

# **IADVL NATIONAL EXECUTIVE 2018**

**President**

Dr. M. Ramesh Bhat

### **President-Elect**

Dr. P. NarasimhaRao

**Immediate Past President**

Dr.YogeshMarfatia

**Hon. Secretary General**

Dr.UmashankarNagaraju

**Vice-Presidents**

Dr.MukeshGirdhar

Dr.JagdishSakhia

**Hon. Treasurer**

Dr. B. M. Shashikumar

**Joint Secretaries**

Dr. DineshkumarDevaraj

Dr.PrashantPalwade



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

****

**THE CONSTITUTION**

# RULES AND BYE-LAWS

IADVL

**Registered on 8th May, 1975, at Lucknow**

**under the Societies Registration Act (21 of 1860)**

**Incorporated upto 2018**

**Constitution of the Indian Association of Dermatologists, Venereologists and Leprologists**

**Dr UmashankarNagaraju**  
Honorary Secretary General  
Indian Association of Dermatologists,

Venereologists&Leprologists,  
IADVL National Headquarters  
314,315,3rd Floor,Sector 14

KM Trade Tower,Kaushambi,Ghaziabad

Uttar Pradesh -201010

**© Indian Association of Dermatologists, Venereologists and Leprologists**

All rights reserved

(Updated - August 2018)

Printed at

RAHUL ENTERPRISES, Bengaluru – 560 098

# **IADVL Constitution Committee 2018**

**CHAIRPERSON CONVENER**Dr. ArijitCoondooDr. Anuradha KakkanattBabu

**MEMBERS**

Dr. Ramesh Bhat M, President IADVL (Ex-officio)

Dr.UmashankarNagaraju, Hon. Secretary General (Ex-officio)

Dr. MukeshGirdhar, Vice-President and EC Representative

Dr.JayadevBetkerur

Dr. Suresh Joshipura

Dr. Deepak Parikh

Dr. Suresh Talwar

Dr. KoushikLahiri

Dr. RashmiSarkar

Dr.ShyamantaBarua

# **CONTENTS**

**PREFACE** 1-2

**PRESIDENT’S MESSAGE** 3

**MESSAGE FROM THE HONORARY SECRETARY GENERAL, IADVL** 4

**IMPORTANT DATES** 5-6

**PART I: RULES AND REGULATIONS** 7-40

1. Name 7

2. Registered Office 7

3. Aims and Objectives 7-8

4. Membership 8-9

5. Classes of membership and eligibility 9-11

6. Register of Members 11

7. Resignation 11-12

8. Cessation of membership 12

9. Re-admission of a member 12-13

10. Privileges of members 13

11. Branches 13-17

12. Management of the Association 17-18

13 Vacancies in the Central Council 18

14. Chairperson of the meetings of the Central Council 18

15. Duties and Powers of the Central Council 18-19

16. Executive committee 19-21

17. Funds of the association 21-22

18. Bank Account 23

19. Expenditure 23-24

20. Investment 24

21. Association Year and Financial Year 24-25

22. Office-bearers of the Association 25

23. Duties, powers and tenure of office of the office

bearers 25-33

24. Conditions of eligibility for office bearers 33-36

25. Procedure for election of office bearers 36-40

**PART II: BYE-LAWS** 41-60

1. Standing Committees 41

2. Meetings 42-44

3. Business Order of the AGBM 44-45

4. Notice of any proposition or resolution to be

moved by the members at GB meetings 45-48

5. Quorum 48

6. Minutes 48

7. Changes in the Rules and Bye-laws 48-49

8. DERMACON 49-51

9. Bidding for DERMACON 51-55

10. Conference Venue Inspection and Protocol

Maintenance Committee 55-56

11. Financial Accounts 56-57

12. Invitees to the Conference 57-58

13. President and Secretary of the Conference 58

14. Program of the DERMACON 58-60

**PART III: APPENDICES** 61-62

**PARTIV:ANNEXURES**

**ANNEXURE I**: Online membership application system

(OMAS)63-67

**ANNEXURE II**: Model Rules and Bye-Laws for state and

local branches 67-73

**ANNEXURE III**: Guidelines for international conferences with

the association of IADVL 74-76

**ANNEXURE IV**: Guidelines for Zonal Conferences 77

**ANNEXURE V**: Rules for IADVL Training Fellowships 78-79

**ANNEXURE VI:** Standing Committees or Sub-committees 80-89

**ANNEXURE VII:** Guidelines for the organisation of

DERMACON 90-97

**ANNEXURE VIII:**Proforma for application for DERMACON 97-100

**ANNEXURE IX:** Rules for awards, medals, and prizes at

DERMACON 100-109

**ANNEXURE X:**Proforma of application and rules for Awards Session

Papers 110

**ANNEXURE XI:** Rules for oration at DERMACON 111-113

**ANNEXURE XII:** Suggested list of SIGs that may be established 114-116

**ANNEXURE XIII:** IADVL- Pharma Postgraduates’ Quiz 117-119

**ANNEXURE XIV:** IADVL Textbook Advisory Committee 119-121

**ANNEXURE XV:** IADVL e**-**groups Rules and Disclaimer 121-122

**ANNEXURE XVI:**Proforma for application for IADVL Best

Branch Award 123-124

**ANNEXURE XVII:** DVL Welfare Trust 125-127

**PART V:STANDARD OPERATIVE PROCEDURES (SOP) 127-213**

**Section I:** IADVL Finance 127-134

**Section II:** IADVL Elections 135-147

**Section III:** IADVL Academy 147-164

**Section IV**: IADVL Constitution 165-168

**Section V:** Discharge of duties by Honorary Secretary General 168-172

**Section VI:** IADVL e-groups 173-181

**Section VII:** Editor IJDVL & Editor IDOJ 182-184

**Section VIII:** DERMACON 185-213

# **PREFACE**

****

****

**Dr ArijitCoondooDr Anuradha K Babu**

The IADVL Constitution is the set of fundamental principles or established precedents according to which our association is governed. It is the supreme rule book of IADVL. 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 conversant with these rules. This book acts as a handy reference for this purpose.

However, unlike a Holy Book, the Constitution is dynamic as it is constantly catching up with the changing times and updating 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 ninth edition of the same. During 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 contemplate and decide on proposals of members which need changes in the provisions laid down in the Constitution. Such opinions are also given by the committee whenever the IADVL President and Executive Committee seek 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 Convener. It was our privilege to act as the Chairperson and Convener 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. Ramesh Bhat M, 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 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 Conveners, Dr. R G Valia (Chairperson 2011) Dr. Suresh Joshipura (Convener 2011 and Chairperson 2012 and 2013), Dr.AmeetValia (Convener, 2012), Dr.KoushikLahiri (Convener 2013). Dr.ArijitCoondoo and Dr. Rajeev Sharma (Chairperson & Convener 2014-15), Dr.SureshTalwar and Dr. Rajesh Verma ( Chairperson and Convener 2016), Dr. Deepak Parikh and Dr Raghunatha Reddy (Chairperson and Convener, 2017) and Dr, JayadevBetkerur (Chairperson, January to June 2018)

We would also like to express our gratitude to the President IADVL, Dr. Ramesh Bhat M, who took special interest in its preparation andDr. N Umashankar, Hon. Secretary General, IADVL, and all the Constitution committee members of 2018 as well as of the previous years for their inputs, cooperation and help in preparing this august document.

The task of preparing this rule book was carried out extremely meticulously as we understand that mistakes made, if any, might be unpardonable. 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.

**Dr ARIJIT COONDOO (LM/WB/2364) Dr ANURADHA K BABU (LM/K/4853) Chairperson Convener**

**IADVL Constitution Committee**

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

**-Abraham Lincoln**

# **MESSAGE FROM THE PRESIDENT**

****

I consider it as my privilege to write this message for the updated constitution, the holy book of our association. The  IADVL, as an association,has grown by leaps and bounds over the years. This success can be attributed to our predecessors who worked under the framework and executed the guidelines of the Constitution efficiently and effectively. The IADVL Constitution is our inspiration.

As the President of IADVL, I sincerely thank the efforts of the Chairman, Dr JayadevBetkerur in the first half of 2018 and Dr ArijitCoondoo in the latter half of 2018, Convener Dr Anuradha K Babu for their relentless efforts in updating the constituiton. I sincerely thank all the members of the committee for their contribution. Our sincere thanks to Sri Sridhar Potharaju, Legal Retainer for his legal views.

Let the updated constitution be our catalyst in the progress of our beloved IADVL.

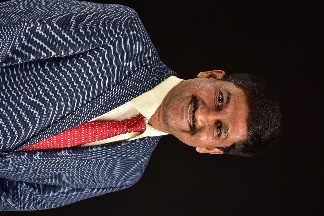
Long Live IADVL. 

**Dr Ramesh Bhat M**

**LM/KN/2051**

**President,IADVL**

**MESSAGE FROM THE HONORARY SECRETARY GENERALIADVL**



Dear Members,

I am indeed pleased to send greetings as Honorary Secretary General on the occasion of release of the revised constitution of IADVL with amendments in a printed version which is released once in four years. It is ahistoric achievement and an important milestone in IADVL to adopt the amended constitution which assists each member to refer time and again. It is the first step to ensure that the IADVL functions in a transparent manner.

I must immensely thank Dr.ArijitCoondoo, Chairperson and Dr Anuradha K Babu, Convener, Constitution Committee, IADVL and all its members for their wisdom, determination and hard work shown in completing this herculean task on time. Special appreciation to Dr.JayadevBetkerur for playing the key-role as immediate Past Chairperson of the Constitution Committee, IADVL for his valuable contribution.

This constitution will make the work of future office bearers easier and will also help each IADVL member understand the guidelines in the Constitution better. Another significance of this constitution is that it has been thoroughly been screened by a legal and language experts.

Long live IADVL

**Dr. UmashankarNagaraju**

**LM/KN/3455**

**Hon.Secretary General,IADVL**

**IMPORTANT DATES**

1. The first week of April announcement of IADVL-AAD The first Fellowship
2. 15th April

Last date for invitation of nominations for election to postsof office bearers by the Honorary Secretary General

1. 15th June

Last date for filing nominations.

1. 30th June

Last date for sending brochure by the Organizing

Secretary of ensuing DERMACON to all IADVL members

1. 15th July

Last date for withdrawal of nominations.

1. 16th July

Scrutiny of nomination papers by the Honorary Secretary General

1. 31st July
   1. Last date for submission of abstracts for orations and award papers for the ensuing DERMACON.
   2. Last date for the bidding of the DERMACON to be held two

and half years later, i.e. for DERMACON 2022, the last date for bidding will be 31st July 2019 (AGBM 2020).

* 1. Cut-off date for electoral roll
  2. The Honorary Secretary General will send the list of valid voters to all candidates and the election officer on this date

1. 31st August
   1. Last date for closure of registration at e-voting portal for enlistment as voter for ensuing election
   2. The last date for early registration at DERMACON without a late registration charge.
2. 1st October.

Opening of e-voting

1. 31st October

Last date for submission of audited accounts by DERMACON

organizing committee office bearers to the national executive

1. 15th November

E-voting closes

1. FirstSunday after 15th November

Counting of votes by the Election Officer

1. Eighthday after counting

The election results should be communicated to the President,

Honorary SecretaryGeneral, office bearers (including the branch secretaries) and all the candidates (including the unsuccessful ones) on or before this date.

1. 30th November

Last date for filing nominations for vacant posts/venues

1. 10th December

Last date for Returning Officer to declare final list after verification

# **IMPORTANT DAYS IN IADVL CALENDAR**

IADVL Day: January 28th

ANTI- Leprosy Day: January 30th

IADVL Vitiligo DAY: June 25th

SwacchTwacha Diwas: October 2nd

Psoriasis Day:October 29th

HIV Day : December 1st

# **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 co-ordinate 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. Three 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 at least 2 weeks before DERMACON.

(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 (wherever 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 benefits 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 Diplomate 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.

IADVL Communications: AGBM recognizes the right of members to receive IADVL information and authorizes and directs the EC to send such sms messages as necessary about various IADVL activities and sign such contracts as necessary.

Procedure for seeking information from IADVL EC:

Member will write directly to specific email ids decided by EC seeking specific information. EC should start web-based emails for each position by name.

Ex. [president@iadvl.com](mailto:president@iadvl.com)

secretary@iadvl.com

**5. CLASSES OF MEMBERSHIP AND ELIGIBILITY**

**(a) Life Member (LM)**

* 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. The person seeking membership will have to apply online at [www.iadvl.org](http://www.iadvl.org/) and choose the state in which he or she mainly practises (maximum number of days in a week) orwhere he or she is employed, to fulfill the eligibility for affiliation to the concerned State Branch. The documents to determine the eligibility for registration for a State Branch shall be Clinic Registration with local authorities/Utility bills of the Clinic/any other Statutory documents and in case of employees the certificate by the Employer Hospital/Institute. The States for the purpose of this provision shall be the States as per the Constitution of India. After approval from respective state branch secretary and national secretary, applicant should do online transfer of money. On approval a member will receive soft copy of membership certificate and IADVL
* Constitution by the Honorary Secretary General. 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 of the speciality can be made provisional life members. They will present to the Honorary Secretary General a letter stating the date of their joining the postgraduate course and the date of its due completion from the Head of the speciality department where they are studying and a letter of recommendation from two IADVL Life members along with the application for membership. They have to send their qualification certificate within 5 years of their registration for the postgraduate course (or 7 years for states where a 3-year lock-in period and 1 year handling period after postgraduation are mandatory) to the Honorary SecretaryGeneral 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. 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). If the PLM wishes to apply as delegate for DERMACON he/she will need permission from the Head of Department or State Branch Secretary,or, else he/she will be considered as a non-member.

**(c) Associate Life Member(ALM)**

Associate Life Membership can be awarded to doctors & otherspecialists working in the field of dermatology, venereology and leprology (e.g. dermatopathologists, academicians, researchers and genetic scientists). They will not have any voting rights and cannot hold any IADVL post.Associate Life Member needs to apply with a letter of recommendation from two IADVL Life members.

A membership committee of three secretaries will scrutinize the applications.

**(d) International Life Member (ILM)**

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 countriesand a letter of recommendation from two IADVL Life members, together with a fee of US$ 500, to the Honorary SecretaryGeneral.

**(e)Honorary Members**

The IADVL can honour 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 thirds 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 Secretary General 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 letter in writing to the Honorary Secretary General 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 deemssuitable 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.

