all concerned. Moreover, if the bidding is won, then the secretary further communicates about the same.
- Shall attend ILDS summit along with the President and present the activity of IADVL.
- Shall supervise IADVL Resident Development Program

which consist of :

1. IADVL Residents Facebook Group
 2. Facilitate managing Residents e-Newsletter
 3. Superwise Residents Forum in DERMACON
- Handing over to new secretary : can be done on a dedicated day on mutual convenience.

IADVL e-groups

OBJECTIVES

- First IADVL-e-group was launched in October, 2006.
- It shall be an official organ/part and platform of IADVL.
- IADVL-e- Groups shall function under the umbrella of IADVL.
- Any LM/ALM/IM may become member of IADVL-e groups. The purpose of starting these e-groups is exchange of knowledge, views, and comments about various academic and non-academic topics among IADVL members.

THE STRUCTURE AND FUNCTIONS OF e-groups

1. **IADVL General discussion group:** For general discussion only
 - By default all members will subscribe the basic general discussion e-group.
 - IADVL e-groups are like IADVL NEWS, IJDV and IDOJ.
 - All available valid e-mail ids of members to be added to the general discussion group list server.
 - All new LM should be automatically enrolled in this e-group henceforth. *[However; the individual members will reserve the right to unsubscribe from this group at any point of time.]*
2. **ACAD_IADVL group:** For Academic discussion only
 - The Hony Secretary/moderator will send a request mail to all the available and valid e-mail ids to join this ACAD group.
 - When they agree, the Hony. Secretary moderator will

include the ids immediately as and when received.

3. **Residents_IADVL e- group or facebook group:** For all the residents in training
 - All PLM will be subscribers automatically to this group the moment they join IADVL.
 - This will be essentially an academic group with the scope for some ventilation with non academic chats.
 - This group may be moderated by one of the joint secretaries
 - Once a PLM becomes a LM after obtaining and furnishing a copy of his qualifying degree/diploma, his/her membership in this group will cease and he/she shall be entitled to participate in discussions in iadvl_yahoo groups.
4. **CC_IADVL:** exclusively for central council members.
 - IADVL related discussion among the CC members
 - This group has to be regularly updated based on inputs from the state branches.
 - Only the Hony. General Secretary will be the moderator of this CC group.
 - State branches must send the list of their CC members along with the email ids to the Hon. Gen Sec within fifteen days of assuming office for inclusion in the CC group.
5. **IADVL_Academy** exclusively for discussion regarding IADVL Academy of Dermatology among Academy members.
6. **EC_IADVL:** exclusively for administrative and other discussions among EC members.
7. Any other group which shall be formed from time to time and whose rules can be defined in the SOPs at a later date.

REGISTRATION/ENROLMENT :

- Joining these e-groups is purely based on either request/ invitation to/from the Honorary General Secretary/moderator of IADVL, who is also the moderator and owner of all these e-groups.
- One member can use only one email id for an e group. He/She cannot use multiple email ids in the same group.

Owner and moderator

- By virtue of the post only the IADVL Honorary General Secretary will be the owner of these e-groups.
- In consultation with the President and EC s/he may delegate the responsibility to any of the Vice President/Joint Secretary to moderate the ACAD/ general discussion or Residents group.
- But she/he will remain the moderator of the CC group for obvious logistic reason.

Disclaimer

- While entering the Group, a member understands that all information, data, text, software, music, sound, photographs, graphics, video, messages, tags or other material (for short ‘the content’) whether publicly posted or privately transmitted shall be the responsibility of the member from whom such content has originated.
- It is expressly understood that IADVL shall not be responsible for any content which is uploaded, posted, transmitted by e-mail or otherwise made available via the service.
- IADVL does not control the content posted via the service and as such does not guarantee the accuracy, integrity or quality of such content.
- The member shall agree and understand that by using the service, he/she may be exposed to content that is offensive, indecent or objectionable.
- IADVL won’t be liable in any way for any content, including, but not limited to any errors or omissions in any content, or any loss or damage of any kind incurred as a result of the use of any content, posted, e-mailed, transmitted or otherwise made available via the service.

The member shall agree and abide not to use the service:

1. For election campaign or for any polls;
2. Disclose the identity, directly or indirectly, of any patient used as example for diseases.

3. Disclose any trade-name/brand-name of any commercially available drug.
4. Upload, post, e-mail, transmit or otherwise make available any content that is unlawful, prohibited by law, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libelous, invasive of author's privacy, hateful or racially, ethnically or otherwise objectionable or prohibited.
5. In the manner as it is/may become harmful to minors;
6. Impersonate any person or entity, including, but not limited to IADVL, official forum leader, guide or host or falsely state or otherwise misrepresent his/her affiliation with a person or entity;
7. Forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through the service;
8. To provide material, support or resources (or to conceal or disguise the nature, location, source or ownership of material, support or resources to any organization(s) designated by the Government as a domestic/foreign terrorist Organization.
9. In the manner to stalk or otherwise harass others;
10. Collect or store personal data about other users in connection with the prohibited conduct and activities set forth in clause (a) to (m) hereinabove.
11. **CESSATION OR DISCONTINUATION OF MEMBERSHIP:**
If any member is found to violate any of the above rules the Honorary General Secretary of IADVL, who is the moderator and group owner of these e-groups shall have the power and authority to discontinue the membership of any member of any IADVL-e-groups in consultation and agreement with the President of IADVL and with the subsequent approval of the IADVL Executive Committee, Central Committee, General Body.
12. The Hon. General Secretary of IADVL will be the owner and moderator of all IADVL-e groups. He may however share these responsibilities with another member of his/her choice in

- consultation and agreement with the President of IADVL and with the approval of the IADVL Executive Committee.
13. When ever there is an undesirable issue being discussed or a strong disagreement leading to unpleasantness brewing in the e groups, the moderator will discuss the matter in the EC and issue instructions to the concerned member. This will be done in private mail.If the matter is not closed after his ruling, he will bring it to the notice of the president. The president may then ask the secretary to close the issue .If it still does not close the issue, president will give the final ruling, which will be binding to all concerned members.
 14. Role of President in e groups The President shall give the final ruling in all issues arising out of discussions in e groups. In case of issues arising between two members / group of members, he shall communicate his decision to the members and ask further discussions to be stopped. He will write to members in personal mail. This will be binding to all the members. If the members are dissatisfied with the ruling of the president, they can request the president to revise the ruling, but shall desist from discussions further in e groups. If they are still dissatisfied then they can request the formation of the arbitration committee whose decision shall be final. President has the right to temporarily suspend such members who do not abide by this decision from e groups for a period of one week if the members do not stop discussions after the above ruling. The matter(s) which is not clarified/included herein shall be governed and regulated by the general provisions of the Constitution of IADVL and shall be binding and acceptable to the Member.

WELCOME MAIL to be sent BY HON. GENERAL SECRETARY TO EACH NEW MEMBER

1. **Introduction.** IADVL has two e-groups for its **Life** members. One “acad_iadvl@yahoogroups.com” and the other ‘iadvl@yahoogroups.com’. The ‘acad_iadvl group’ also called ‘acad group’ in short, is for academic discussion and the ‘iadvl’

group is for general discussions and exchanges of mails of non-academic nature. Please check to which group you have subscribed to before you take part in the activity of the group. As a life member of IADVL you can opt to join one or both groups, as you wish.

2. An IADVL member on induction into the acad group or iadvl group by the moderator, may introduce himself with details of location, nature of practice, institutional affiliation, areas of academic interest, hobbies/parallel interests (optional), etc. preferably within a week of entry into the e-groups.
3. **How to Start a discussion?** Before going ahead with starting a new discussion, it is advisable that new members follow the group discussions for a few days to get a hang of things before plunging into the discussions. This will help them better understand the netiquette.
4. Any e-group member can initiate a thread (topic for discussion) with a descriptive subject line of his/her choice which clearly distinguishes the thread from another thread.
5. While replying to the thread, kindly scroll down and click on the reply to group button. Before sending the mail, kindly check that the name of the thread has not been changed. For example if the name of the thread is ABC, and a member replies to the thread, the topic of the thread changes to Re: ABC. Before clicking the send button, kindly remove the :Re:” from the topic of the thread.
5. When there is a sub topic in the original thread which requires elaboration & which may be wholly/partially unrelated to the original thread of discussion & which requires elaboration/discussion, it may be separated out as a separate thread with a new Subject Line. This will distinguish it from the original thread.
6. The user of acad group may choose to receive his e-mails in digest or individual mode. However for seamless viewing of threads, individual mail format is advisable.
7. Important: The members should be civil in their interactions with

each other & maintain decorum of both groups and members. Language to be used should be chosen carefully. Please note that both young & old are reading your mails and may be looking up to you too for inspiration!

8. The members in 'acad_iadvl group' will restrict themselves to academics, which may be case discussions, interesting clinical photographs, histopathological pictures, newer developments in the field of dermatology, cosmetology, STD, Leprosy and medical subjects other than Dermatology (If it is a matter of multispecialty interest).
9. The Acadians can post flyers/announcements/detailed program lists for CMEs/Conferences which are being organized under their aegis in their respective institutions. Further clarifications about same may be done with the organizers on personal mails.
10. There is no limit to the length of any thread. How long a thread of discussion lasts is limited only by your imagination.
11. Kindly reduce the size of the attached clinical photos to 640 x 480 or below pixels. Utilize a software program like 'IRFANVIEW' or any other software of your choice which is freely available on net to downsize the clinical pictures before posting.
12. Restrict use of abbreviations as it may lead to miscomprehension at the recipient end.
13. Clinical cases when posted may be done in the order as has been taught in post graduation, i.e- Positive history, negative history, personal history, family history, Clinical examination, Investigations including Histopath picture (description of histopath findings shall suffice when photomicrographs are not available) & then diagnostic possibilities that you may be thinking off. This logical order helps.
14. Follow-up / result / final outcome of cases posted for discussion may be informed to the e-group by the initiator of a thread, as any discussion is incomplete without it. A note on Midterm/Post treatment/Long term Follow up is also welcome even if posted after few weeks or months gap.
15. Always address all mails to the group collectively (Suggested

addressing mode – Dear acads/members/all). Remember you are addressing the collective wisdom of a group in toto & not indulging in a private tete a tete. The latter may be done by private emails, by choosing to click on the email address of the sender.

16. DO search the list archives prior to posting a question to prevent repeat questions. DO quote relevant parts of the message when responding to a message, but DO NOT resend the entire original message. Delete the unessential parts of the thread before replying.
17. The members will keep the discussions within the group itself and not share the same with non-members, as certain off hand remarks are passed which may be inappropriate to be posted outside the group.
18. **Subscript:** The footer of every mail needs to contain only the acad member's name and LM number if possible. It is advisable for a new user to give his name & membership number till other users is familiar with the new user. A longer footer will only create hindrance to the reader, particularly those who are accessing the groups on mobile phones. Please avoid long list of affiliations under your name.
19. **Archiving:** A user of acad group may archive a discussion thread on his own initiative and may repost it after consolidation back on the acad group for benefit of other users who may have joined later/missed the thread. But the same may not be shared outside the group.
20. There is no limit to the number of threads you may start in a day, so long as they are independent threads & not initiated for the sake of initiating. However, avoid un-necessary mails such as "I agree" "well said" or mails with such platitudes or patronizing tones.
21. The users may mention their clinical experiences as opposed to Evidence based Medicine, and the same is encouraged. But remember, evidence based remarks are more desirable.
22. The '**iadvl yahoo group**' (non-academic group) is meant for

essentially civil discussion about topics which fall outside of purview of dermatological academics. Any topic may be discussed as long as it does not hurt another member's religious, political & personal feelings of the group members.

23. Small time banter is unavoidable but reducible as much as possible. You may post such messages to 'iadvl yahoo' email group. Jokes, quotes, anecdotes and general information is welcome. However, user discretion is advised in the choice of word to be used. **Topics/discussions on Politics, religion and pornography, sex or similar are absolutely prohibited in the e-mail group.**
24. Congratulatory/adulatory/hagiographic mails may be restricted either to the 'iadvl' group or may be directed to private mailbox/ email-id of the person who is receiver of the praise.
25. It is suggested that the participants in any discussion thread must respect the ego, and knowledge of another member & accept lacunae in their own know-how graciously. **After all, a new fact learned or concept corrected is a lifelong earning.**
26. There are certain SIGs (Special Interest Groups) in IADVL. In case it is pertaining to attention of a particular SIG, the subject-line of thread may be 'SIG: Dermpath: _____'
27. Please note that IADVL e groups (acad/iadvl groups) are not meant for airing opinions or suggestions about administrative matters or changes of IADVL. The right forum/platform for such proposals are appropriate for a of IADVL (AGBM/CC/EC meets) at an appropriate time.
28. All the members are encouraged to encourage new recruits/ new talent into the group. Hence, they may prefix/suffix the slide in their presentations in any CME/Conf & stimulate them to join the group.
29. The acad members will heed to the guidance of the moderators & will not resort to questioning their authority, for they are doing a job on your behalf & same has to be respected.

Happy acad-ing and e-mailing at iadvl groups. Live to Learn & Learn to Live!

EDITOR IJDVL AND EDITOR IDOJ

- a) **Selection:** The process will start one and half years before the date of retirement of the editor, with the appointment of the search committee. No changes suggested here.
- b) **Term of office:** will continue for three years. At the end of the three year term, a fresh editor will be chosen as per constitution rules. The current editor may also apply, but fresh applications will also be invited and the search committee will be free to choose any one. The search committee will therefore not include the current editor if he is one of the contestants. His place in search committee will be replaced by a former editor.
- c) **Editorial board:** The constitution of the editorial board will be at the Editor's discretion but the names should be informed to the IADVL EC. It will consist of associate editor, two deputy editors and 4-6 asst editors. Invited editors will be as per editor's discretion. Any other position, such as managing editor or executive editor, may be appointed at the discretion of the editor, but his job description will be informed to EC. Editor elect will function as an associate editor till he becomes the editor. The duties and responsibilities of these positions will be laid down by the editor at his discretion.

d) **Maintenance of accounts:**

Editor will maintain the following documents:

- a) Receipts of all income, including those received by the publisher and the editor.
- b) All expenditures and payments
- c) correspondence

These will be submitted to treasurer and AGM after auditing. The report will specifically include specific details of contributions from different companies. Rates for advertisements will be decided on a yearly basis by the Editor who will duly inform the EC regarding this matter. Any long term policy of advertisements will not

be approved beyond the term of office of the editor. If such policy is needed, it will need approval by AGM

Advertisement policy: The advertisement policy should include the following:

- a) The content of advertisement will be at the responsibility of the advertiser-the journal will not be responsible for the content.
- b) The advertisement will not include any material which has exaggerations, or adverse comments about any other company or product.
- c) The advertisement will not include any material for an unsubstantiated procedure and treatment.
- d) The advertisement will avoid materials will not use the words “ the best”, the first ever”, safest – facts which cannot besubstantiated.
- e) The advertisement will not include any content about any product of alternative medicine.
- f) Advertisement by institutes about courses etc will be verified before allowing publication.
- g) The same policy will continue for web advertisement also The advertisements will be taken at the discretion of editor.

Ombudsman: An ombudsman – usually a former editor will be appointed for redressal of any grievance – his term of office will be three years. Ombudsman will only act on a specific complaint and not de novo.