(c) If a person is removed from the membership of the Association under Rule 8(b), the same shall be communicated to him/her, by the Honorary SecretaryGeneral 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 / or (b) may apply for re-admission after expiry of 5 years from the date of such action 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 and also by email. If readmitted he/she will have to pay the prevailing membership fee. New LM Number shall be given to members who are readmitted after termination of membership.

**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, AM, 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 SecretaryGeneral 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

beformed in various areas of India, if they are not already in place

subject to the following rules:

**State branches**

(i) 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 have not become life members, should send their application forms through the Convener of the proposed branch to the Honorary SecretaryGeneral with the membership fees. The Honorary Secretary General 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 SecretaryGeneral.

**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 the 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 Rules and Bye-Laws as interpreted and decided by the Central Council. The 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 regions, 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 the scientific activities under the name IADVL 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 the 10thDecember to the Honorary Secretary General 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.

The branches shall regularly submit to the Honorary Secretary General 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, eg. “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. There shall not be more than one chapter in one city, unless approved by the state constitution. If there are more, the second one should merge with the first one and the first one’s name retained.

**(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 enrol 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 Secretary General 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. If one of them cannot attend, then another AFDG CC MEMBER can be nominated in that person’s place. 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) One AFDG member shall be part of the Central Supervisory Committee of DERMACON and MIDDERMACON

(v) AFDG members may be given a full refund of the DERMACON registration/delegate fee if cancellation is due to the exigencies of military service. They can avail spot registration at the early bird rate.

**(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 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 Secretary General 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, consisting of the following members:

(a) President

(b) President Elect

(c) Immediate past president

(d) Vice-Presidents

(e) Honorary Secretary General

(f) Honorary Treasurer

(g) Joint Secretaries

(h) Honorary Secretary General Elect

(i)Honorary Treasurer Elect

(j)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. All the IADVL members who wish to become members of the Central Council should compulsorily have a working email ID

(k) All the Past Presidents (past 15 years), all the past Honorary Secretary Generals and all the past Honorary Treasurers

(l) The Editor of the Indian Journal of Dermatology, Venereology and Leprology and of Indian Dermatology Online Journal.

(m) The Chairperson and Convener of the IADVL Academy of Dermatology

(n) The Presidents and Honorary Secretaries of all state branches

(o) A few expert members may be co-opted 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 OFTHE MEETINGS OFTHE CENTRAL COUNCIL**

The President, or in his/her absence one of the Vice-Presidents in the order of seniority, shall preside at the 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. These rules will need to be rectified by GBM. 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 as 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 Secretary General, Honorary Treasurer, Joint Secretaries, Secretary General Elect, Treasurer Elect. It is the 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.

(xii) Manage IADVL Facebook page for dissemination of IADVL

News app

(b) The President shall have the authority to call two meetings of the Executive Committee in a year 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 MIDERMAMEET.

The Executive Committee shall meet the branch Presidents and Secretaries twice during the year, during CC MIDERMAMEET 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**

1. 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 IADVL, 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 amount will be kept in a bank as 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 HonorarySecretaryGeneral.

(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) will be distributed to Host branch 30%, IJDVL 15% and IADVL Academy 20%. This rule will be reviewed every three years. GST and All relevant government taxes have to be paid by DERMACON organizers before submission of audited accounts for DERMACON.

(vii) Surplus accruing from all zonal conferences: 50% of the surplus given to the IADVL (Annexure IV).

(viii) The savings from any International Conference, including the regional one like an Asian or SAARC conference, if hosted by any branch, state or local, or any group of members of IADVL. The host branch organizing the conference shall get 20% of the share of the surplus.

(ix) Royalty from the textbooks and other academic materials published by 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 amount 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 AAATI3796 and its TIN number (for deduction of tax at source) is AGRI-10229Cand GST is AAAT13796FD001. 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. The Income Tax Return of IADVL shall be submitted at its headquarter city.)

1. 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 favour 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. BANK ACCOUNT**

(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 Secretary General 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 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 withdrawal from the fixed deposits without the express permission of the Central Council.

**19. EXPENDITURE**

(a) As per the budgetary allocation, the Honorary Treasurer and

Honorary Secretary General, 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 Secretary General, Honorary Treasurer and Chairperson, Central Finance Committee shall allocate money during any emergency situation. The President,Honorary Secretary General and Honorary Treasurer will be reimbursed upto 75% of their telephone and mobile bills as office expenses upto a limit of Rs. 5000 per month. The President, Honorary Secretary General and Honorary Treasurer will be entitled to reimbursement oftravel expenses for Association activities.

(b) (i) The properties, 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 Secretary General shall execute the document of transfer.

**20. INVESTMENT**

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

**21. ASSOCIATION YEAR AND FINANCIAL YEAR**

The financial year of the Association shall be from 1st April of a year to the31st March of the next year. The Honorary Treasurer will circulate an audited account of income and expenditure and liabilities oftheprevious year in the first circular/newsletter issued by the centre.

At the time of the AGBM, an unaudited account for the remaining

periodwill be circulated for the perusal of members.

The Association year will be from 1st April to 31st March of the next

year for administrative purposes. However, the President,

Honorary SecretaryGeneral, and other members of the

Executive Committee will start working from the day they

assumecharge.

**22. 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 of membership will be considered for determining the seniority of the Vice-President

(v) One Honorary Secretary General

(vi) One Honorary Treasurer

(vii) Two Joint Secretaries

(viii) Hon. Secretary General elect

(viiii) Hon. Treasurer-elect

1. The General Body - 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 Secretary General

(iv) One Honorary Treasurer

(v) Two Joint Secretaries

(vi)One Honorary Secretary General Elect

(vii) One Honorary Treasurer Elect

**23. DUTIES, POWERS AND TENURE OF OFFICE OF THE OFFICE BEARERS**

**AND EDITOR, IADVL**

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

**(A) THE PRESIDENT**

(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 office.

(iii) Shall deliver the Presidential address after the inauguration of the conference held for the year of his/her term of office.This is mainly to highlight what IADVL is doing for its members and to appraise the roadmap of the new EC.

(iv) Shall guide and control the activities of the Association along with the Honorary Secretary General 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 SecretaryGeneral.

(Xii) Shall liaise with the Headquarters at Delhiand Supervise the functioning of the Delhioffice.

(XIII) Shall try to arrange maximum possible IADVL meets at Delhi HQ.

**(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/ her election as President-Elect.

(ii) Shall help in expanding 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.

(iii) Shall be a member of the Venue Inspection Committee for DERMACON to be held 2 years later.

(iv) Shall be a member of the Selection Committee to select Chairperson and members of the IADVL Academy whenever required

(v) Shall be actively involved in EC, CC and GBMs.

(vi) Shall be a member of the Central Supervisory committee and take active part along with the President. Will be involved in the process pf selection for K C Kandhari award, J C Shroff award and Ratan Singh award.

**(C) IMMEDIATE PAST PRESIDENT**

(i) Shall help the President, the Executive Committee and the association with the experience obtained during his/her tenure as a president.

(ii) Shall be a member of the Executive Committee and Central Council with full voting rights.

(iii) Shall be a member of the inspection committee for the venue of DERMACON.

(iv) Shall be the co-ordinator for the next DERMACON and guide the organizers in implementing the rules and regulations for its organization. As co-ordinator it will be his/her 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/she 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.

(v) Shall in the case of doubtful points in the Rules and Byelaw interpret the same with four other members of the Executive Committee consisting of the President, President Elect and the two Vice-Presidents of office bearers or any dispute among the members of the Association.

(vi) Shall be a member of the committee to discuss any proposition with possible financial implications sent by the Honorary Secretary General 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 Supervisory Committee.

(vii) 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.

(viii) Shall be one of the judges of the KC Kandhari, JC Shroff and Ratan Singh awards and other awards.

**(D) THE VICE-PRESIDENTS**

(i) 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.

(ii) Shall be actively involved with the activities of state or local

branchesallocated by the President.

(iii) Shall attend the organizational and scientific meetings, and send an annual report for publication in the IADVL NEWS published at thetime of DERMACON.

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

**(E) THE HONORARY SECRETARY GENERAL**

(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. However, if any 2 of the above are not available permission of the President may be taken to authorize one of the Joint Secretaries or one of the Vice-Presidents to be authorized as signatory for a specific period and the bank may be informed accordingly

(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 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 well 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.

**(F) THE JOINT SECRETARIES**

(i) Shall assist the Honorary SecretaryGeneral or the President, whenever necessary.

(ii) One of the Joint General Secretaries in the order of seniority shall act for the HonorarySecretary General in his her absence, and under such circumstances, the duties and powers of the Honorary Secretary General 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 the 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.

**(G) THE HONORARY TREASURER**

(i) Shall receive all amounts of money paid to 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 SecretaryGeneral a quarterly updated list of the valid members of the Association taking into considerationthe 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/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/she shall 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 Secretary General 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 Secretary General and refer the order back to him with his remarks. In the event of disagreement between the Honorary Secretary Generaland 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.

**(H) EDITOR OF THE INDIAN JOURNAL OF DERMATOLOGY, VENEREOLOGY AND LEPROLOGY (IJDVL) and INDIAN DERMATOLOGY ONLINE JOURNAL (KIDOJ)**

(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 three 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 Secretary Generalwill 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 IADVL website. He or she shall work along with the Editor as an Editor-Elect for one 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 the Chairperson of the Journal Committee and a member of the Central Supervisory 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 editing, 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.

(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 SecretaryGeneral every year to be included in the audited accounts and Honorary Secretary General’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.

**(I) 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 SecretaryGeneral 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.

(I) The IADVL will have the posts of Honorary Secretary General-Elect and Honorary Treasurer-Elect who will be elected in the elections held during the First year of Current Secretary General’s and Treasurer’s term. They will be in the EC and **function as observers** for one year preceding their office.

**24. CONDITIONS OF ELIGIBILITY FOR OFFICE BEARERS**

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 till such time the CC and EC make alternative arrangements for fresh elections.

The post of the President is very vital and hence it is important to ascertain the views of candidates for the post of “President-Elect”. They should be provided five minutes each to address the CCM. HOWEVER, THE CANDIDATES WILL ATTEND THE CCM AT THEIR OWN EXPENSE

The next EC is formed from among the contestants for various posts. Hence it will be very useful if they attend CCM. They should be invited as observers (unless participating as per the constitution). However, they have to pay for their travel and stay.

Application of the candidate should be accompanied by a declaration regardingconflict of Interest for any post, if he/she is associated with any pharmaceutical company/instrument supplier/dealer/ or cosmetic company or chain of clinics owned by non-dermatologists

Any objection by either a member or a candidate, either about the election process or eligibility of candidate(s) to contest should be raised before 1st August of the election year having regard to the Time Table for IADVL Elections in Annexure XVIII. No objections will be entertained after this date as to the candidature of any candidate.

A member who has become IADVL National President cannot contest again for any post at any level in IADVL.

Any member proposing to contest for any post of IADVL executive should be a permanent resident of India for the last five years with exemption to those institutional employees who go on deputation or fellowship for not more than two years.

**(a) President-Elect**

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

(ii) Should have a minimum experience of fifteen years in the specialty of dermatology, venereology, and/or leprology, after having taken his or her postgraduate degreequalification in the specialty.

(iii) Should be exclusively engaged in the practice, teaching and/

orresearch of these specialties of dermatology, venereology and/orleprology.

(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 Secretary General or

Honorary Treasurer or at the branch/ combined branches level

as President. Should have completed tenure at the time of

filing nomination.

**(b) Vice-President**

(i) Should be a member of the Association in good standing for the previous seven years during which period he/she must have had no outstanding dues to the Association.

(ii) Should have a minimum experience of ten 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 Secretary General, Honorary Treasurer or Joint Secretary or at the branch/combined branches level as President or Honorary Secretary General or a Central Council Member from the branch for a minimum period of five terms either continuous or with breaks.

**(c) Honorary Secretary General and Honorary Treasurer**

(i) Should be member of the Association in good standing for the previous five years during which period he/she must have had no outstanding dues to the Association.

(ii) Should have a minimum experience of ten 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 specialities of dermatology, venereology and/or leprology.

(v) The Secretary General and the Honorary Treasurer must be proposed jointly from the same zone (as defined in Annexure IV).

(vi)For Secretary General: Must have been actively involved in the affairs of the Association in an official capacity either at the central level as joint secretary/vice-president/treasurer or in the branch/combined branch level as Secretary/Vice-President/President or a Central Council member from the branch for a minimum period of two years either continuous or with breaks.

(vii)For Treasurer: He/she should have been a Jt. Secretary, Secretary, Treasurer, Vice-President or President at the state level of Joint Secretary at the national level.

IF THERE ARE NO CANDIDATES BY THE 15TH JUNE, THE DATE CAN BE EXTENDED BY ONE WEEK.

If there are no candidates who fulfil such criteria FOR ANY POST then fresh candidate will be selected by election on the floor of GBM.

**(d) Joint Secretary**

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

(ii) Should have a minimum experience of five 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 two years either continuously or with a break.

**25.PROCEDURE FOR ELECTION OF OFFICE BEARERS**

(a)The election for the various offices shall be held annually. However, since the tenures of the Honorary Secretary Generaland the Honorary Treasurer are for two years, election to these posts shall be held every alternate year.

(b) The Electoral Roll shall 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 Secretary General by the 31st July 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 SecretaryGeneral shall invite in the April issue of IADVL NEWS, nominations for the elections for the following :

Office of President-Elect (every year)

Two Vice-Presidents (every year)

Honorary Secretary General-Elect and Honorary Treasurer-Elect (alternate year)

Two Honorary Joint Secretaries (every year)

Bids for DERMACON (every year)

Bids for MIDDERMACON (every year)

with the instructions that the nominations should be received at his/her office on or before the 15th June of the year and a copy sent to the Election Officer. Nominations received after that date shall be declared invalid.

(e) The Honorary SecretaryGeneral Elect and Honorary Treasurer Elect 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 conform to the requirements laid down under Rule 24. They should provide a letter from their respective state secretaries confirming their position held at the state level.

(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 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 shall be the 15th July. This shall be indicated in the information sent by the Honorary Secretary Generalto the nominated member. Non-receipt of a letter of withdrawal from the candidate by the Honorary SecretaryGeneral shall be considered as acceptance of the nomination by the member.

(k)The member contesting for various posts of IADVL Executive have to pay fees as indicated below at the time of filing their nomination:

* President-Elect - Rs.25,000
* Vice-President - Rs.15,000
* Hon. Secretary General Elect and Treasurer-Elect-Rs.25,000 combined

Joint Secretary - Rs.7,500.

Of this fee, 50% shall be refunded if the nomination is withdrawn before the last date for withdrawal of nominations

(l) The Honorary Secretary General shall send a list of nominated

members to the Election Officer and subsequently, after scrutiny, the list of valid candidates by the 15th September. The Hon. Secretary General shall inform all eligible candidates by e-mail and SMS.

(m) In case more than one candidate is found nominated for the

President-Elect’s post, more than one candidate for the Honorary SecretaryGeneral-Electand the Honorary Treasurer-Elect, and more than two niminations each for the posts of Vice-Presidents and Joint General Secretaries, a secret postal ballot shall be undertaken to elect the office bearers concerned.

(n)E- Voting for IADVL ELECTION

* The members will have to vote through the IADVL website. No ballot paper will be sent to any Life member eligible to vote..

(o) Individual members cannot use IADVL central or branch organs like e-groups, web forums etc., for canvassing. They shall not seek endorsement by state or zonal branches.

(p) 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 shall be disqualified for that election and also debarred from contesting the election for the next two years.

(q) If any information in the bio-data of a contestant printed is proved to be false, then that candidate’s election will be declared null and void. In that event, the candidate who had secured the next highest number of votes shall be declared elected.

In case there is no contestant for apost/venue, the EC will announce a fresh election process during the Central Council Meetingfor all vacant posts/venues, with 30thNovember being thelast date for filing nominations and the Returning Officer declaring,after verification,the final list by 10th December. If there is more than one application for any post/venue, then election by secret ballot paper will be arranged during DERMACON on the CME day from 11am to 2pmand followed by counting. All eligible voters will be invited to cast their vote after verification of their membership and photo identity proof by the Returning Officer. Theentireelection process will be supervised by the Election Officer.

(r) The official declaration of the election results shall be made by the Election Officer at DERMACON during the closing year’s AGBM. The number of votes polled by various contestants shall be announced and subsequently published in IJDVL and IADVL NEWS. Prior to that, the election result shall be conveyed to the President, Honorary Secretary General,office bearers (including the branch secretaries) and all the candidates (including the unsuccessful ones) on or before the eighth day after counting. It should be conveyed to the various state branch secretaries and the editors of IJDVL and IDOJ. In case of a tie the result would be decided by the casting vote of the President.

(s) 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.

(t) 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 Past Presidents previous to the Immediate Past President will constitute the Arbitration Committee. Its verdict shall be final and binding on all parties.

(u) Timetable for IADVL election:

Invitation by the Honorary Secretary General for applications for various posts for which election will be held : **15th April.**

Last date for filing nominations along with fee : **15thJune**

Last date for bidding for DERMACON/MID DERMACON: **15thJune**

Last date for withdrawal of nominations / bids   :**15thJuly**

Announcement of valid candidates / bids   :**16thJuly**

Cut-off date for electoral roll : **31stJuly**

Last date for registration for e-voting:**31stAugust**

Opening of e-voting:**1stOctober**

Closure of e-voting: **Midnight of 15th November**

Counting of e-votes:**FirstSunday after the close of voting**

Filing of objections, if any, to Election Officer:**Within one week post-counting.**

Declaration of results on e-groups and website:**8thday post- counting.**

**Model code of conduct in Elections:**

Any candidate breaking the code of conduct shall be subject to punishment as stated below:

The matter will be referred to the election officer; this may be done either by the Returning Officer or by a candidate directly.

The Election Officer may take any of the under mentioned actions if the complaint is found to be valid, and after giving adequate opportunity to the candidate to explain:

Issue private warning letter if it is the first offence, and in the opinion of election officer, a minor offence.

Issue a public warning (announcements in e groups) for the second offence, or, if it is a major offence.

Disqualify the candidate for the third offence or a second major offence.

This procedure shall be completed within a period of ten days.

The disqualified candidate will have the right to appeal to an Arbitration Committee against the decision of the Election Officer, which shall be constituted by the president as per the provision of the constitution; the committee shall give its decision within one week and that decision shall be final binding. The candidate or any member on his behalf cannot raise the issue with general members in any of the e-groups and should raise this issue or any issue of dispute only through the ElectionOfficer.

# **PART II: BYE-LAWS**

**1. STANDING COMMITTEES**

1. The President shall appoint and form various committees in consultation with the Immediate past President and President elect and get it approved in the closing AGBM during DERMACON
2. All committees shall have the power to appoint their own Chairperson and Secretary (Convener). They shall function in coordination and guidance of the EC and report to the CCM.
3. Each committee shall have the power to appoint a subcommittee or subcommittees for the purpose of fulfilment of any of its functions or duties when necessary.
4. Each committee or subcommittee can take the help of persons specially qualified or experienced in any of the subjects referred to.
5. Each committee or subcommittee shall submit a report to the Central Council through the Hon. Secretary General, every 4 months.
6. 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.
7. The Central Council shall consider the reports of the working of various committees and shall submit them to the General Body with its recommendations.
8. The President and Hon. Secretary General shall be ex-officio members of all such committees.
9. The General Body can continue, discontinue, change or reappoint members of various committees at the end of the IADVL year.
10. 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)** All business meetings of IADVL (eg. EC MID-DERMAMEET, CC MID-DERMAMEET, IADVL Academy meeting or any committee meetingshall be held at IADVL Headquarters at New Delhi.However, meetings of IJDVLshall be held in smaller cities and as decided by IJDVL Editor-in-Chief.

**(B) Central Council Meetings**

(i) Central Council meetings shall be held during DERMACON and also in August every year (CC MID-DERMA MEET). The CC MID-DERMAMEET will be held annually in the 2nd, 3rd or 4th week of August. It will not be held simultaneously with MID-DERMACON at the same venue and same dates

(ii) The number of members for CC MID-DERMA MEET from each branch shall be five Central Council members for the first 100 members. For each additional 100 members, there shall be one Central Council member. For CC MID-DERMA MEET the number of members in the Central Council shall be as per the branch member strength on the 31st March of the year. The Chairperson and Secretary of the AFDG (or another AFDG CC member if one of them cannot attend).will be invited to the CC MID-DERMAMEET

(iii) For CC MID-DERMA MEET, the IADVL shall sponsor the Executive Committee members i.e. the President, President Elect, Immediate Past President, Vice-Presidents, Hon. Secretary General, Joint Secretaries, Honorary Treasurer, Secretary and Treasurer-elect. Editor of IJDVL, and Chairperson of the IADVL Academy of Dermatology, Convener of the IADVL Academy of Dermatology, and the past Presidents of past 15 years, past Honorary Secretary generals and pastHonorary Treasurers, and 25% of the total strength of Central Council members from the state branches (should mandatorily include President-Elect of the state branch). The members shall be reimbursed for Economy class airfare. IADVL will also sponsor chairman and convener of following committees – Finance, Constitution, SOP, Awards, Academy, PMC and Media. In addition, President in consultation with the EC can invite any IADVL LM whose presence in CCM will be useful. Such invited members’ travel and stay will be reimbursed by IADVL National body. Chairpersons of other committees can be called to CC meeting at the cost of IADVL if their presence will help IADVL. Any financial commitment for the CC MID-DERMA MEET shall have to be cleared by the Finance Committee. The state branches shall 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 shall 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 shallbe other than office bearers.

(vi) The President may convene an emergency CCM giving a 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 sequential order unless otherwise determined at the meeting:

(a) To adopt the annual report of the Honorary SecretaryGeneralfor 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 subjects, 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 the report and adopt the proceedings of the first GBMfor 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 Secretary General shall be the ex-officio members in all these committees.

(c) Any other business, but not exceeding two matters, shallbe allowed by the presiding officer.

**(C) Annual General Body Meeting (AGBM)**

(i) The AGBM shall be held ordinarily in the month of January during the annual conference (DERMACON).

(ii) TheAGBM for the closing year shall be held on the CME day. During this AGBM, the election officer shall announce the results of the election. The newly elected office bearers shall officially take charge from that day.

(iii) The timing and duration of the inaugural function should be decided in consultation with the Organizing Committee Chairperson, Organizing Secretary, President, President Elect and Honorary Secretary General.

(iv) The first AGBM 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.

**(D) Extraordinary General Body Meeting**

The HonorarySecretary General, 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 shall start from 11am to 1pm and then from 2 pm to 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 OF THE COMMENCING 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 PROPOSITION OR RESOLUTION TO BE MOVED BY THEMEMBERS 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 Secretary General at least 8 weeks prior to the said meeting.

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

proposal to EC/CC/GBM members at least 3 weeks in advance.

All proposals would be announced on the official E groups, members’ area of website, 6 weeks before AGBM/CCM. Members would be invited to go over the proposals and submit their comments through email to the Secretary IN THE SPECIFIED FORM. Any member desirous of seeking to explain the point shall submit his request to the Secretary along with the comment. The last date of receipt of such comments shall be FOUR weeks before AGBM. During the AGBM, these members who have served notice to speak would be first given an opportunity to speak. Others from the floor would be allowed to speak at the discretion of the chair, only if there are opinions different from those already expressed. If there are differing points of view, up to a maximum of four members, generally two opposing and two supporting, shall be allowed to talk or present a point of view, provided they have an independent and different opinion. Members speaking to repeat the same point would not be permitted to speak. After the members speak, the proposal would be decided either by voice vote or show of hands as decided by the chair. The Honorary Secretary General shall circulate among the members of the Association copies of all the resolutions to be placed before the GBM. Any proposition with possible financial implications shall 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 shall be discussed only once during the closing year AGM and all policy-related proposals will be discussed only once a year during the CC MIDERMAMEET.

**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 the ECs view

How will it help IADVL? Brief introduction.

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

Give details 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 the EC may decide to refer if it thinks it is necessary. The dictation must be transparent and must avoid ambiguity.

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.

Members shall be asked to forward the proposal after the DERMACON

**4(b) METHOD OF HANDLING PROPOSAL**

Title of Proposal

Name/s of Proposer

Each proposal to be classified as

1. Administrative - to be discussed in EC and implemented

AFTER APPROVAL IN AGBM

(b) Any proposal beyond the term of current EC will need CC approval”

(c) Any proposal with financial implicationsexceeding five lakhs INR shall need CC approval

(d) Policy related – to be discussed in CC and if passed be implemented.

(e) Any proposal with financial implications exceeding ten lakhS INR shallneed GBM approval

(f) Constitution related – Needs to be discussed in AGM If there

is ambiguity or overlap, then the proposal will be discussed in CC first.

IADVL EC will have no right to reject any proposal. The 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. The Proposer can authorize any one of the members to represent him/her and discuss on his/her behalf. The Proposer must authorize and inform the Secretary in advance. If accepted with modification or rejected then he/she can ask for a discussion during the GBM.

**5. QUORUM**

(a) CCM: Seven members shall form the quorum, of whom at

least three shall be other than office bearers.

1. 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 meetingsshall 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**

1. The Central Council shall have the power to recommend to the General Body any changes in the rules of the Association. The amendments to 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.
2. 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 placing it directly before the AGBM for discussion, the Honorary Secretary Generalshall seek the opinion of the Constitution Committee.
3. The CC MID-DERMA MEET will not take any decision to initiate 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.
4. 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 Secretary General, in writing, signed by the proposer and duly seconded and supported by five other bonafide members.

**8. DERMACON**

(a) A National Conference, known as DERMACON, shall be organized every year. Its number, e.g. “36th National Conference of the IADVL”, shall be mentioned in the next line. It should be organized as DERMACON INTERNATIONAL once every four years in the year of the World Congress of Dermatology.

1. If feasible, it shall be held in January every year, preferably on the last Friday, Saturday and Sunday.
2. The venue should be decided by election process.
3. It’s total duration should not be more than 3 days for the conference. But CME can be held a day prior. Two or more parallel sessions of CME can be held one day prior to DERMACON, to be called as pre-conference CME. Sessions at the pre-conference CME may be called as ‘Symposium’, ‘Workshop’, ‘Master Class’, ‘Master Course’ ‘Focus Sessions’ etc.,
4. If any international conference is going to be hosted by the IADVL, the DERMACON shall be held along with it. But all business meetings and official functions of IADVL shall be held separately. However, the international conference can be clubbed with DERMACON (Eg. ICD with DERMACON 2013 at Delhi)

(b) All IADVL members of the Association, including PLM and International Life Members, are eligible to be delegates of DERMACON. Qualified dermatologists with recognized degree who are not IADVL members can register with a higher registration fee.

(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 Secretary General, Honorary Treasurer, and the Editor of IJDVL have a longer tenure, they will continue in their office for the year in which their tenure is continuous; the other newly elected office bearers shall assume charge of their office.

(d) The Immediate Past President shall be the co-ordinator for the next DERMACON and shall 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 at 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 dinner 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 presentations have to be written down by the organizers so that blank 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 Secretary General.

(j) IADVL shall get prominently located stall e.g., near the Main Hall or in the foyer. The stall will be minimum 2m X 2m.

(k) Special privileges for senior citizens (above 65 years age):

1. This category may be separately identified by giving registration slip of different colour and writing "*priority"* on top.
2. A helpline number may be provided so that they can contact a person on arrival at the venue.
3. In addition, their car may be allowed upto the main gate by providing a separate car pass.
4. Venue map showing the location of a ramp should be provided to them.

**9. BIDDING FOR DERMACON**

1. 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.
2. The state branch shall send the bid proposal to host DERMACON to the Honorary SecretaryGeneral of IADVL two and a half years before the proposed conference only after the above procedure.
3. The official bid for holding DERMACON shall be given to the Honorary Secretary General 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).
4. The bid for the DERMACON of a particular year should be sent to the Honorary Secretary General on 31st July of the year previous to the AGBM where the venue shall be announced after voting. e.g. if the bid is for DERMACON 2022 the decision will be announced at the closing year’s AGBM of DERMACON 2020 and the bid should reach the Honorary Secretary General on or before 31st July, 2019. Application for the DERMACON venue will be invited along with all other applications and will have same time line. If there is only one application for DERMACON, then the existing team of the President, President-Elect, PastPresident and Hon. Secretary General shall visit the venue and report to CCM which meets in August. If the venue is not found suitable for DERMACON then the CCM can discuss other options.
5. After a careful scrutiny of proposals for venue, all eligible venues shall be included in the ballot paper and the venue shall be selected by election process.
6. 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**

A Memorandum of Understanding (MoU) shall have to be signed by President and Branch Secretary of IADVL State Branch which is hosting the conference along with President/Chairperson of Organizing Committee, Organizing Secretary and Treasurer of the Conference. This undertaking shall be submitted to the Hon. Secretary General of IADVL, before the central team comes for inspection of the venue. The President/Chairperson of the organizing committee along with organizing secretary and treasurer shall be held responsible for all aspects of the conference and this rule is binding on them. It shall state:

1) Weshall open only one bank account in a Scheduled bank. This account should be opened after the resolution is passed regarding the same in organizing committee.