IADVL contribution: Will be 20% as per previous year.

IDOJ: IDOJ was specifically meant to provide oppurtunity for budding authors to publish . Since acceptance rate of IJDVL is low, and many articles are not getting accepted in IJDVL, all such materials should automatically be sent to IDOJ.

Handing over: The editor will complete hand over of all documents during DERMACON, in the year it is due. Audited accounts may be handed over after the completion of the financial year. Handing over will include all files and correspondence as

mentioned above.

Expenses of the editor: Editor can spend reasonable expenses for his administration which may include the following:

- a) Computer
- b) Printer
- c) Scanner
- d) Fax
- e) CDs/pen drives
- f) Other stationery items as needed
- g) Office assistant-salary
- h) Telephone expenses

These expenses need to be budgeted and submitted to EC and AGM. Editors are to be considered as invited members of the executive committee. They may be invited to EC meeting as needed, by the president. Seating on DERMACON inauguration for editors is not mandatory and all editors should be treated at par when it comes to seating positions on dias for DERMACON. Editors need not sit on the dias in AGMs, as they are appointed members, not elected members.

Complaints against editor: Any complaint received by the editor/president with respect to editorial policy will be referred to the Ombudsman. The recommendation of the Ombudsman will be final. If the complaint is with respect to any other matter such as administrative/financial/ethical conduct/non-performance, such materials will be first considered by the executive committee. If the executive committee feels necessary, it may be referred to the arbitration committee consisting of two former presidents and ombudsman. The president is at liberty to issue warning/suspension letters to editor if needed. Any action regarding suspension/dismissal will have to be ratified by AGM. All administrative matters, such as change of publisher should be brought to the notice of the EC.

Matters of discipline: Editor is at liberty to initiate any action against his junior editors if the situation demands, but would be done with the knowledge and concurrence of the president.

DERMACON

- (a) A national conference, known as DERMACON, shall be organized every year. Its number, e.g. “39th National Conference of the IADVL”, will be mentioned in the next line.
 - (i) If feasible, it will be held in January every year, preferably on the last Friday, Saturday and Sunday.
 - (ii) Its venue should be decided 2 years in advance in the AGBM of the commencing year.
 - (iii) Its total duration should not be more than 3 days.
 - (iv) If any international conference is going to be hosted by the IADVL, the DERMACON shall be held separately.
- (b) All IADVL members of the Association, including PLM and International Life Members, are eligible to be delegates of DERMACON. Only IADVL members can register as delegates. *All other applications for nonmember registration shall be asked to submit proof of MCI /national medical registration and shall be charged 50% higher registration than member registrations*
- (c) All members of the National Executive and Central Council will assume office on the first day of the conference at the AGBM. Since the Honorary General Secretary, Honorary Treasurer, and the Editor of IJDVL have a longer tenure, they will continue their office for the year in which their tenure is continuous; the other, newly elected office bearers will assume charge of their office.
- (d) The Immediate Past President will be the coordinator for the next DERMACON and will guide the organizers in implementing the rules and regulations for its organization **(Annexure II)**.
- (e) Though a request may be made to keep the registration fee to the minimum to the organizing committee, it can

be increased by 10% every year until monetary self-sufficiency is achieved in organizing a DERMACON.

- (f) The Organizing Committee should host dinners on the CME day and the first two days of the conference.
- (g) Conference halls should not be named after pharmaceutical companies or their products. They may be named after prominent living or deceased members.
- (h) Speakers in their presentations in the conference shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) so that delegates can judge whether a speaker's interests and relationships have influenced the presentation. If there is no interest to declare, then a "no conflict of interest" declaration shall be made.
- (i) Scientific certificates should be signed by the President, Immediate Past President, President Elect and the Chairperson of the local Scientific Committee. The names and titles of the scientific presentations have to be written by the organizers so that empty certificates are not handed over. The attendance certificate should bear the signatures of the President, President Elect, Chairperson and Secretary of the Organizing Committee of DERMACON, and the Honorary General Secretary.

9. BIDDING FOR DERMACON

- (a) Any state branch wanting to hold DERMACON must call its GBM and by a majority vote, pass a resolution to that effect and decide the name of the Organizing Secretary and Chairperson of the local Scientific Committee. The Organizing Secretary must be from the city where the DERMACON is to be held.
- (b) The state branch shall send the invitation to host DERMACON to the Honorary General Secretary of IADVL two and a half years before the proposed

conference only after the above procedure.

- The official invitation/bidding for holding DERMACON shall be given to the Honorary General Secretary on the letterhead of the state branch, with the signatures of the President and Secretary of the branch, and the prescribed Performa (containing the details regarding the facilities available in the city and the suitability of the city for hosting DERMACON) duly filled in (**Annexure I**). **However the bidder must also attach the minutes of the state general body which has passed the hosting of national conference.** The bid submission shall specifically say the organizers have read and understood the MOU which they will have to sign with IADVL in the event of being awarded the meeting . The minutes shall specifically say that state branch has agreed to bear 50% of the seed money. Their submission will include all details as needed in annexure I including a project report. IADVL will give a commitment that If the organizing committee incurs losses and they have followed all the protocols, IADVL shall bear the losses after proper audit and after approval of AGBM/CCM.
- The Organizing Secretary from the conference venue should also send 500 words write up about the venue along with 4 images. The write up will be posted in IADVL official web site and also in news letter along with the write up. Details of previous event including amount saved, organizational experience of organizers, expected income and savings, specific info on how they will organize, what would be new, why they should be given dermacon and what is unique about their bid. **Video or slide show presentation may also be attached along with bidding Performa.** The Organizing Secretary may host a web page about

the venue.

- (c) The invitation should reach the Honorary General Secretary at least 6 months before the ensuing DERMACON begins, e.g. if the invitation is for DERMACON 2009 and the next DERMACON begins on 25 January, 2007, the invitation should reach on or before 24 July, 2006, so that the venue of DERMACON 2009 can be decided during DERMACON 2007.
- (d) On receipt of the invitation, the Honorary General Secretary will scrutinize the invitation and place it before the election officer for selection of venue through ballots. The election officer will prepare a ballot paper for venue selection giving following details-
- Name of Proposed City
 - Name of Bidding State
 - Name of Organizing Secretary
 - Name of Chairman Scientific
 - Preferred Choice (1, 2, 3)

This will be send in a separate envelope. This along with ballot paper envelope will be dispatched in one common envelope to the members. The voters will mark against their choice NB: The withdrawal can be allowed within 30 days of applying for the bid by a resolution passed by state GBM. However, if there is no time to get a resolution passed by state GBM then the EC of the state branch of IADVL may permit the withdrawal but subsequently get the decision ratified during next state AGBM.

- (e) All those involved in the conference arrangement, i.e. office bearers, shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) in their presentations on the conference. If the event manager is related to any of the office bearers , the same shall be disclosed.

- (f) It is recommended that the Org. Secy or his representative attend the counting venue as an observer.

10. CONFERENCE VENUE INSPECTION AND PROTOCOL MAINTENANCE COMMITTEE

- (a) On accepting the invitation, the President will appoint a Conference Venue Inspection and Protocol Maintenance Committee of four persons consisting of:
- (i) President,
 - (ii) President Elect,
 - (iii) Immediate Past President, and
 - (iv) Honorary General Secretary.

In case any of these committee members is unable to join, the President shall select any other member of the Executive Committee. Before the ensuing DERMACON begins, the Conference Venue Inspection and Protocol Maintenance Committee will visit the venue to ascertain its suitability and arrangements for the conference as mentioned in the submitted Performa. If the conference is to be held in a temporary structure, e.g. pandals, its safety aspects, legal clearances by the local authorities, water supply and standby electric supply, etc. should be verified. The venue topography, including auditoria and open spaces, should be properly leveled and covered. In general hosting of conference in pandals is to be avoided as this involves extra expenditure. Preference should be given to venues with puccastructures. In finalizing the venue economy part is always to be kept in mind. Particular attention needs to be paid to hygiene and toilets. The venue should possess adequate number of toilets, separate for male and female and an efficient system for waste disposal. The host branch shall provide economy class airfare and local hospitality to the Committee.