2) We shall send bank statement every month to IADVL treasurer and the Chairperson of finance committee.

3) We shall send to the National IADVL Treasurer and Chairperson

of Finance Committee copies of all the agreements that we enter into for the said conference within 10 days of signing the said contract.

Any conflict of interests in this regard shall be disclosed. The

event managers will preferably not be in any way related to any of

the organizers; if otherwise, the same shall be declared.

4) We shall abide by all the rules and regulation of IADVL constitution and SOPs related to it.

5) Neither the organizers nor anybody acting on their behalf shall

block hotel rooms for the conference dates en-masse in the host

city.However, organizers will be allowed to book hotel rooms adequate

enough to accommodate:

* 1. IADVL officials who are constitutionally entitled free accommodation;
  2. Offer rooms at discounted rates to members who seek accommodation directly from the organizers; and
  3. Invited faculty members to whom the organizing 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 shall return the seed money received from IADVL within 10 days from last date of registrationalong with 7% simple interest till date. The State branch will contribute 50% and the Centre shall provide 50% of the seed money. 15% of share of total registration fees and 20% total Pharma/Instrument company/trade collections will be minimum assured savings but Organizing Committeeshalltry to save a minimum 20% of the DERMACON’s total receipts. The Minimum assured amount of 15% of total registration fees and 20% of total revenue from pharma& other trade sectors in the industry shall be transferred to IADVL account before DERMACON. Any surplus remaining over this minimum assured amount shall be transferred to IADVL within a month of finalizing the accounts, and not later than next Central Council meeting at any cost. The Hon. Treasurer shall transfer state branch share of 30% (GST inclusive) of total savings remained after paying all GST and IT  as academic grants to respective state.

7) We shall maintain books of account as per law and get the accountsaudited as per the schedule mentioned in clause 12. They will be submitted simultaneously to both Central and State EC.

8) The Conference organizers must use IADVL PAN and all taxes should be paid by the organizers. Local organizers shall appoint auditor/accountant who will be in touch with IADVL auditor for filing income tax, GST, other taxes. IADVL auditor’s office shall appoint one or two persons to coordinate with local organizing team and their accountant to make the process smooth and proper. Final accounts shall be prepared by local organising team/accountant as per the draft prepared by IADVL auditor and final audited reported will be prepared by IADVL auditor.

9) We shall make all payments by cheque. We will get approval of organising committee wherever 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 shall be maintained for all payment except small cash amount where cash voucher should be used.

10) We understand that failure to adhere to these terms in the MoU will attract disciplinary action.

11) Timelines for submitting accounts. A preliminary unaudited report shall be submitted at CCM with following specific information:

a) Number of delegates registered (all categories) and accrued amount; specifically mention spot registrations;

b) Number 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); and

e) Statement of accounts from bank -31st 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 before 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 the 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 the 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 shall be reimbursed by IADVL.

15) If an IT claim arises after the surplus has been transferred such

an amount will be borne by IADVL. The financial liability in caseof future IT claims is to be borne equally by the National IADVL and

the concerned State branch.

All the above criteria are valid only if the organizers have followed all the terms and conditions and submitted audited accounts in time. Dispute if any shall be decided by the arbitration committee.

**10. CONFERENCE VENUE INSPECTION AND PROTOCOL**

**MAINTENANCE COMMITTEE**

(a) On accepting of the bid, the President will appoint a Conference Venue Inspection and Protocol Maintenance Committee of four persons consisting of:

(i) The President,

(ii) The President-Elect,

(iii) The Immediate Past President

(iv) TheHonorary Secretary General

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/her. Before the ensuing DERMACON begins, the Conference Venue Inspection and Protocol Maintenance Committee shall visit the venue to ascertain its suitability and arrangements for the conference as mentioned in the submitted proforma. If the conference is to be held in a temporary structure, e.g. Pandal, 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 levelled and covered. In general, hosting of conference in Pandals is to be avoided as it 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 members, of the Committee.

(b) The General Body of the host state branch shall have the power to formthe 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 during the 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 shall be handed over to the organizers by the President of IADVL, in consultation with the Honorary Treasurer and the Honorary Secretary General and with the permission of the General Body of IADVL of the commencing year. Presently the seed money is INR 15,00,000/- of which 50% will be provided by the state branch.

**11. FINANCIAL ACCOUNTS**

1. 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.
2. The IADVL PAN card shall be used by all National Conferences of IADVL (DERMACON, MID-DERMACON) and all international conferences hosted by IADVL for all financial transactions of the event.
3. Of the conference collections, 20% of stall money and 15% of registration collected would be IADVL share, after paying all taxes. The seed money has to be returned 3 months before DERMACON, 75% of registration share and stall share (as per the above formula) would be returned during DERMACON. The balance of 25% must be credited to IADVL within a month of finalizing the accounts, and not later than next Central Council meeting at any cost.
4. The Organizing Secretary of DERMACON should submit a monthly report of income and expenditure to the President and Hon. Secretary General of IADVL.
5. An audited income and expenditure account of the conference shall be submitted by the Organizing Committee to the Honorary Treasurer of IADVL within 6 months of DERMACON or during the next CCMIDERMAMEET whichever 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 shall 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 organized 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, shall bear the travel and accommodation expenses of the outgoing and incoming Presidents, the Honorary Secretary Generaland the Honorary Treasurer of IADVL.

**13. THE PRESIDENT AND SECRETARY OF THE CONFERENCE**

* 1. The President Elect of the Association for the previous year who 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.
  2. The Honorary Secretary General for the current year of the Association shall be the Secretary of the conference and shall be known as Congress Secretary.
  3. Academy chair and convener are scientific coordinators for DERMACON and their names shall be shown as such in all publications anNational IADVL Coordinator for DERMACON: Immediate Past President will be IADVL coordinator for the conference. Three-monthly progress report shall be forwarded by organizing secretary of the conference to the coordinator who in turn shall keep the national body updated.

**14. PROGRAM OF THE DERMACON**

1. **Inauguration**

The Organizing Secretary of the DERMACON in consultation with the Honorary Secretary General, Honorary Treasurer, the President for the year and the Immediate Past President shall decide the inaugural program and discuss regarding the Chief Guest. It is emphasized that the President of IADVL is the highest dignitary and his or her statusshall 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 with the specially designed IADVL emblem at the inauguration. The outgoing President and other office bearers may be felicitated at the inaugural function.

1. **Scientific sessions, workshops, seminars, etc.**
2. The organizers of the conference shall extend all necessary help in conducting the various scientific programs.
3. Donations for orations, awards and prizes will be accepted from members and others. The entire amount will be kept by the Hon. Secretary General in a fixed deposit. Out of the interest, 70% will be utilized for mementoes and the remaining 30% shall be retained by the Association and added to the fixed deposit. The donation money for a prize, from the members shall be a minimum of INR 2,00,000 and from others INR 10,00,000. 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.
4. 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.,shall 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, shall write to IADVL academy 6 months before DERMACON and give details of the proposed session, theme of the session, topics to be covered etc. The sister societies will send precise details of the program at least 3 months before the date of DERMACON. The sister society session shall not include sponsored talks by any company.
5. **Business Sessions:**Details of the Central Council and GBMs are arranged by the Organizing Secretary of the conference and the Honorary Secretary General. The Organizing Secretary will be in charge for the arrangements of the meetings. The Honorary SecretaryGeneral will convey all the details and instructions to the Organizing Secretary well in advance.
6. **Social-Events:**Social events such as banquet,

entertainmentprograms, 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. The dinner on the CME day will be called the Presidential dinner. It will be by invitation only. All faculty, state and national executive members, organising and scientific committee members and guests will be invited.

# **Important Dates**

**30th June**

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

First information brochure with details of registration and skeleton and framework of scientific program, accommodation and travel information, general information etc, to be mailed to all the members by post and by e mail and official groups one month before the previous year DERMACON to enable them to come prepared for registration during previous DERMACON.

**31st July**

Last date for bidding of DERMACON: Two and half years before the actual conference date i.e., for ‘DERMACON 2022’ conference, one should bid on or before 31st July 2019

**31stAugust**

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.

# **PART-III**

# **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 incorporate any necessary changes in the text, in consultation with the President, without tampering with the sanctity of the Constitution.

1. **OFFICIAL COLOUR OF THE ASSOCIATION**

The IADVL logo, constitution book, IADVL News, IJDVL, IDOJ and website will use thepeacock blue colour principally and prominently.

1. **OFFICIAL LOGO OF THE ASSOCIATION**

The Association office, branches and subbranches authorized by IADVL shall use the logo of the Association during all activities, e.g. conferences, meetings etc.



The globe, which is split in two halves, represents the Earth and IADVL, written in its centre, represents the association’s ever growing international presence in the field of dermatology, venereology and leprology. The outer ring is a representation of the skin as a protective organ of the human body, while the expanded form of IADVL parallel to this outer circle represents the association’s responsibility for caring for the skin.

**4. THE STATE BRANCHES**

The IADVL has the following state branches: Andhra Pradesh, Bihar, Chhattisgarh, Goa, Gujarat, Haryana, Punjab, Jammu and Kashmir(combined), Jharkhand, Karnataka, Kerala, Maharashtra, Madhya Pradesh, Manipur, New Delhi, North-East (Assam, Meghalaya, Mizoram, Nagaland, Arunachal Pradesh & Tripura), Orissa, Pondicherry, Rajasthan, Tamil Nadu, Telangana, Uttar Pradesh and Uttarakhand, and West Bengal. The AFDG shall be considered at par with IADVL state branches for all purposes.

**5.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 PastPresidents (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.

**6. 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)

**7. CELEBRATION OR OBSERVATION OF DAYS BY IADVL**

See page 6.

**8. DETAILS OF ORATIONS, AWARDS AND PRIZES**

See Annexures IX-XI

# **PART-IV**

# **ANNEXURE I: ONLINE MEMBERSHIP APPLICATION SYSTEM**

# **(OMAS)**

The Online Membership Application System (OMAS) was conceived and implemented to streamline the process of membership application and conversion, and make it fast and efficient.

The concept of the OMAS was envisaged in April, 2016 and the module developed with technical help of the web developers by July, 2016.

The OMAS module was discussed in detail with live demonstrations for State Secretaries and CC members at the CC Meeting held in August 13-14, 2016 at Bhubaneswar.

The CC unanimously approved its immediate implementation.

Accordingly, the module was thrown open on 15th August, 2016 and it became the exclusive platform for all membership applications from 1stSeptember, 2016.

**Introduction:**

The main function of the platform is to allow Dermatologists to become members of IADVL through online medium

The platform allows for a paperless communication, without any hassle of physical movement of documents

Significantly Reduces the time taken for the entire application process

Eases the communication process

**The system has 3 major participants:**

Applicant

State Secretary (State to which the applicant applies to become member)

Honorary Secretary General

**The Process of OMAS:**

**Step 1:**

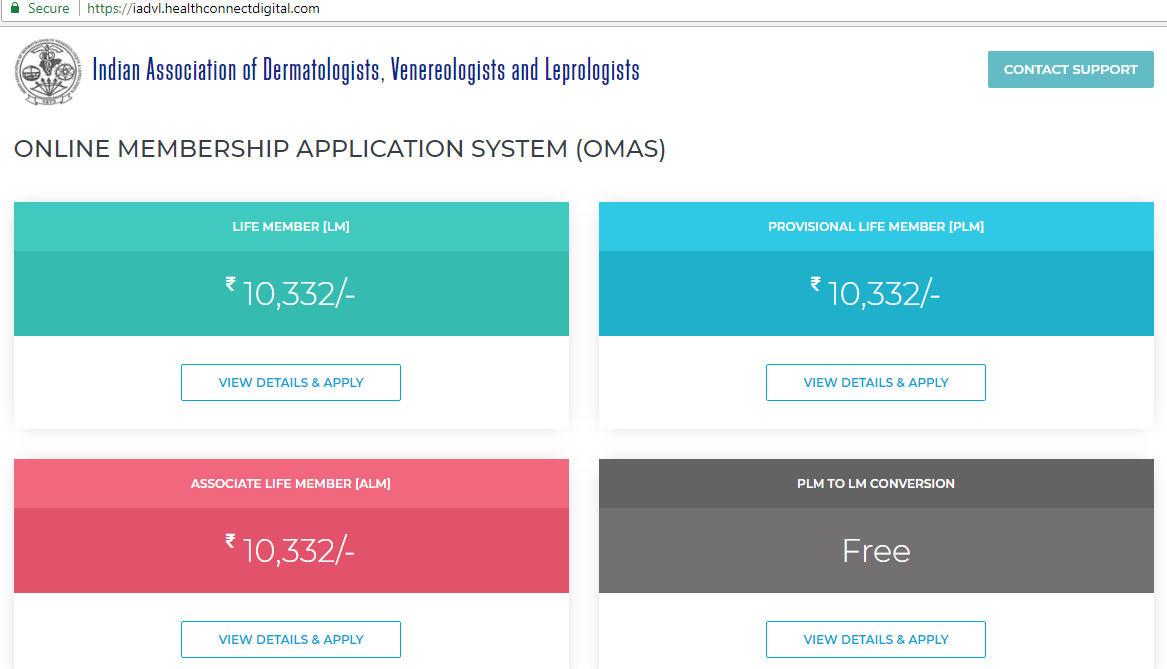
A. The interested applicant should login to “www.iadvl.org”

and click on ‘Apply for IADVL Membership’ tile (Click Here)

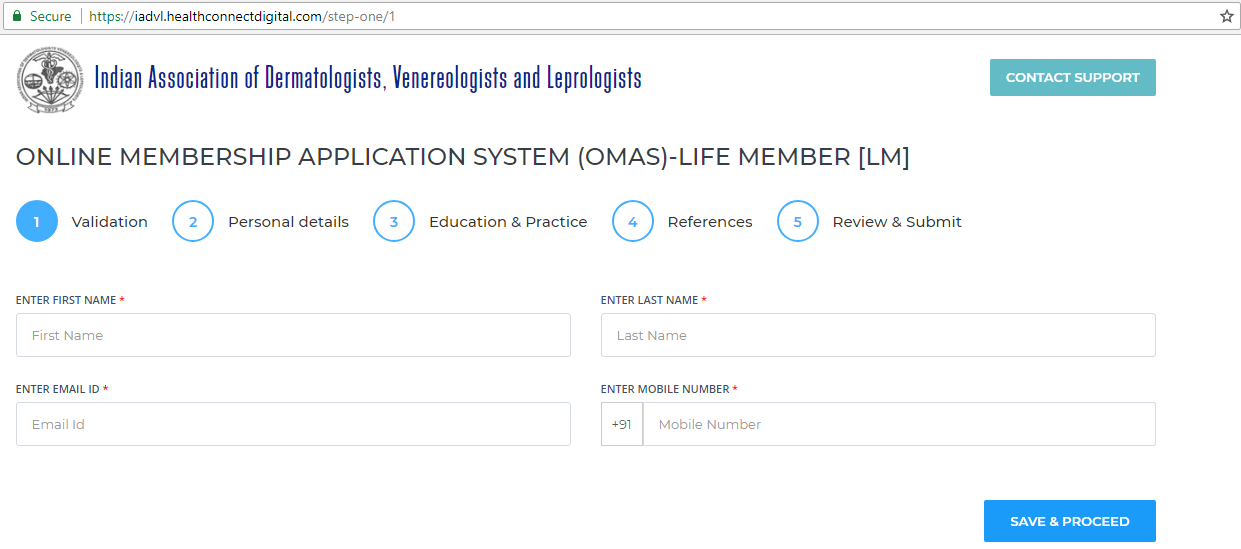


B. Landing Page will provide details related to distinct types of

Membershipoffered by IADVL.



1. According to eligibility guidelines, they will click on “VIEW DETAILS & APPLY” for a specific type of membership and proceed with the application process.
2. The applicant will enter his/her Name, Email ID, Mobile number and validate by entering the OTP received in their registered Email ID and Phone.
3. The applicant then proceeds to fill in Personal Details, Education & Practice, References and then submit the application after reviewing. During this process, they will also upload the required documents.



* **Step 2: State Secretary Review**

1. Once the application is submitted, it will be received bystate secretary of corresponding state to which the applicant applies.
2. The State Secretary will have an option to seek clarification, resubmit the application wherein in both cases, the applicant will receive an Email and do the necessary changes and resubmit the application.
3. Further,the State Secretary can reject the application, in which case the applicant can submit a new application.
4. Once the state secretary approves the application will then proceed to Secretary General for approval.

* **Step 3: Honorary Secretary General Review**

1. Honorary Secretary General can seek clarification on the application through the State Secretary.
2. Once Honorary Secretary General approves application, the applicant will receive an E-Mail with payment link.

* S**tep 4: Payment & Certificate Download**

1. Once the payment is made, the applicant will receive an E-mail with login details and Membership number to access the content of the association.
2. Applicant will login with temporary username & password and can view, download the certificate.

The eligibility criteria for membership are as follows:

1. **Life Member(LM):** 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 Diplomate 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]

Address proof of regular employment or majority practice should, compulsorily, be provided by an applicant applying for Life Membership(LM) or conversion of Provisional Life Member (PLM) to LM.The referees mentioned by the applicant should be LMs of IADVL and should be from the State Branch of IADVL from where the applicant has applied for.

1. **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 completionand a letter of recommendation from two IADVL Life members, along with the application for membership. They have to send their qualification certificate within 5 years of their registration for the postgraduate course(or 7 years for states where a 3-year lock-in period and 1 year handling period after postgraduation are mandatory) to the Honorary Secretary General in order to become permanent life members).
2. **Associate Life Member(ALM):** Other specialists working in the field of Dermatology, Venereology and Leprology (e.g.dermato-pathologists, academicians, researchers and genetic scientists).
3. **International Life Member(ILM):**NRIs or other foreign doctors working in the field of Dermatology, Venereology, Leprology, AIDS, Dermato-surgery, or Cosmetic Dermatology.

# **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 separately file their income tax returns 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 this 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 Executive 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 Secretary General 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 Secretary General 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 the state branch and national IADVL as per Rule 11 of the Constitution.

The local branches may host theState 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. These branches will write “IADVL \_\_\_\_ State \_\_\_\_ Chapter”

**R7. MANAGEMENT OF A STATE BRANCH**

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

(a) The President

(b) The President-Elect

(c) The Immediate Past President

(d) The Vice-Presidents (two)

(e) The Secretary

(f) The Treasurer

(g) The Joint Secretaries (two)

(h) Executive Committee Members at the ratio 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 any 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 Secretary General and the branch’s share shall be retained 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 anyway, 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 1st April to

31st March as the association or financial year. The financial year of IADVL shall change accordingly as per the changes in the Government of India policy on that Financial year

**R12. OFFICE BEARERS OFA 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. As soon as a new team takes over in a state branch, it shall be the responsibility of the state secretary to send the list of all office bearers of the state stating their post, telephone number and email ids to the Honorary Secretary General within 2 weeks of assuming office.

**R14. PROCEDURE OF ELECTION OF OFFICE BEARERS**

* + - 1. The state branch and local branches should hold the election every year and new office bearers are to be appointed at the CUTICON.
      2. Electoral roll: All those members who are on State Register, and have paid all outstanding dues to the branch shall constitute the electoral roll.
      3. 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
      4. be the Returning Officer and Joint Returning Officer respectively to help the election officer.
      5. 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).
      6. 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**

1. **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).

1. **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, to decide the venue of the next annual conference and its program, to appoint the election officer, and 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, titled 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 -----State branch name”) 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 generally follow the same pattern as in the case of DERMACON and should encourage their members to institute 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 the particular conference will be selected after seeking the volunteers through Dermanews and IADVL ACAD site, website, IADVL official E portals. Once names are received, the 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, and 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 circumstance*. Attempt will be made to lower the fees for Indian and SARC delegates. Indian members shall 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. The MOU will be signed by the Organizing Secretary or Organizing Chairperson, IADVL President and/or Secretary of that time. This is mandatory for that particular year when the contract is signed.

6. It is essential for the IADVL to be conversant with these rules, regulations and guidelines before bidding for the conference 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, mementos 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 the 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, the Central Council and theGeneral 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. Clauses 3-6 should be discussed fully and thoroughly before submitting the bidding papers to the International Society.

18.Requisite permission of the Ministry of External Affairs 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 the National level bidding committee, there should be a local organizing committee (for publishing, website, mementos) 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 shall 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 shall 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 relevant MOU should be approved by the EC.

25.All matters shall be decided in consultation and approval by EC.

26.Detailed Accounts including money spent under different heads such as printing, website, posting, mementos, 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 the 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 a 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 the 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, within six months by the next DERMACON/CCM whichever 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 ADD AS STATE BRANCES**

**East:** Bihar;Chhattisgarh;, Jharkhand, Manipur; Northeast states; Orissa and West Bengal

**West:** Gujarat;Goa; Madhya Pradesh; Maharashtra and Rajasthan.

**North:** Delhi; Haryana; Chandigarh, Himachal Pradesh, Jammu & Kashmir and Punjab (Combined branch); Uttar Pradesh & Uttarakhand

**South:** Andhra Pradesh;, Karnataka; Kerala; Pondicherry; Tamil Nadu and Telangana

**2. CONFERENCE**

1. Zonal states should be arranged in an alphabetic order.
2. State Presidents, President Elect and Secretaries of the zone must be members of the central organizing committee; From IADVL Centre, any one of Vice-President preferably hailing form that zone) will be the IADVL liaison officer. This committee will be constituted one year before organizing the DERMAZONE. It shall be the responsibility of Hon gen sec. to do this and included in the secretary report to CCM/AGM.
3. IADVL liaison officer will oversee signing of MOU between IADVL and DERMAZONE local organizing committee. The MOU for this shall be on the lines of DERMACON MOU and shall be prepared by SOP committee. The Liaison Officer shall be responsible for smooth conduct, co-ordination and also submission of accounts of DERMAZONE.
4. 15% of all registrations and 20% of industry stall collection shall be handed over to IADVL as IADVL affiliation fee. This amount shall be divided equally as follows between: i) The organizing state 50% ii) Other participating states 30% ( to be divided equally among all the states in that zone except the organizing state) iii) and the IADVL 20%.
5. The audited account should be submitted to the IADVL within 6 months and presented in next CCM or AGM whichever is nearer and the same shall be subjected to audit and finance committee opinion

**ANNEXURE V: RULES FOR IADVL TRAINING**

# **Observership**

1. RULES FOR IADVL TRAINING Observership FOR PRACTITIONERS

The Observership will be open to life members of the IADVL who are not working in the same institution.

Applicants must be aged 35 years or more at the time of commencement of their fellowship.

The IADVL Academy of Dermatology will select the course of training and institution based on the criteria used for the existing IADVL Training Observership. The duration of training will be 2 weeks.

Applicants may apply with their full biodata, including their name, contact details, current affiliation and IADVL life membership number. They must specify the course of specialization and institution (not more than two in order of preference) that they intend to undergo, and state whether they have ever been awarded any IADVL Observership.

Awardees will be selected by the IADVL Academy of Dermatology on the basis of merit and the possible utility of the training in the discharge of their duties, with preference being given to those who have never availed of any IADVL Observership.

The host institution must be ready to accept the awardee.

The list of awardees will be announced by the Hon. Secretary General during DERMACON.

Awardees must give an undertaking to complete the Observership within the stipulated time, failing which they may not be considered for any future IADVL Observership.

While the Observership will not carry a grant, a certificate will be issued by the Hon Gen Secretary after successful completion of the course and receipt by the IADVL Academy of the Feedback forms (as for the existing IADVL Training Observership) from the Observership Director and Trainee as well as a brief report of their experience of the same.

The observership 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 as per category applied for at the time of commencement of his or her observership.

3. The applicant must specify the course of specialization and centre that he or she intends to undergo in prescribed format as available in IADVL website.

4. The host institution must be ready to accept the awardee.

5. The awardee shall 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 shall be 4 weeks or 2 weeks depending on the category of observership.

7. Private institutions are not barred from instituting training observership, but they shall not be permitted to charge any fee.

8. The amount of observership will depend on the category and may be paid or unpaid strictly on merit.

9. The awardees must give an undertaking for completing the observership within the stipulated time, failing which they may not be considered for any future fellowships through or from the IADVL.

10. The observership certificate and amount wherever applicable shall be given only after successful completion of the course and on production of a feedback to that effect from the teacher and a feedback from the observer on the centre

11.Selection will be done once a year only in January, during the National Conference (DERMACON).

12. Smt. MayadeviObservership andDr P B HaribhaktiObservershipshall be granted to candidates with top two scores among all observership applicants and shall be granted in the centres and disciplines they have applied for.

13. The IADVL overseas scholarship should not be offered tomembers more than once.

# **ANNEXURE VI: STANDING COMMITTEES OR**

# **SUBCOMMITTEES**

The President shall form the following committees and subcommitteesand 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

Central Supervisory Committee, which is formed every year for a period of one year; all committees and sub-committees 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 non-member will be a member of any IADVL committee, national, zonal or state.

**1. CENTRAL SUPERVISORY COMMITTEE**

(a)The functions of the Central Supervisory Committee are:

(i) To supervise the scientific, organizational and financial aspects of DERMACON

(ii) To organize orations, awards, guests lectures, seminars, panel discussions, workshops, in consultation with the IADVL Academy of Dermatology.

(b) Central Supervisory Committee will consist of the following:

(i) IADVL President, Immediate past President, President Elect and Academy Chairperson shall constitute the jury to decide awards.

(ii) Secretary General will prepare all documents for awards.

(iii) Academy Convener in addition shall be a member of this committee and will prepare all documents for orations, award papers and also check scientific program along with Academy Chairperson.

(iv) Treasurer and Finance Committee Chairperson shall supervise the financial aspects

(v) Previous DERMACON Scientific Chairperson and Organising Secretary shall be on the board.

(vi) Scientific Chairperson and Organising Secretary of next DERMACON shall be called as invitees to learn the preparations, they will come at expenses of host city

(vii) Local Organising Chairman shall be on board with the Organising Secretary and the Scientific Chairperson

(viii) One committee member per zone and AFDG.

* The visit shall begin on Saturday post-lunch to discuss the organizational aspects, venue inspection; this shall be followed by meeting of three presidents and Academy Chairman who will decide the awards.
* Subcommittee for Scientific work to be formed and label it as Scientific Committee.

(c) No member of the National Executive,CentralSupervisory Committee or IADVL Academy of Dermatology shall be eligible for any oration or award for that year.

(d) A central supervisory committee member shall not be selected or elected for more than three times and not more than twice in successive years. The GB can also deliberate on whether the advisory roles be restricted to one year after laying down their office for which they were initially appointed.

Editor IJDVL, Past Hon. Secretary, Chairman Scientific Committee last DERMACON

**2. IADVL ACADEMY OF DERMATOLOGY**

The IADVL Academy of Dermatology shall 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 SecretaryGeneral , Immediate Past HonorarySecretary General, Treasurer and Immediate Past Treasurer, and the Editor of the IJDVL shall be ex-officio members. All “ex-officio” members of various committees shall be “advisors” except President and Secretary. The decision to invite advisor/s shall be taken by chairman of the committee in consultation with President.

Its Chairperson Designate and Convener Designateshall 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 shall be 2 years, with 50% of the members retiring every year.

1. Academy members should not be SIG members as they have a supervisory role.

2. One IADVL member should not be a member of more than two SIGs to promote the participation of more IADVL members in SIGs.

3. If any SIG member is inactive, the SIG coordinator can request the President and EC through Chairman, Academy to replace that member since SIG coordinators need to be given the freedom to weed out inactive members.

4. The tenure of all SIG members and coordinators should be for two years to be on par with the tenure of Academy members (the change will be prospective).

Also, it should not be obligatory that only CC members can be SIG Coordinators and members since those best suited may not be CC members.

The functions of the IADVL Academy of Dermatology are:

(a) To assist in the publication of the IJDVL.

(b) To assist in the publication of the IADVL Textbook of Dermatology for postgraduate students.

(c) Preparation of therapeutic guidelines.

(d) To assist in deciding the recipients of IADVL observerships in consultation with judges.

(e) To scrutinize and suggest training centers of observerships.

(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 psoriasis with the help of special interest groups (SIGs).

(j) To assist the President and Honorary Secretary General 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 super-speciality 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 theatres, seminar halls, wards and research section; equipment and instruments; audio-visual aids for teaching; and the staff strength for undergraduate and postgraduate teaching.

(r)To prepare guidelines for conducting undergraduate, postgraduate and super-specialty 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 Secretary General. The decisions are to be taken in consultation with the President, and then

ratified by the Central Supervisory 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 objective 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,

andworkshops on the subspecialty. SIGs can conduct

meetings and conferences to raise their own finances for

conduct of their academic activities. For sharing of the

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.