- (b) The General Body of the host state branch shall have the power to form the Organizing Committee of the

- conference, provided the Organizing Secretary and Chairperson of the local Scientific Committee named in the invitation to hold the conference are retained in the Organizing Committee with their designations.
- (c) The team winning the bid will make a presentation in agm about their venue including all details and projected budget, willingness to sign MOU- they may also seek clarifications and answer questions from AGM.
 - (d) MOU Should be signed by the org secy, chairman, president and secy of state in the AGM soon after announcement of results.
 - (e) HALF THE SEED MONEY WOULD BE BORNE FROM THE STATE which will be asked for first IADVL share of seed money for the DERMACON for the year for which the invitation is accepted will be handed over to the organizers by the President of IADVL, in consultation with the Honorary Treasurer and the Honorary General Secretary and with the permission of the General Body of IADVL of the commencing year. Presently the seed money is 1500000/.

11. FINANCIAL ACCOUNTS

- (a) The organizing committee and the host branch is responsible for all financial matters related to the DERMACON. The IADVL will bear no financial liability of the DERMACON.
- (b) The host state branch should have a Permanent Account No. for income tax. The DERMACON should also have a separate PAN as they will have to pay the income tax and then hand over the savings to the Honorary Treasurer, after the conference.
- (c) It is expected that a minimum 20 % of the total conference collection will be given as savings to IADVL OF THE CONFERENCE COLLECTIONS, 20% OF STALL MONEY AND 15% OF REGISTRATION

COLLECTION WOULD BE IADVL SHARE. SEED MONEY WOULD BE RETURNED--- 3 MONTHS BEFORE DERMACON, 75% OF REGISTRATION SHARE AND STALL SHARE (AS PER ABOVE FORMULA) WOULD BE RETURNED DURING DERMACON. REST 25% WOULD BE CREDITED TO IADVL WITH IN A MONTH OF FINALIZING THE ACCOUNTS, AND NOT LATER THAN NEXT CCM AT ANY COST.

- (d) The organizing Secretary of DERMACON should submit a monthly report of income and expenditure to the President and Hon. General Secretary of IADVL.
- (e) An audited income and expenditure account of the conference shall be submitted by the Organizing Committee to the Honorary Treasurer within 6 months OF DERMACON OR CCM WHICH EVER IS EARLIER. The detailed bank accounts, transactions, and quotations received from event management companies should be submitted to impart transparency to the financial aspects of the DERMACON. It will be submitted for auditing by the IADVL. A letter with the following wording should be issued by the Chairperson, Organizing Committee and Organizing Secretary of the DERMACON:

“We have organised the DERMACON (year) at (place) on (date). A sum of ` is allocated towards the corpus fund of the IADVL out of the total surplus of DERMACON (year). Cheque/DD no. dated and drawn on (Bank) favoring IADVL is enclosed. PAN.....Audited report of the conference is also enclosed. Please acknowledge receipt.

SD/- (Chairperson)

(Organizing Secretary)”

12. INVITEES TO THE CONFERENCE

Prominent public persons, medical persons and dermatologists, venereologists and leprologists and other scientists from India

and abroad may be invited by the Organizing Committee of the conference or IADVL to attend the conference as distinguished visitors. Such invitees shall be exempted from paying the registration fee and any other fees. They shall be called invitee delegates. The Association and/or the Organizing Committee of the conference shall not be liable for any reimbursement of their expenses.

The Organizing Committee of the conference may, at its discretion, bear the travel and accommodation expenses of the outgoing and incoming Presidents, the Honorary General Secretary and the Honorary Treasurer.

13. THE PRESIDENT AND SECRETARY OF THE CONFERENCE

- (a) The President Elect of the Association for the previous year shall be the President of the conference—shall be shown in all publications as Congress President and shall deliver the Presidential address on the day of inauguration after assuming office for the year from the first day of the conference. He or she will be the President of the Conference.
- (b) The Honorary General Secretary for the current year of the Association shall be the Secretary of the conference and shall be shown as Congress Secretary.
- (c) Academy chair and convener are scientific coordinators for Dermacon and their names shall be shown as such in all publications. National IADVL Coordinator for DERMACON: Immediate past President will be IADVL coordinator for the conference. Three monthly progress report will be forwarded by Organizing secretary of the conference to the coordinator who in turn will keep the national body updated.

14. PROGRAM OF THE DERMACON

(a) Inauguration

The Organizing Secretary of the DERMACON in

consultation with the Honorary General Secretary, Honorary Treasurer, the President for the year and the Immediate Past President shall decide the inaugural program and discuss about the Chief Guest. It is emphasized that the President of IADVL is the highest dignitary and his or her dignity should be maintained in all possible manner and the Presidential speech would not be curtailed under any circumstances. The outgoing President shall hand over the charge to the incoming President by garlanding him the specially designed IADVL emblem by rotation at the inauguration. The outgoing President and other office bearers may be felicitated at the inaugural function.

(b) Scientific sessions, workshops, seminars, etc.

- (i) These will be organize of the conference shall extend all necessary help in conducting the various scientific programs.
- (ii) Donations for orations, awards and prizes will be accepted from members and others. The entire amount will d by the Chairperson of the DERMACON local Scientific Committee. The Organizing Secretary be kept in fixed deposit. Out of the interest, 70% will be utilized for the memento and the remaining 30% will be retained by the Association and added to the fixed deposit. The donation money from the members will be minimum` 2,00,000 and from others` 10,00,000 for a prize. It is to be reviewed after 5 years. Every award should be for a limited period; awards existing for more than 20 years need to be reconsidered.
- (iii) Dermatology related associations recognized as “sister societies” based on criteria such as the number of members, background of the executive committee members, transparency of accounts (audited accounts of last three years), publication of

journals, regular hosting of CMEs and conferences and involvement of IADVL members, etc. will be allowed to have focus sessions- subject to availability of space and at the descretion of the IADVL academy. The sister societies desirous of conducting the session, will write to IADVL academy 6 months before and give details of the session, theme of the session , topics to be covered. The sister societies will send precise details of the program at least 3 months before the date of dermacon. The sister society session will not include sponsored talks by any company.

(c) Business sessions

Details of the Central Council and GBMs are arranged by the Organizing Secretary of the conference and the Honorary General Secretary. The Organizing Secretary will be in charge for the arrangements of the meetings. The Honorary General Secretary will convey all the details and instructions to the Organizing Secretary well in advance.

(d) Social events

Social events such as banquet, entertainment programs, etc. will be organized by the Organizing Secretary with the help of the Organizing Committee. A working lunch will be served during the conference, with no music being played. During dinner only soft music should be played during until 9 pm.”

Important Dates

Bidding of DERMACON

31st July

Bidding of DERMACON: Two and half years before the actual conference i.e. for Jan 2015 conference one should bid before 31 July 2012

30th June

The Organizing Secretary of DERMACON should send the brochure of the conference to all members by this date.

31st July

Last date for submission of abstracts for orations and award papers

31st August

The last date for early registration at DERMACON without a late registration charge.

ANNEXURE I: PROFORMA FOR APPLICATION FOR DERMACON

(Note: Please fill the Performa in the space provided on the right side)

1. GENERAL

- (a) City/town proposed for holding DERMACON (please give themap).
- (b) Exact location address of DERMACON.
- (c) Is the conference venue a permanent structure or a temporary built one, like a pandal?
- (d) Distance from the city center.
- (e) Connectivity of the city or town by (a) train (b) air (c) roads. (Please give the details in a separate sheet).
- (f) Transport facilities within the city/town.
- (g) Was the IADVL National Conference held earlier in the same city/town? If yes, when?
- (h) Were other conferences held earlier? If yes, please give their attendance figures.
- (i) Please give the figurative diagram of the conference venue according to scale.