"The SIG may co-opt a maximum of three additional members for special purposes with the approval of the IADVL Academy. Each SIG will have a coordinator (who should preferably be a member of the Central Council) and eight-ten members, two from each zone (at least two of whom should be members of the council).

Members shall 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). One IADVL member cannot be a member of more than two SIGs. “The SIG may co-opt a maximum of three additional members for special purposes with the approval of the IADVL Academy. 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.

Each SIG shall have a co-ordinator and eight members, two from each zone. These members 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 shall 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. If any SIG member is inactive, the SIG coordinator can request the President and EC through Chairperson, IADVL Academy to replace that member. The tenure of the team is 2 years to ensure continuity of work. 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 shall be selected by a committee consisting of the President, President Elect, Chairperson of the IADVL Academy of Dermatology and the HonorarySecretary General. The other members shall 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 atleast with five years of experience as Consultant Dermatologists or a teachers in a medical college. Additional experts from fields other than dermatology may be invited by the co-ordinator 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 Convener, 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 two 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)**

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 5-7 members consisting of President’s/Secretary General/ treasurer, vice presidents and joint secretaries at centre or a state level, whose names are approved in the AGBM, with a tenure of two years. The committee shall have a Chairperson and a Convener. The updated Constitution shall be published, at regular intervals.

**4. IADVL ETHICAL ISSUES COMMITTEE**

This committee, with a tenure of two years from the date of nomination, shall 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 shall aim to stop misleading advertisements, including those that promise magical cure, related to skin, hair and sexually transmitted diseases. The committee shall 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 suchadvertisements. The members of the Association can inform the Committee about such matters through their branch secretaries.

**7. IADVL AWARDS REVIEW COMMITTEE**

This committee shall 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 Secretary General, Immediate Past Secretary General, 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](http://www.iadvl.org)).

**10. COMMITTEE FOR IADVL-PHARMA NATIONAL QUIZ**

This committee shall 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 shall 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 RESIDENTS’ WELFARE COMMITTEE**

It will havea resident convener and resident/PG student members from all four zones of India. This shall be coordinated by IADVL Hon. Secretary General. It will have a newsletter run by the resident editorial board and a Resident’s session in DERMACON.

**4**

Its aim is tGthe Cperson

**15**. **IADVLGOVERNMENT LIAISON COMMITTEE**.

Its objectives shall be to liaise, lobby and influence decision making in different governmental agencies MCI, national Board, ICMR, Department of Health and family welfare, ICMR, national Academy of medical sciences, topics such as TSDF OR ANY IMPORTANT AND RELEVANT ISSUE / PROBLEM FACED BY THE SPECIALTY. Health is a subject on the concurrent list and hence we need to do these both at the Centre and the state levels.

The contours of such a committee can be:

It shall consist of members who have contacts at the corridors of government – with ministers/MPs/MLAs/secretariat/ministry of health, pharmaceuticals etc

Their term of office shall be two years to develop contacts as this is a time-consuming exercise.

Their role shall be to serve as points of contact between IADVL and the GOI/state govt agencies to high light issues of policy. eg Leprosy elimination/cost of drugs/TSDF/ quackery /role of beauty clinics etc

It shall have Chairperson, a convener and 4-6 members.

**16.IADVL HEADQUARTERS COMMITTEE**

This commmitte will supervise the administrationof the IADVL Headquarters. Consisting of past IADVL EC members, its tenure will be 2 years

7**IADVL**

**8IADVL**

**19IADVL**

**20IADVL**

**21. IADVL E-GROUPS (Refer SOP for e-groups)**

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 Secretary General 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 Secretary General shall have the power and authority to terminate/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 shall email all members inviting them to join this e-group.

(iii) Residents IADVL 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.

1. **Additional e-groups:**

Additional e-groups, observing the same rules, may be instituted by the Honorary Secretary General 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.

**22. INDIAN DERMATOLOGY ONLINE JOURNAL (IDOJ)**

**(Refer SOP for Journals)**

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

# **ANNEXURE VII: 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 shall 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 SUPERVISORY COMMITTEE MEETINGS**

The venue and date of the meeting shall 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 shall host the apex airfare and one 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 shall 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 shall 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 Secretary General 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 P.A. System.

The meeting shall be presided by the President and conducted as per the agenda circulated by the Honorary Secretary General.

The election officer shall 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 shall be held on the CME day, 1 hour after the CCM. Its venue should be intimated to the Honorary SecretaryGeneral 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 Secretary General, 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 P.A.system should be chosen. The dais should be able to seat

12-15 office bearers.

The meeting shall be presided by the President and conducted as per the agenda circulated by the Honorary SecretaryGeneral.

The new office bearers shall 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 to 1 hour 15 minutes. Its details should be finalized by consultations among the President, Immediate Past President, President Elect and Honorary Secretary General. It shall 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 SecretaryGeneral: 5 minutes

(ii) Felicitation and bestowing of the awards by the President (the awardees must be formally escorted to the dais): 5 minutes

(k) Release of IADVL publications by the newly appointed President and the Scientific Committee Chairperson: 5 minutes

(I) Presentation of life time achievement awards – three in no. and if member receives ILDS award it will also be presented during inauguration

(m) 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 shall 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 SecretaryGeneral.

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| OS | JS 1 | VP 1 | HSG | PE | P | CG | IPP | OCP | SCP | HT | VP 2 | JS 2 |

* \* Abbreviations used: OS- Organising Secretary; JS1- Sr. Joint Secretary; VP 1- Sr. Vice President; HSG- Hon. Secretary General, IADVL; PE- President Elect, IADVL; P- President, IADVL; CG- Chief Guest; IPP- Immediate Past President, IADVL; OCP- Organising Chairperson; SCP- Scientific Chairperson; HT- Hon. Treasurer, IADVL; VP 2- Jr. Vice President; JS 2- Jr. Joint Secretary.

**5. IADVL FELICITATION DAY (Refer SOP for meetings and days**

**Annexure XVIII)**

The IADVL Day shall be celebrated on the second day of the Conference during prime time. The Organizing Committee of the conference shall 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, Organizing Chairperson, Organizing Secretary, and Scientific Committee Chairperson shall 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.GanapatiPanja 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 Secretary General 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 SecretaryGeneral. The program is to be decided by the HonorarySecretaryGeneral, 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 COMMENCINGYEAR (CCM AND AGBM)**

This meeting shall be held on the second (penultimate) day of the conference at 5 p.m. The DERMACON organizers should intimate the Honorary Secretary Generalof 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 shall be presided by the incoming President.

**9. VALEDICTORY FUNCTION**

This shall 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 shall 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 | 12 | 13 |
| OS 2 | OS 1 | JS 1 | VP 1 | HSG | PE | P | IPP | OCP | SCP | HT | VP 2 | JS 2 |

* \* Abbreviations used: OS 2 - Organising Secretary of ensuing DERMACON; OS 1- Organising Secretary of current DERMACON; JS1- Sr. Joint Secretary; VP 1- Sr. Vice President; HSG- Hon. Secretary General, IADVL; PE- President Elect, IADVL; P- President, IADVL; CG- Chief Guest; IPP- Immediate Past President, IADVL; OCP- Organising Chairperson; SCP- Scientific Chairperson; HT- Hon. Treasurer, IADVL; VP 2- Jr. Vice President; JS 2- Jr. Joint Secretary.

The program of the function shall 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 Secretary General 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

1. Distribution of appreciation certificates by IADVL to the DERMACON organizers
2. 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 Paediatric 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 Supervisory 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 to DERMACON organisers**

As many scientific presentations as possible shall 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 shall be arranged by pharmaceutical companies.
  + There shall 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 shall be published with the help of sponsors.
  + During DERMACON there shall 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 shall be at a *prominent place* at the venue of the DERMACON, such as near the main hall (hall A) of the conference in the foyer. Size 2 meters/2 meters.
* On the occasion of the inauguration of DERMACON, an IADVL tree/sapling will be planted in the host city in a locality deemed suitable by the Organizing Committee after obtaining all necessary permissions

# **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 provide the map).

(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 centre.

(e) Connectivity of the city or town by (a) train (b) air (c) road. (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) Auditorium / Hall for the inaugural function/plenary session

(i) Capacity to seat at least 2,000-2,500 people

(ii) Size of the Podium

(iii) Air conditioned or non-air conditioned

(iv) Acoustics

(v) Audio-visual facilities (including PPT, Screen and Collar Mike)

(b) Halls, 2-3, for the concurrent sessions

(i) Capacity to seat at least 600-700 people

(ii) Air conditioned or non-air conditioned

(iii) Acoustics

(iv) Audio-visual facilities (PPT, Screen, Collar Mike etc.,)

(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) Conference Secretariat

(ii) Registration Area

(iii) Communication 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 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 of Taxes/Exclusive of breakfast**

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 the 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: Rs.

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 a 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) Audio-visual

vi) Faculty travel

vii) Mementos

viii) Transportation

ix) Faculty accommodation

x) GST

xi) Administrative expenses

xii) Central Supervisory 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 all for PLMs/LMs below the age of 35 years:

1. Prof. H. C. Mohanti Award: The award is to be given for the best paper in leprosy.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Prof. D. K. Gupta Medal: It is to given to a female postgraduate student for the best paper, giving preference to original research work, presented at DERMACON during the award papers session.

One member cannot apply or be nominated for more than two awards in the same year.

 A member who has received an award under any category cannot apply for the same category next year but can apply another category after one year.

There are a few awards related to publication. Most of the publications are multi-authored. The First author or corresponding author, after obtaining “No Objection” certificate from the first author can apply for these awards. 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 shall 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 SecretaryGeneral). They must be postgraduate students or young dermatologists below the age of 35 years with IADVL membership (PLM/LM). 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 Supervisory Committee shall have the discretionary power to select number of candidates that would be accommodated in the various halls during the period 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 Secretary)General

(b) Eligibility:

PLM/LM of age<35 years

(c) Preference will be given to 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 papers summaries should be circulated to all members of the central supervisory committee.

(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 bio-data form should made in such a way that individual details can be removed

(f) The Chairperson of the Central Supervisory Committee should send the entries for assessment and compile the final results and declare them at the Central Supervisory Committee meeting.

(g) Central Supervisory Committee members and judges of the award papersshould declare any conflict of interest regarding

evaluation and judging the orations and award papers, i.e. if there is a paper

from one’sown institution then one should refrain from evaluating thepaper or acting as a judge in the session.

All our judges do voluntary work and their opinion needs to be respected and be final. Individual judges’ scores should not be questioned or asked to be declared or raised in AGBM/CCM. Judges opinions if shared and if questioned will lead to a situation where no one will want to be judge. Though the Central Supervisory 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.

1. **AWARDS GIVEN BY IADVL DURING DERMACON**

**(BY APPLICATION OR NOMINATION)**

1. 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. Applications may be accepted or 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 Supervisory Committee. The Kandhari award shall not be given to any member from the state organizing the DERMACON in which the award is given. Travelling allowance will be provided to winners of life time achievement awards and Professor K.C.Kandhari award.
2. IADVL Lifetime Achievement Awards: Two lifetime achievement awards to be given during DERMACON inauguration
3. 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.
4. 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 shall be confirmed by the Honorary SecretaryGeneral). 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 shall 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 and an invitation to attend the function at no cost to the Association or the organising committee

(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.GanapatiPanja Memorial Award. It will be given on IADVL Day to a senior dermatologist for contribution to clinical dermatology or dermatopathology.

(v) Prof. G. SenthalmilSelvi 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 to be given for the best research project.

**Note** :

(i) Awards based on research and publications such as the Premalatha Award, SenthalmilSelvi Award, LK Bhutani Award should be assessed first by the IADVL Academy, as per the criteria laid down in Annexure IX and a list of top 3 to be submitted to the Central Supervisory Committee.

* (ii) For any award, if in the opinion of the Central Supervisory Committee no application is suitable for an award, the award can be withheld.
* **(iii) The Best Teacher Award**
* Every year a best teacher award will be given to one member from each zone and the AFDG, either by application or nomination. It will be announced along with other awards by the Hon. Secretary General.
* **Criteria for selection :**
  + Teaching experience (UG, PG, Fellowship, PhD)
  + Number of books written
  + Number of Publications
  + Number of presentations
  + Number of academic meetings organised
  + Number of students guided for PG/Fellowship/PhD
  + Additional academic qualifications
  + Any other achievements
* (iv) All awards given by IADVL should be by application or nomination. Nomination can be by any member of IADVL including the EC.
* (v) A member who gets Kandhari Award and other lifetime achievement awards cannot apply for any other award except in publication or research category.
* (vi) Kandhari Award and lifetime achievement awards constitute the three lifetime achievement awards. A member who gets IADVL lifetime achievement award is not eligible for Kandhari award.
* (vii) All 3 lifetime achievement awards are considered equal. Hence, a member is eligible to only one such award.

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

1. **Dr. L. Marquis Memorial Award**. The award is given to a guest speaker at DERMACON for best guest lecture.
2. **Dr.Bishnupriya Devi Award**. It is to be given to the first author of the best paper published in IJDVL during the year.
3. **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.
4. **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.

1. **IADVL-Pharma National Quiz Program Award**

The finals of IADVL-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 Secretary General. Four teams are selected for the finals. One from each zone, by conducting a zonal quiz program earlier (Annexure XII). A pharmaceutical company shall facilitate the conduct of the quiz program at all levels by providing the logistics.

1. **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. Secretary Generals (Annexure XVI). Two best branch awards each year- one to a large branch and one to a small branch. In addition, Special Awards for best performance in each category.

**Special awards for -**

**a. State performing the best community activity**

**b. state performing the best in e voting**

**c. state performing the best in PLM conversion**

**d. Internal administration**

1. **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 shall be eligible. This award will be given during IADVL Day.

**(f)DermasewaAward :**

* **(g) IADVL DERMA PRACTICE AWARD**
* An award called “IADVL DERMA PRACTICE AWARD” will be
* awardedto a member who is a full-time practitioner aged
* above 50 years.

The following criteria may be considered for the award: -

A candidate should be above 50 years of age.

A candidate should be a Life Member.

A candidate should be in full time practice with no teaching in medical college for at least 10 years as on date of application of award.

* The award will be either by application or nomination and will be decided on the following criteria:
  + 1. Faculty at National/State/Regional Conferences/CMEs/Workshops: 20 Marks
  + 2. IADVL Organisation posts held: 20 marks
  + 3. International memberships/fellowships positions in societies/other achievements: 20 marks
  + 4. Conferences organised at National/State level : 20 marks
  + 5. Social/Community service: 10 marks
  + 6. Academic achievements and Publications : 10 marks
  + The award can be considered only for those who score more than 60%.
* This award will be announced along with other awards in the month of September; maximum of four awards one per zone will be selected. These awards will be decided by a committee of five people comprising of IADVL President,Immediate Past President, President-Elect, Hon. Secretary General IADVL and Chairman IADVL Practice Management cell. The award shall be in the form of a citation and a plaque in appreciation of their contribution. The award presentation shall be made on the IADVL DAY.

ILDS Appreciation Award and ILDS Directorship Applications: Once the information is received from ILDS, an announcement will be made in all official IADVL media inviting members to apply as per the attached forms. A committee of three presidents shall decide the final candidates. The current presidents can also apply- however, if they apply, they shall recluse from the selection committee and a committee of three other Presidents, who have not applied for the post and have achieved previous experience in international positions and are familiar with the functioning of international societies will be constituted. The decision of the committee will be final.

**Application for ILDS Board member application**

Please attach a detailed CV, mentioning all academic/community/ administrative/ organizational/editorial positions, achievements and activities, publications in indexed journals with their citation index (list your top five publications), books/chapters written, research projects with emphasis on international contributions

Name:

Membership no and date of membership:

Mention your order of preference: International director/Regional Director

Administrative post held in IADVL (at all levels)

Academic positions in IADVL

Are you member of any other Dermatological Society from India? Specify societies and positions

Are you member of any international society? Specify societies and positions if any

Number of publications in indexed journals:

Editorial Positions:

Have you applied /Are you being recommended in any other society for this position?

Have you applied in the past for this post either from IADVL or any other society? If so when? Were you recommended from IADVL? If so which position?

Please elaborate on your vision for your role as ILDS director in one hundred words:

Elaborate on how you will promote the cause of IADVL in ILDS in one hundred words

Mention your associations/conflicts with pharma companies, if any.

Signature

**Application for ILDS appreciation award**

Please attach a separate sheet where needed

Name:

Membership:

Membership since:

Please attach a detailed CV, mentioning all academic/community/ administrative/ organizational/editorial positions, achievements and activities, publications in indexed journals with their citation index (list your top five publications), books/chapters written, research projects

In a separate para (not exceeding one hundred words), highlight those activities/positions/achievements which have impacted the community at large and in particular has received international recognition or can impact the international community.

Administrative post held in IADVL

Are you a member of any other dermatological society from India?

Are you holding any executive post in that association/society?

Are you a member of any international society?

Do you hold any post in International societies?

Academic positions in IADVL

Have you applied in the past for this award earlier? If so when?

Are you being recommended for this award by any other society?

Mention your associations/conflicts with pharma companies, if any.

Signature

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

The last date for submission of applications is decided by the scientific chairman in consultation with IADVL President. The paper is to be submitted to the Chairperson of the Scientific Committee of DERMACON, who will forward it to the Honorary SecretaryGeneral for vetting of membership.

**PROFORMA**

Name

Age (certificate to prove)

Sex: Male/female

Designation

Place of work

Title of the paper

Summary of the paper

Individual/group work

Original research/other type of work; case reports and small case series will not be considered

Presented earlier/not presented

The participant should be a member of IADVL (to be verified by the Honorary SecretaryGeneral)

**Format of the competition**

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

# **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 givenRs. 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’sbiodata and his contribution to the specialty so that they can be mentioned in the preamble to the oration.

The other two orations are subject to renewal of sponsorship if sponsored as decided by the GB. However, if not sponsored, IADVL will sponsor the orations.

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 SecretaryGeneral, 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 Central Supervisory Committee for the final verdict. IADVL academy has prepared a scoring system and the minimum score required to be eligible for Oration is fixed at 60%. In case no applicant is found suitable, then no. of oration in that year should be reduced.Thecommittee 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 mementoes and the amount from the donors or Honorary Treasurer as the case may be.

The Chairperson of the IADVL Academy should intimate the Organizing Secretary the names of those chosen for the orations with their functioning e mail and phone no.

to ensure that the memento and the amount reach the venue of DERMACON. When the award for 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. By the Hon. Secretary General IADVL.

# **RULES FOR EVALUATION OF ORATIONS**

1. Orations 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 Chairperson scientific

committee of DERMACON Chairperson IADVL Academy of Dermatology and Honorary Secretary General, IADVL.

6. Membership status of the applicants to be verified by the Honorary Secretary General. Oration application must be completed in the following respects for it to be considered for evaluation:

* Membership Number
* Complete CV of the Member
* Abstract of the Oration
* Individual work done in the field of oration
* All academic publications and presentations
* Contribution to the speciality of Dermatology,

Venereology andLeprology especially to IADVL

7. The oration to be evaluated by all the members or the IADVL Academy of Dermatology as per guidelines separately and to be submitted to academy chair and convenor individually, to be compiled and average to be taken.

8. Evaluation should be based on

* Quality of topic and the subject matter for oration
* Work experience in the field of oration
* Academic publications and presentations
* Contribution to the speciality of Dermatology, Venereology and Leprology especially IADVL.

9. The evaluation to be submitted to the chairperson Academy who will tabulate the results with the help of the convenor, IADVL Academy of Dermatology

10. The tabulated results to be presented for final consideration and ratification by the Central Supervisory Committee at the Central Supervisory Committee meeting.

11. An oration application must obtain a minimum of 60% marks among the total marks awarded by all the evaluators to qualify for the award of Oration for that year.

12.Members of the IADVL Academy of Dermatology must declare anyconflict of interest before 15th September by sending the same in writing to the President IADVL and Chairperson IADVL Academy of Dermatology. No member 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. In addition, an SIG is to be established in a field of our speciality in which we either have different manifestations of a condition or a condition which we manage differently where we can contribute to the global research in the field which can benefit our members and our patients. The main task of SIGs is to conduct basic and clinical research in their fields. Their functioning would be based on IADVL Academy SOPs on the subject formulated separately

**1.CONTACTDERMATITIS/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.

**2. 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.

**3. 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 with 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.

**4. 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 number of people who attend skin clinics throughout the country, there is a great need to develop a specialist network of nurses with a special 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.

**5. 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.

**6. DERMATOSURGERY/COSMETIC DERMATOLOGY GROUP**

This group aimsto 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.

**7. GENODERMATOSES GROUP**

This group could collaborate with overseas centres for the diagnostic work-up of patients with genodermatoses or consider setting up a centre for this purpose in association with other agencies, apart from setting up a registry for genodermatoses.

**8. GERIATRIC DERMATOLOGY GROUP**

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

**9. 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.

**10. PAEDIATRIC DERMATOLOGY GROUP**

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

**11. PEMPHIGUS GROUP**

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

**12. 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.

**13. PIGMENTARY DISORDERS GROUP**

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

**14. 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 expertise 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 practising teledermatology;

(c) on-line teaching and learning activities; and

(d) developing an online atlas and library.

# **ANNEXURE XIII: IADVL-Pharma (or if no sponsor, IADVL) postgraduate quiz**

All State CUTICONs shall conduct a Quiz under the supervision of a Central body with the help of the National coordinator, under the IADVL pharma banner. Only IADVL PLMs who are PG residents at the time of the state CUTICON quizare eligible to participate in CUTICON and DERMACON quizzes.The national winners of the quiz are not eligible for participation.19 (approx.) teams will be selected from CUTICONs, who are the winners of the respective CUTICON FINAL QUIZ as per the existing system for participation in national level Quiz. Screening test will be held on the CME day or the first day of the conference, which will be announced well in advance. This will be a written MCQ type. Each participant will be paid byIADVL towards the expenses of travel and stay as decided by the GB. The top four teams will be selected for finals on subsequent days, Quiz master for DERMACON will be selected by the National executive: Travel and accommodation of the quizmaster will be provided for four days at DERMACON by local organizers who will be paid a lumpsum money for this purpose as decided by the GB. However, mementoes and certificates will be provided by Pharma; if there is no pharma tie-up, then by the IADVL &the local organizing committee

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-pharma banner.
2. Teams selected from CUTICONs as per the existing system (a zonal quiz will not be conducted) shall 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. SecretaryGeneral with suggestions from the IADVL pharma Quiz Committee. Volunteers can be invited through the IADVL e-groups. Criteria for selection shall 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 shall be provided mementoes by pharma and complimentary conference registration, but shall 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. One of the Joint secretaries from the state branch or one member from the Organizing committee of the respective CUTICON WILL BE APPOINTED FOR THE PURPOSE OF COORDINATION WITH THE IADVL Quiz Committee and the Hon. Secretary General.
4. A question bank is not required. Quiz Masters shall 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, paediatric dermatology, dermatopathology, dermatosurgery, and lasers) 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 shall 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 shall be selected. In the event of a tie, lots shall be drawn. The final among the four teams shall consist of eight rounds (viz. basic sciences, two clinical dermatology, dermatopathology, STDs including HIV/AIDS, leprosy and tropical dermatology, paediatric dermatology, and cosmetology and dermatosurgery, in that order) and one rapid fire round. Each round shall 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 secs for the primary team; a secondary team has to answer immediately. In the rapid-fire round, each team would be asked upto 10 questions in one minute. A correct answer carries 3 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, the team that has 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 the 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, the team which has scored higher in the MCQs may be declared the winner.
7. Financial arrangements:

i) A reasonable amount as decided shall be paid to each person selected for the CUTICONs and coming from an out of station location.

* + 1. DERMACON Quiz: The IADVL will pay a specific amount as decided 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 lumpsum for this purpose as decided by the GB. Mementoes and certificates shall be provided by pharma for both Quiz Masters and Assistant Quiz Masters.

# **ANNEXURE XIV: IADVL TEXT BOOK ADVISORY COMMITTEE**

1. **FUNCTIONS OF THE IADVL TEXTBOOK ADVISORY COMMITTEE**

1. The Textbook Advisory Committee shall frame rules for selection of the Chief Editor, Associate Editors and Assistant Editors.
2. It shall oversee the arrangements to bring out a new edition of the textbook periodically at an appropriate time.
3. It shall request 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.
4. 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.
5. If any chapter is not found satisfactory, the Editor(s) shall inform the advisory committee, which may authorize the Editor(s) to return the chapter and assign it to another author following due procedure.
6. Any difference of opinion expressed in the Editorial Board meeting may be resolved by the advisory committee, whose opinion shall be binding.
7. 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.
8. Any dispute or difference with the publisher may be reported by the Editor(s) to the advisory committee, which shall help to resolve it by interacting with the publishers.
9. 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 necessary, 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.
10. A new advisory committee shall 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**

1. Applications should be invited for the post of Chief Editor(s) from IADVL members through the IJDVL.
2. 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.
3. The Textbook Advisory Committee shall select the Editor(s).
4. The selected Editor(s) shall have one or two associate or assistant editors who should be qualified as per (2) above.
5. The Editor(s) should invite eminent members on the Editorial Board, which should consist of not more than 10 members.
6. The Editor(s) and Editorial Board members shall select the topics of the chapters and their authors. The authors should preferably be from all parts of the country.
7. The Editor(s) and Editorial Board members may constitute, at their discretion,another Editorial Board for the visual contents of the book.
8. The authors should give a written consent to write the chapter within the stipulated period as decided by the Editorial Board.
9. 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)**

**RULES**

1. While sending a message, with their name, members

are requested to write only their membership number;mentioning professional positions or academic qualifications mentioning honours is not encouraged.

2. They should send messages related to non-academic 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 HonorarySecretaryGeneral)

(g) post any content that is unlawful, harmful, threatening, abusive, harassing, defamatory, obscene, libellous, 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)**

Jury for the selection of the BEST BRANCH AWARD consists of the present and immediate two past hon. Secretary Generals of IADVL National, with independent evaluation and based on average score

Instructions

1.This should be filled in 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.The duly completed form must reach the office of the Honorary SecretaryGeneral by 15th January.

Criteria: Marks

5.State branch report should include the following in addition to

whatis mentioned on page 88. The following may be deleted

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

Nature of activity Place Time/Date No. of Participants

(a) ...................

(b) ...................

(c) ...................

7. Participation in the National Conference of IADVL: 10

Number of members who participated from the state branch

8. 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

(e) Statistics regarding PLM –LM conversion

9. Payment of CFC: 10

(a) Number of members for whom CFC is paid by the 31st March

(b) Dates of payments of CFC to the IADVL

10. 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 Date of next CUTICON/DERMAZONE/ other important events(calendar of events ) Research projects, if any

(a) ...................................

(b) ...................................

(c) ...................................

11. 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) ...................................

12. Response to the official letters/e-mails from the Honorary

Secretary General: Date of Receipt Date of Reply

(a) .....................................

(b) .....................................

(c) .....................................

13. Calendar of activities of the state branch (including the

Election of Office Bearers):10

Whether activities have taken place as scheduled. If yes, whether a detailed report was forwarded to the Honorary SecretaryGeneral.If yes, mention date on which reported.

14. Achievements in DVL Insurance membership ( 10 marks)

15. Achievements in E voting. (10 marks)

16. List of city and zonal branches in the state, their office bearers (President/Secretary with emails and telephone no’s and updated email and telephone no. of all members of the branch)

17.Any activity not covered above and that you think should be informed

Date: Signature, Name and Address Place: 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 schemes aimed at securing financial security for the family members of the 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 the 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 in 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 - 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 have to be necessarily the members of DVL trust as well. The 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 a member wishes, the indemnity coverage can be doubled by paying double the annual legal fees.

Member’s annual contribution: (a) Annual membership fee with

Incrementof Rs.50/- every year (Members who opt to pay one

time advance payment of Rs. 10,000 need not pay it every year) and

1. Fraternity contribution Rs. 210 x N, where N = No. of Death of

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

Benefits for IADVL 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 x N, where N = No. of members of DVL Trust. In other words, when more IADVL 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 and consumer redressalfor a dispute arising out of Clinical Establishment Act.