2. FACILITIES FOR THE SCIENTIFIC PROGRAMES

- (a) Hall for the inaugural function/plenary session
 - (i) Capacity to seat at least 2000–2500 people
 - (ii) Size of the podium
 - (iii) Air-conditioned or non-air-conditioned
 - (iv) Acoustics
 - (v) Audiovisual facilities
- (b) Minimum 3 additional halls for the concurrent sessions
 - (i) Capacity to seat at least 300–700 people
 - (ii) Air-conditioned or non-air-conditioned
 - (iii) Acoustics
 - (iv) Audiovisual facilities
 - (v) Distance from the main hall

- (c) Lobby space outside the main hall
- (d) Space for poster presentations
- (e) Toilet for all conference halls
- (f) Five smaller halls or spaces
 - (i) Registration area
 - (ii) Conference secretariat
 - (iii) Communication room
 - (iv) Preview room adjacent to the main hall
 - (v) IADVL meeting room – To seat about 300 members with facilities for audio recording of proceedings

3. SPACE FOR TRADE EXHIBITION

- (a) Adequate for 60–70 stalls (3m × 3m)
- (b) Three to four bigger stalls (10m × 10m)
- (c) Space to move around within the area
- (d) Adequate toilet/sanitation facilities (no. of toilets)

4. FACILITIES FOR THE DELEGATES AND ACCOMPANYING PERSONS

- (a) Food spaces
- (b) To serve at least 750 persons at a time during lunch and 2000 during dinner
- (c) Resting area, and recreational facilities for accompanying persons
- (d) “May I help you” counter
- (e) Travel agent’s stall
- (f) Arrangement for safe keeping of delegates’ and accompanying persons’ belongings
- (g) Transport arrangements from conference venue to hotels and banquet venue
- (h) Accommodation: Please send the brochures of the tourist department or of the previous conference held

Hotels

Grade	No. of rooms	Tariff	Inclusive/Exclusive of breakfast
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IT MUST BE ENSURED THAT EVENT MANAGER DOES NOT CHARGE EXORBITANTLY FOR THE ACCOMODATION. FIXED AMOUNT OF TARIFF SHOULD BE GIVEN FOR EACH HOTEL. RANGE OF TARIFF FOR GROUP OF HOTELS IS NOT ACCEPTIBLE EGCLARKS, TAJ. PICCADALY – 9000-12000 /

5. MISCELLANEOUS

- (a) Management of the conference entrusted to an event management company: Yes/No
- (b) Food arrangements contracted to whom? Private contractor/hotel
- (c) Drinking water (should be supplied in individual cups/ small sealed bottles)
- (d) Safety precautions
 - (i) Emergency exits
 - (ii) Adequate and proper firefighting facilities
 - (iii) Sanctions, if required, by local authorities should be obtained
- (e) Adequate manpower
 - (i) Event management staff
 - (ii) Residents/medical staff/students (please tick)

6. The bid for DERMACON should be accompanied by following certificate : The IADVL (..... state branch) has passed a resolution by a majority vote at its GBM held on..... that it wants to host DERMACON.....The Organizing Secretary will be..... *(name, city and membershipnumber)* and the Chairperson of the local Scientific Committee will be...*(name and membership number)*

The bid should be accompanied by tentative project report (provisional budget and possible savings).as per the following proforma

- a) Estimated income:
 - I) No of delegates expected and the income thereof of different events: CME/workshop/conference.
 - II) No of stalls expected, fee per stall and income thereof.
 - III) From other sources-sponsorship of scientific sessions, souvenir, sessions, bags, etc
 - IV) Seed money from state and from IADVH HQ
- b) Expenditure expected under different heads
 - i) Venue and infrastructure
 - ii) Food and beverages
 - iii) Entertainment
 - iv) Printing publicity postage
 - v) Audiovisual
 - vi) Faculty travel
 - vii) Momentos
 - viii) transportation
 - ix) Faculty accommodation
 - x) Service tax
 - xi) Administrative expenses
 - xii) Central scientific committee expenses, free registration for past presidents, prizes
 - xiii) Others
 - xiv) Seed money to be returned with interest
 - xv) IADVH share to be returned- 15% of registration fees
 - xvi) IADVH share to be returned-20% of industry collection Expected surplus.

ANNEXURE II: GUIDELINES FOR THE ORGANISATION OF DERMACON

The IADVL National Executive, guided by the Central Council and General Body, is the supreme body which looks after the smooth conduct of DERMACON. Due respect has to be given to the office bearers of the Association. The IADVL is the owner of the IADVL logo, which has to be prominently displayed on the stage, all publications, e.g. brochures and abstract book, and on a banner displayed at the venue.

1. CENTRAL SCIENTIFIC COMMITTEE MEETINGS

The venue and date of the meeting will be decided by the Organizing Secretary of DERMACON in consultation with the President well in advance. The Chairperson of the local Scientific Committee of DERMACON should invite all the members of the committee well in advance. The committee shall consist of three presidents, Hon Secretary, IADVL academy chair or convener if chairman is unable to attend, and one member from each zone as appointed in AGM. In dermacons conducting a workshop, SIG convener of the concerned subject such as dermatosurgery/laser/dermatopathology may be invited. The scientific chairman should send them the agenda of the meeting and the applications for the orations and the award session papers. From the local organizing committee, the following shall attend mandatorily: Og. Chairman, Org Sey, Scientific chairman, scientific secy, workshop secretary, joint secretary and treasurer. The organizing committee of DERMACON will pay the apex airfare and 1-2 days (depending on place of travel) local hospitality of the members who attend the meeting of the scientific committee.

The agenda should include:

- a) Assesment of the progress of the scientific program, including workshops and CME.
- b) The selection of the recipients of the orations, Dr. J. C. Shroff Memorial Award, Prof. K. C. Kandhari Foundation

Award, Dr. Ratan Singh Award and other such awards. The committee shall select the judges for the award papers session. The committee shall finalize the entire scientific content of DERMACON.

- c) It will also discuss the organizational part of the conference, including the inaugural function, valedictory function and various arrangements, and inspect the venue.
- d) Treasurer/org secretary shall make a presentation wrt to the status of finance giving details of income and expenditure under different heads (mentioned above) Short comings if any will be communicated in writing by the Hon Secy to the organizing secretary.

2. CENTRAL COUNCIL MEETING (CCM) FOR THE CLOSING YEAR

The meeting will be held on the CME day after 2.00 p.m. for 2 hours. As far as possible, the CCM and GB should be held in a hall other than the hall of the inaugural function. The venue should be intimated well in advance to the Honorary General Secretary to enable him or her to intimate the venue, time and date to all Central Council members. It should have all the facilities required, including the capacity to seat at least 200 persons, a dais with a capacity to seat 12–15 persons, and a good sound system. The meeting will be presided by the President and conducted as per the agenda circulated by the Honorary General Secretary. The election officer will declare the election result for the next year at this meeting. The proceedings must be audio–video recorded.

3. ANNUAL GENERAL BODY MEETING (AGBM) FOR THE CLOSING YEAR

The meeting will be held on the CME day, 1 hour after the CCM. Its venue should be intimated to the Honorary General Secretary well in advance to enable him or her to inform all the members of the venue, date and time of the meeting. The

Organizing Secretary of DERMACON, in consultation with the Honorary General Secretary, should include this information in the brochure of DERMACON. A suitable hall with adequate capacity, i.e. 350 persons or more according to the number of registered delegates, with a good sound system should be chosen. The dais should be able to seat 12–15 office bearers.

The meeting will be presided by the President and conducted as per the agenda circulated by the Honorary General Secretary. The new office bearers will be installed at this meeting. The proceedings must be audio–video recorded.

Inaugural program: The inaugural function should be scheduled after the GBM of the closing year. Its duration should be about 1 hour. Its details should be finalized by consultations among the President, Immediate Past President, President Elect and Honorary General Secretary. The local organizing committee shall appoint a team to look after the arrangements headed by one of the joint secretaries or any other senior functionaries who has experience of organizing inaugural programs. It will be presided over by the incoming President.

The program should be as follows:

- (a) Prayer: 2 minutes
- (b) Welcome address by the Chairperson of the Organizing Committee: 3 minutes
- (c) Introduction of guests: 5 minutes
- (d) Address by the outgoing President: 4 minutes
- (e) Ceremonial installation of the President and office bearers of the current year: 3 minutes
- (f) Presidential address: 10 minutes
- (g) Inauguration of the conference by the Chief Guest: 3 minutes
- (h) Inaugural speech by the Chief Guest: 10 minutes
- (i) Felicitation of the outgoing office bearers by the new President: 3 minutes
- (j) Presentation of the Dr. K. C. Kandhari Foundation Award

- by the President: 3 minutes
- (i) Brief introduction of the awardees citation to be presented by the Honorary General Secretary: 5 minutes
 - (ii) Felicitation and bestowing of the awards by the President (the awardees must be properly escorted to the dais): 5 minutes
 - (k) Release of the IADVL Book of abstracts, souvenir, official CDs, and official books by the newly appointed President and the Scientific Committee Chairperson: 5 minutes
 - (l) Vote of thanks by the Organizing Secretary of the conference: 5 minutes
 - (m) National anthem Total duration: 60 minutes

4. INAUGURAL FUNCTION OF THE CONFERENCE

The seating arrangement on the dais (first row) will be as shown in **Fig. 1**. The second row on dais will be reserved for the two vice presidents, joint secretaries and chairman scientific committee. In the year of Dermacon in which one set of hon. secretary and treasurer are handing over charge to another set the newly elected one will be in the first row while set handing over will be in the second row on dais. In case there are other dignitaries, they will be seated next to the organizing committee Chairperson The first row of the main hall must be reserved for editors IJDVL, editor IDOJ, editor IADVL text book, chairmen and conveners IADVL Academy, finance committee, constitution committee, SOP committee chairman (in the centre/middle column). The side column of first row may be reserved for past Presidents, past Honorary General Secretaries, past treasurers, host state president and secretary, chief guests spouse. If required 2nd row may also be reserved for these dignitaries (in case front row does not contain enough seats). Press and security staff of dignitary may be seated in 2nd row. The organizers may make suitable changes in the above protocol only after prior consultation with the President and Honorary General Secretary.

SEATING ARRANGEMENT IN IADVL FUNCTIONS

DURING DERMACON and MIDERMACON

During the inaugural function of DERMACON and MIDERMACON all elected members of the Executive Committee will sit on the dais along with the invited dignitaries. The seating arrangement on the dais will be as shown in Fig. 1. In case there two dignitaries then they will be seated on either side of the organizing committee Chairperson.

Fig 1: Layout of the dais arrangement (first row) during the inaugural function

1	2	3	4	5	6	7	8	9
Orga- nizing Secretary (only 1)	Hon- orary General Secre- tary	President Elect	Presi- dent incom- ing	Chief Guest	Organising Committee Chairperson (only 1)	Outgoing President	Scientific Chair- person	Honorary Treasurer

In the year of DERMACON in which one set of Honaorary General Secretary and Treasurer will hand over charge to another both Honorary General Secretaries will sit side by side and both Treasurers will sit side by side. All other elected members of the Executive Committee will sit in the second row on the dais.

In the auditorium two front rows of two sides and one middle column should be reserved for IADVL dignitaries. The front middle row is to be reserved for chairperson and convener IADVL Academy, Chairperson scientific committee, editors IJDVL and IDOJ, editor IADVL text book, ,finance committee, constitution committee and SOPcommittee ,The front side rows are to be reserved for past Presidents, past Honorary General Secretaries, past Honorary Treasurers, SIG Convenors, Chairperson of Therapeutic guidelijes committee and State Presidents and Secretaries. Press persons, Guest/inaugurator’s spouse and securities may be seated in the side front row or third row in the middle column.

IADVL FELICITATION DAY

President and president elect, hon. secretary, treasurer, 2 vice presidents, 2 joint secretaries Organizing Chairperson, Organizing

Secretary, and Scientific Committee Chairperson will be on the dais. It will preferably have only 1 row.

Layout of dais arrangement during the valedictory function

Same as felicitation day except that organizing secretary of ensuing DERMACON will also be seated. The organizers may make suitable changes in the above protocol only after prior consultation with the President and Honorary General Secretary.

5. IADVL FELICITATION DAY

The IADVL Day will be celebrated on the second day of the Conference during prime time. The Organizing Committee of the conference will decide the venue, which is preferably the main hall of the conference capable of accommodating all the delegates. No politician is to be invited on this occasion. The IADVL Executive Committee (president, presidentelect, hon secretary, treasurer, 2 vice presidents, 2 joint secretaries), Organizing Chairperson, Organizing Secretary, and Scientific Committee Chairperson will be on the dais. It will preferably have only 1 row.

The following awards shall be given:

- Prof. J. C. Shroff Memorial Award.
- Prof. Ratan Singh Award for meritorious service to the specialty of dermatology, venereology and leprology.
- Dr. V. N. Sehgal Award for accomplishing excellence in dermatology.
- Prof. Ganapati Panja Memorial Award to the dermatologist dedicated to excellence in dermatology.
- Prof. L. K. Bhutani Memorial Teaching and Research Award
- Dr. L. N. Sinha Award for young dermatologists
- Felicitation of the teachers par excellence.

6. PLENARY SESSIONS

(a) First day

The Dr. B. M. Ambady Oration must be scheduled on the first day of the conference as Dr. Ambady was a senior

and respected member of the Association, and the other orations on the second and third days. A brief introduction of the late Dr. B. M. Ambady should be given, and his photograph projected on the screen, before the Dr. B. M. Ambady Oration begins. A banner of the oration must be displayed in the background on the stage. **(Annexure VI)**

(b) Second day

IADVL–Pharma Oration Celebration of IADVL Day (details given above).

(c) Third day

IADVL–Pharma Oration

7. IADVL–PHARMA NATIONAL QUIZ

The finals of IADVL–Pharma National Quiz Program should be held at a prime time and place. The venue is to be decided in consultation with the President, President Elect, Honorary General Secretary and the IADVL–Pharma National Quiz Coordinator. The Quiz master and the Convener for the Final Quiz should be appointed by the President, President Elect and the Honorary General Secretary. The program is to be decided by the Honorary General Secretary, in consultation with the IADVL–Pharma National Quiz Coordinator, Quiz master and the Sponsor.

8. COMBINED CENTRAL COUNCIL AND FIRST ANNUAL GENERAL BODY MEETING FOR THE COMMENCING YEAR (CCM AND AGBM)

This meeting will be held on the second (penultimate) day of the conference at 2 p.m. The DERMACON organizers should intimate the Honorary General Secretary of the venue well in advance to enable him or her to intimate the date, time and venue to members. The same information may also be included in the brochure of the conference. Since the venue of the meeting is usually the same as that of the AGBM of the closing year, the same arrangements can be made. A hall to accommodate

about 350 delegates may be selected, with an arrangement for seating of 12–15 office bearers on the dais. This meeting will be presided by the incoming President.

9. VALEDICTORY FUNCTION

This will be held on the last day of the conference, after the scientific program is over, at about 1 p.m. in the main hall of the conference. The venue will be announced by the Organizing Secretary of the conference. Layout of dais arrangement during the valedictory function Same as IADVL felicitation day except that organizing secretary of ensuing DERMACON will also be seated

The program of the function will be as follows:

- (a) Welcome speech by the Organizing Secretary: 2 minutes
- (b) Address by the Chairperson of the organizing committee: 3 minutes
- (c) Address by the President: 3 minutes
- (d) Address by the President elect: 2 minutes
- (e) Presentation of the awards (the Honorary General Secretary will arrange for certificates, medals, etc. and announce the names of winners)
 - Dr. Leslie Marquis Award
 - M. G. M. Medical College Prize
 - Prof. H. C. Mohanty Award
 - Dr. F. Handa Award
 - Prof. B. N. Banerjee Award
 - Dr. B. B. Gokhale Medal
 - Prof. K. Siddappa Medal
 - Prof. D. K. Gupta Medal
 - Dr. Manu Patel Memorial Prize
 - Dr. Bishnupriya Devi Award
 - Mrs. Indubala Memorial Award
 - Dr. C.S. Bhavani Kumar Memorial Award
 - Best Branch Award
 - IADVL Training Fellowship

- Prof. G. SenthalmilSelvi Award
 - Prof. S. Premalatha Award for the Best Research Project in Dermatology IADVL appreciation awards Practitioners award
- (f) Distribution of appreciation certificates by IADVL to the DERMACON organizers.
 - (g) Address by the Organizing Committee Chairperson or Secretary of the ensuing DERMACON.
 - (h) Appraisals and views of the delegates of DERMACON.
 - (i) Invitation by the organizer of the ensuing DERMACON.
 - (j) Vote of thanks by the Organizing Secretary of the conference.

10. SISTER SOCIETY MEETINGS

- Dermatology related associations, such as Indian Association for the Study of Sexually Transmitted Diseases & AIDS, Indian Association of Leprosy, Contact and Occupational Dermatoses Forum of India, Indian Society of Pediatric Dermatology, Cosmetic Dermatology Society of India, and Association of Cutaneous Surgeons of India and any others recognized as “sister societies” by the General Body, can have focused sessions or special sessions before the main conference in consultation with the Central Scientific Committee. Points to be considered are number of members, background of the executive members, transparency of accounts (audited accounts of last 3 years), publication of journals, regular hosting of CMEs and conferences, involvement of IADVL members, etc. These sessions should not be parallel to the Plenary Session of DERMACON. will be allowed to have focus sessions- subject to availability of space and at the discretion of the IADVL academy in consultation with chairman scientific committee
- The sister societies desirous of conducting the session, will write to IADVL academy 6 months before and give details of the session, theme of the session , topics to be covered.

Should be 9 months The sister societies will send precise details of the program at least 3 months before the date of DERMACON. **The sister society session will not include sponsored talks by any company**

11. OTHER ASPECTS:

Precongress workshop: A separate precongress workshop may be organized by the organizing committee if it so desires-however, such a work shop should be considered part of dermacon for all accounting purposes and would be subjected to the same accounting regulations as applicable to dermacon.

- **Parallen Sessions:** The number of parallel sessions may be as per the requirements and discretion of the scientific committee in consultation with IADVL Academy.
- **Sponsored sessions:** Sponsored talks/sessions are allowed. However these will be displayed as such.They shall not be a plenary session and shall be held in a manner so as not to affect the main conference.They may be held on the last day or at 4-6 pm every day.Amount charged for the sponsored talks/sessions shall be shown separately while submitting accounts.
- **Selection of speakers /chairpersons:** This shall be done by a combination of application and nomination. Members shall be asked to apply with their CV, stating their area of interest and expertise. The academy and the local scientific committee shall together choose the chairpersons and speakers. Up 30 % of speakers can be chosen by application. Nomination can be done by academy, local scientific committee and state branches.
- As many as possible scientific presentations should be accommodated, if necessary as poster presentations.
- During the conference plenary sessions, orations and other prime events, stall holders and pharmaceutical companies should not arrange any programs or satellite symposia nor should any local tours or sightseeing programs be arranged

for delegates.

- No parallel dinners should be arranged by pharmaceutical companies.
- Insurance of venue as well as delegates against natural calamities, fire, theft and accidents to be ensured Daily proceedings of the conference, containing a summary of scientific papers, orations, guest speaker's lectures, and the inauguration function with photographs, messages and names of the newly elected office bearers may be published with the help of sponsors.

Conference audit: Conference audit will be done in two parts:a) Organizational and general audit to be done by the new executive committee (which shall include President, immediate past president, president elect, and the immediate past president of the previous dermacon year c) Scientific audit by the academy

ANNEXURE III: GUIDELINES FOR INTERNATIONAL CONFERENCES

The bidding committee for particular conference will be selected after seeking the volunteers through derma news and IADVL ACAD site. Once names are received chairperson will be selected amongst volunteers. Chairperson should be from a place where IADVL proposes to organize the conference. He should have adequate experience of organizing conference in the past. President, past president, president elect will be the ex-officio members of this committee. This committee will be responsible for making presentation for the purpose of bidding.

1. The international conference should not be organised along with *DERMACON under any circumstances*. Attempt will be made to lower the fees for Indian and SARC delegates. Indian members will not be forced to opt for international society fellowship. IADVL membership should be taken at par with international society membership.
2. The member/state branch/city branch wanting to bid for an international congress shall submit a proposal to the AGBM in writing.
3. This proposal shall be backed by the state branch EC.
4. The member proposing the bid shall form a bidding committee which states the key persons who will carry out the bid.
5. It is necessary to know the rules, regulations and guidelines governing the international conferences, framed by the respective organizing associations themselves well before bidding for the international congress. The MOU to be signed along with terms and conditions, MOU will be submitted to EC and CC/AGM BEFORE SUBMITTING THE BID TO THE INTERNATIONAL ORGANIZATION. IT SHALL BE THE RESPONSIBILITY OF THE BIDDING COMMITTEE CHAIRMAN TO OBTAIN ALL INFORMATION REGARDING TERMS AND CONDITIONS. MOU will be signed by by the Organizing Secretary or Organizing Chairperson, IADVL President and/or Secretary of that time. This is mandatory of that particular year when the contract is signed.

6. It is essential for the IADVL to know these rules, regulations and guidelines before bidding for the conference before bidding as stated above. IADVL shall not be bear any liability arising out of inadequate information by the bidding committee chairman.
7. It is also vital to know the proposed financial commitment of IADVL when IADVL undertakes the responsibility of holding such a conference.
8. Bidding chairperson will present a budget for the bid taking in to account all possible expenses such as stalls and reception in different congresses, website, brochures, momentos etc to the EC- the same shall be discussed in CCM/AGM.
9. IADVL may approve a budget depending on the financial position
10. AGM will approve the bid after deliberations.
11. The approval will be with respect to that particular bid only.
12. Any repetition of the bid in the event of failure to win the bid will be subject to approval by AGBM again. At the next AGBM, a detailed analysis will be submitted to AGBM by the bidding committee chairperson. Detailed accounts will be submitted for the money spent, and the same shall be audited by the IADVL auditor.
13. MOU will be signed by the Proposed Organizing Secretary or Organizing Chairperson, IADVL President and/or Secretary, IADVL president elect of that time.
14. All publications, websites, and notices of all kinds regarding the bidding process shall be submitted to EC for approval before sending them out to other societies/members.
15. IADVL shall not be bear any liability arising out of inadequate information by the bidding committee chairman
16. It is mandatory to get the approval of the Executive Committee, Central Council and General Body of IADVL for any financial commitment regarding such a conference.
17. There should be a clear understanding of the division of surplus of such a conference between the international body or organization and IADVL. All clauses 3-6 should be discussed fully and thoroughly before submitting the bidding papers to the

international society.

18. Requisite permission of the Foreign Affairs ministry and the Reserve Bank of India should be obtained before a final decision is taken by IADVL.
19. All legal formalities should be studied and adhered to before holding such a conference. Expert Legal and financial opinion should be taken if necessary.
20. In addition to National level bidding committee, there should be a local organizing committee (for publishing, website, momentos) and an international ambassadorial committee (for taking the campaign to different countries).
21. The bidding committee chairman shall be a person with international contacts who is willing to travel to different congresses at his/her expense. NO assistance will be sought from IADVL funds for this purpose.
22. If the approved budget is inadequate, the bid committee may raise from other sources such as govt, pharma etc. All such information, MOU if signed with the company will be informed to IADVL EC.
23. The bid committee may use a state branch/city branch account for this purpose.
24. Event manager may be hired but the MOU should be approved by the EC.
25. All matters will be in consultation and approval by EC.
26. Detailed Accounts including money spent under different heads such as printing, website, posting, momentos, stalls, receptions, will be submitted periodically: once in three months, during the next CCM and AGBM after completion of the bid after complete auditing.
27. All events such as holding receptions, or any other social events/ gifts/participation in congresses shall be with prior approval and active participation of EC.
28. Due dignity of the President of IADVL must be maintained in all important events of bidding/any international conference organized in India by IADVL.
29. There should be an Local organizing committee and a scientific

committee of the international conference, endorsed by the Executive Committee, Central Council and General Body. It should include the IADVL President of the conference year, the IADVL President who bids for the conference and the IADVL President who signs the contract.

30. All finances of international congresses are subject to same SOPs as applicable for Dermacon. Audited accounts of the conference by the auditors of the local organizing committee and checked by auditors of the IADVL should be submitted at the earliest, with in six months by the next DERMACON/CCM which ever is earlier .
31. All the expenditure incurred by the IADVL for an international conference has to be returned with interest
32. All rules regarding transparency and accountability applicable to dermacon will also apply to bidding and organization of International congress.

ANNEXURE VII: IADVL-GSK postgraduate quiz

All state CUTICONs will conduct Quiz under the supervision of Central body with the help of National coordinator, under the IADVL-GSK banner. 19 (apprx) teams will be selected from CUTICONs as per the existing system for participation in national level Quiz. **Screening test will be held on the CME day or 1st day of conference, which will be announced well in advance. This will be a written MCQ type Each participant will be paid 15000/ by IADVL towards the expenses. The top 4 teams will be selected for finals on subsequent days** Quiz master for DERMACON will be selected by National executive: Travel and accommodation of quizmaster will be provided for 4 days at DERMACON by local organizers who will be paid a lumpsum money of 25000/ for this purpose. However mementoes and certificates will be provided by GSK.

ANNEXURE VIII: GUIDELINES FOR ZONAL CONFERENCES

All IADVL zonal conferences will be called as DERMAZONE, followed by the name of the zone, e.g. DERMAZONE-EAST-2013, DERMAZONE-SOUTH-2014, etc. “13thor 14th Zonal Conference of IADVL” will be mentioned in the next line.

1. ZONES

East: Bihar, Chattisgarh, Jharkhand, Manipur, Northeast states, Orissa and West Bengal

West: Gujarat, Madhya Pradesh, Maharashtra and Rajasthan

North: Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, and Punjab

South: Andhra Pradesh, Karnataka, Kerala, Pondicherry and Tamil Nadu

2. CONFERENCE

- (a) Zonal states should be arranged in alphabetic order.
- (b) Dermazone: A central overseeing committee would be formed for dermazone comprising of all presidents, president elects and secretaries of the states in the zone. One vice president would be appointed to the committee as central observer. This committee would oversee the organization of the event. Similar rules as applicable to dermacon would apply with respect to IADVL share. The surplus income shall be divided between the organizing state and the IADVL equally.
- (c) The audited account should be submitted to the IADVL within 6 months at next agbm/ccm.

ANNEXURE IX: PROFORMA FOR APPLICATION FOR BEST BRANCH AWARD

(1st January to 31st December)

Instructions

1. This should be filled by the State Secretary in full, with the signature, date, and office stamp of the branch.
2. Attach proofs as and where required.
3. In case more space is required, attach a separate paper and mention the item number.
4. This duly completed form must reach the office of the Honorary General Secretary by 15th January.

Criteria: Marks

1. Membership: 15

- (a) Strength of the branch on 31st December
- (b) Number of new members enrolled during the year
- (c) Number of the members deleted during the year
- (d) Percentage of increase of membership during the year

2. Payment of CFC: 10

- (a) Number of members for whom CFC is paid by 31st March
- (b) Dates of payments of CFC to the IADVL

3. Academic activities: 20

(Scientific activities: CME, etc. under the banner of the branch)
Attach proof and give detailed information

Topics/Speakers Place Time/Date No. of Participants

- (a)
- (b)
- (c)

4. Social/cultural activities for the members (attach proof): 10

Nature of activity Place Time/Date No. of Participants

- (a)
- (b)
- (c)

**5. Community Service Projects (give details and attach proof)
(e.g. Leprosy Eradication Program, STD Control Program,
diagnostic camps, health education to the public, etc.): 15**

Nature of Programs Place Time/Date

- (a)
- (b)
- (c)

ANNEXURE X- DETAILS OF IMPORTANT FINANCIAL TRANSECTIONS

RECEIPTS DURING DERMACON

Registration money from workshop –

Registration money from CME -

Registration money from main conference -

Registration money from accompanying person –

Sponsorship from stalls (give company wise details -MUST) –

Sponsorship for advertisement on web site –

Sponsorship for advertisement at venue -

Sponsorship from scientific sessions* -

Sponsorship for registration counter* -

Sponsorship for conference bag and kit*-

Sponsorship for abstract book*-

Sponsorship for advertisement in abstract book –

Sponsorship for mailing abstract book*-

Sponsorship for first information brochure *

Sponsorship for 2nd information brochure *

Sponsorship for news letter*-

Sponsorship for announcement booth*-

Sponsorship for cultural program*

Sponsorship from event manager managing hotel accommodation and sight seeing (if other incentives are provided in lieu of cash, pl give details)*-

*If pharma is directly taking the responsibility for these events, mention sponsored by --- (give name of the pharma)

- Other income with details

EXPENDITURE ON COFERENCE**Expenses for meals**

No of lunches and their expenditure

No of dinners and their expenditure

Total expenses –

Expenses for venue hiring -

Expenses for infrastructure development (give name of event manager)-

Expenses for hiring event manager for conference (mention specific nature of job for hiring)

Expenses on Audio –visual aid -

Expenses for printing

First announcement

Final announcement

Abstract book

Others

Expenses for website -

Expenses for bringing out CD -

Expenses for delegate bag and kit -

Expenses for meetings -

Venue inspection committee

Central scientific committee meet

Local organization meet

Expenses for meeting travel expenses of -

Guest speaker

Organizing committee

National executive

Expenses for making presentation for bidding -

Expenses on cultural program -

Other expenditure with details -

Give account no of bank account operated for the conference

Attach photocopy of all financial transactions after the conference and closing balance of passbook

Any dispute arising out of the functioning of Indian Association of Dermatologists, Venereologists and Leprologists shall be subject to the exclusive jurisdiction of the court which shall be having Territorial Jurisdiction to the seat of the Secretary IADVL at the relevant period.

DISCLAIMER

Any error, omission or commission, in the IADVL Constitution are not intentional or deliberate. Members are free to point them out and the same shall be corrected. No member of IADVL involved in creating this Constitution is liable for any direct, indirect, incidental, special, consequential or punitive damages arising out of the use of IADVL Constitution.