# **PART V : STANDARD OPERATIVE PROCEDURES (SOP)**

**SECTION I: IADVL FINANCE**

**FUNDS OF IADVL**

**A.** INCOMEshall 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.
* 20% of stall charges and 15% of registration of DERMACON and MIDERMACON and surplus accruing from both the conferences.
* Surplus accruing from all zonal conferences: The audited accounts of each conference (DERMAZONE) should be submitted to the IADVL and 20% 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 on a80% – 20% ratio between the national body and host branch.
* Donations or legacies from members or well-wishersof the Association.
* Donations from members and others (non-members)forprizes, 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 Secretary General, 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 shall 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 Secretary General, Honorary Treasurer and Chairperson, Central Finance Committee shall allocate money during any emergency situation. The amount should not exceed Rs. Two 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 SecretaryGeneral 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 interestaccrued 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 disbursal and maintenance of accounts of such funds.
* Shall interact with the IADVL Election Officer for disbursal 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 bythe auditor of theAssociation
* 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 audit by the auditor of the Association for the financial year, i.e. the 1st April of a year to the 31st March next year will circulate it to 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 Un-audited balance sheet for the remaining months of the year, i.e. from the 1st April to the 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 Secretary General 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. Two lakhs) for which such approval is not available then the same should be intimated to the President and Honorary SecretaryGeneral and the CC and GB should be informed of such payment as in the subsequent meeting.
* Shall have the right to point out any error or discrepancy in the order of payment of the Honorary SecretaryGeneral and refer the order back to him with his remarks. In the event of disagreement between the Honorary Secretary General 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 the 1stApril 1 i.e. from the start of the next financial year.
* He shall in conjunction with the incoming Hon. Secretary General open a savings bank account in a nationalized bank. The General Body shall pass a resolution empowering the new functionaries to open the account. The outgoing President and Secretary General shall sign and hand over to the incoming Treasurer the official letter mentioning the resolution empowering the new Hon. SecretaryGeneral 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 shall 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 the 31st March of the year
* On or within 5 days of 1st of April, the outgoing Treasurer shall hand over the funds of IADVL to the new Treasurer by cheque or by RTGS transfer. However, the outgoing Treasurer shall keep with him the money required to pay pending bills etc. Which payment he shall try to complete by the 31st July. After that he shall hand over to the outgoing Treasurer (a) the amount of money left in his custody

(b) All accounts, bills, vouchers and all other documents relating to amount of money received or spent by him from the 1st April 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 shall 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 shall handover IADVL IT account-related documents including the PAN Card to the incoming Treasurer.

# **MAINTANENCE OF FUNDS AND ACCOUNTS BY THE 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 ordinarily be carried out by either the Honorary Treasurer and Honorary SecretaryGeneral 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 as,fixed deposit in a bank underrespective heads. The Association shall 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.

**MAINTANENCE OF FUNDS AND ACCOUNTS BY EDITOR, IJDVL**

* The IJDVL Editor shall 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.
* The IADVL, through Treasurer shall have viewing rights over IJDVL Accounts.
* 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 thelast 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 the new Treasurer at DERMACON 2014).
* If the Treasurer has handed over charge to the new Treasurer, then he shall, on completion of audit, 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 IADVL Auditor.
* On receipt of the audited accounts of IADVL and IJDVL, the Treasurer shall submit the same to the IADVL 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. SecretaryGeneral 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 shall be the duty of the incumbent Honorary Secretary General and Treasurer along with the Honorary SecretaryGeneral 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 shall comprise Immediate Past Honorary Treasurer as its Chairperson and the incumbent Honorary Treasurer as its Convener. The other members shall be the President, Honorary Secretary General, Immediate Past SecretaryGeneral, 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.

# **SECTION II: IADVL ELECTIONS**

A. The election for the posts of the following office-bearers shall be held annually for the posts of -

(i) The President-Elect

(ii) The Vice- President – 2 Posts

(iii) The Joint Secretaries – 2 Posts

B. The election to the following posts shall be held every two years.

(i) Honorary Secretary General

(ii) Honorary Treasurer

C. The election circular shall 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.

The candidates proposed for various offices should confirm

to the requirements as laid down under rule 26 of the IADVL Constitution.

E. Central Observer: There is a need to have central observer duringthe counting of votes. He/she should be past President/Secretary preferably Immediate past election officer.

President-elect Address: All president-elect candidates will be given 5 minutes to address before the CCM to put forward their vision.

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 the 31st July of the year of election and have no pending dues to the Association. The Electoral roll updating will close on the 31st July of that year.

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 Honorary SecretaryGeneral and Honorary Treasurer shall assist the Election Officer whenever required.

H. RETURNING OFFICER

The Honorary Secretary General 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 the Returning officer.

I. The Honorary Secretary General shall invite directly from the members on or before the 15th April of each year nominations for the office of President-elect, two Vice-Presidents, one Honorary SecretaryGeneral, 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 the 15th June of the year and that nominations received after that date will be declared invalid. The HonorarySecretary General and Honorary Treasurer will contest as a team and there should be a single vote for these 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 HonorarySecretary General and Honorary Treasurer is for two years, election to the said posts will be held every alternate year.

J. The Honorary SecretaryGeneral shall provide a copy of the electoral roll as specified under clause 28 (ii) of the Constitution to the election officer by the 31st of July of the association year.

K. FILING OF NOMINATIONS WITH FEE STRUCTURE:

Life members of IADVL who have been nominated to any of the abovementioned posts should pay a prescribed nomination fee and send it along with the completed nomination form with enclosures (including a letter of endorsement from their respective state secretary confirming their position held at the state level in EC/CC )to the Hon. Gen. Secretary through speedpost, registered post or email, with a copy to the election officer simultaneously by 15th June of that year. Nomination fee for contesting elections: President elect: Rs. 25,000, Vice-President : Rs.10,000. Hon. Secretary General and Treasurer (Combined) Rs.25,000, and Joint Secretary: Rs.7,500. Of the nomination fee, 50% fee shall 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 the prescribed fee must reach in IADVL account by bank transfer/ DD by 15th June of that year. The Honorary Secretary General 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. Secretary General 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 the 15th July of the association year. This shall be indicated in the information sent by the Honorary SecretaryGeneral to the nominated member. Non-receipt of a letter of withdrawal by the Honorary Secretary General shall be considered as acceptance of the nomination by the member.

**M. BALLOT**

In case more than one candidate is nominated for post of the President elect, more than one team of candidates is nominated for HonorarySecretaryGeneral and Honorary Treasurer and more than two candidates each are nominated for the posts of Vice-president and Joint General Secretaries, a secret e-voting must be undertaken to elect the office bearers concerned.

**N. ELECTION PROCEDURE**

**(I) ONLINE VOTING**

There shall be only e-voting

**E-Voting platform for IADVL ELECTION**

* **INTRODUCTION**
* The main function is to conduct an election of officials for the IADVL by allowing voters to cast their vote over internet.
* In this system there will two roles for users.
  + IADVL Members ( The voters)
  + Admin ( The person who can count the votes)

1. **Registration:** The portal shall ensure that ONLY life members are eligible to participate in the voting. For this exercise to be successful, the data collection will be done. This data comprises of

(a) IADVL Life membership number (b) Date of Birth ( c) Member name (d) mobile number (e) email ID. This data will be used to authenticate and subsequently register the member as an online voter.

1. **Online Voting Process**:

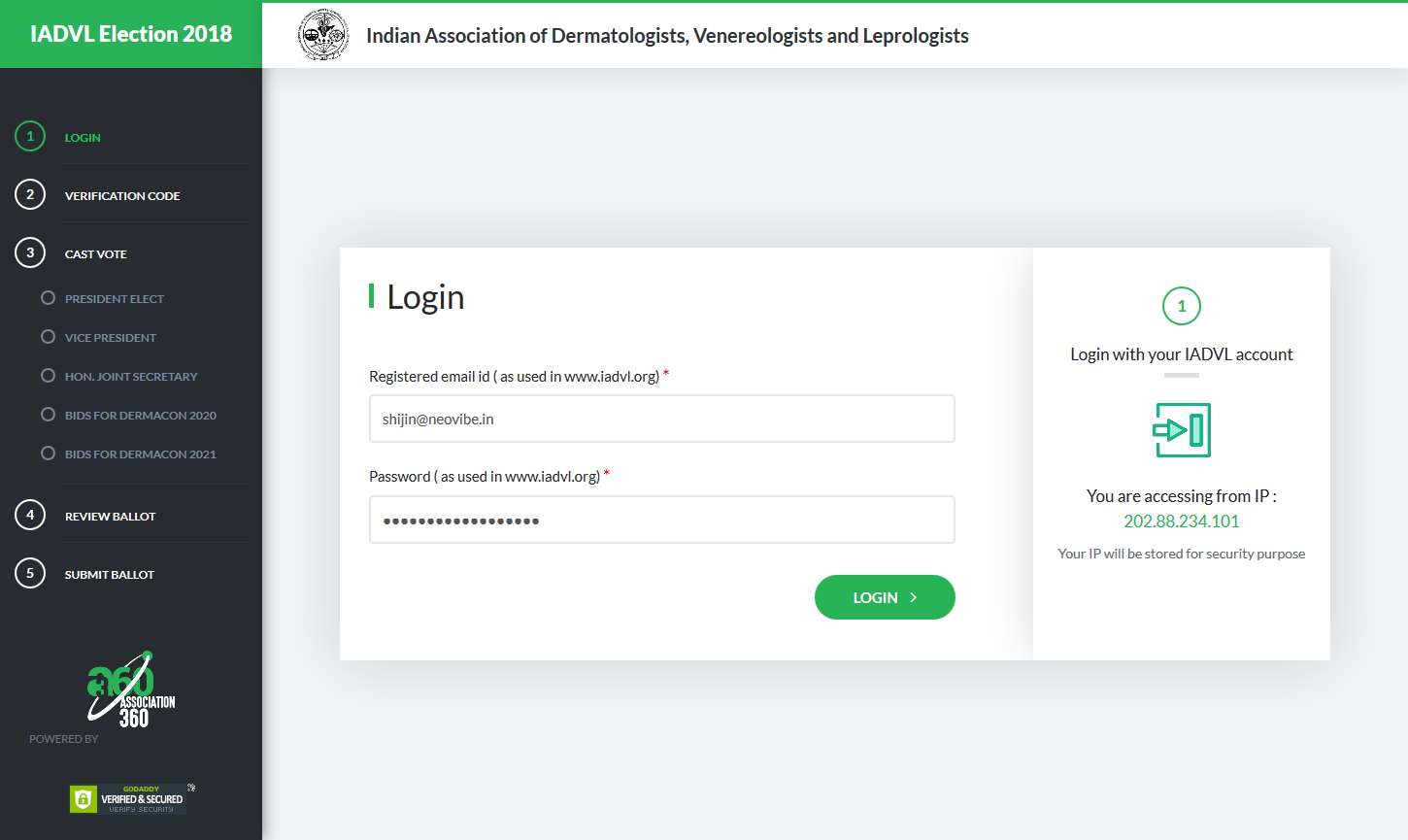
Step 1: IADVL Election Landing Page

(a)IADVL members can login to www.iadvl.org and registered e-voters will be able to see a “Vote Now” option.

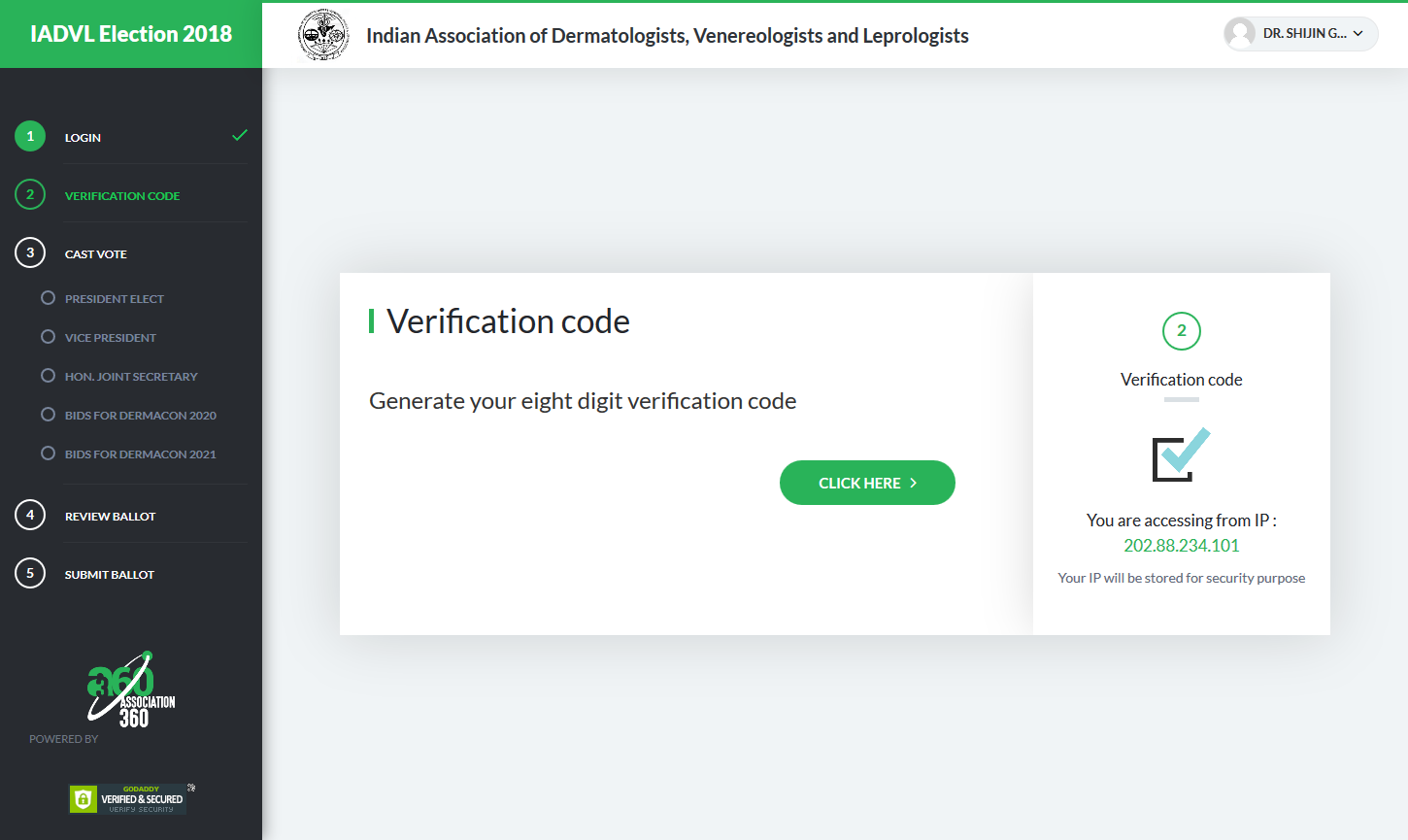
(b)Landing page gives clear directions on how to use the voting system and clear details about theexecutive posts, the candidates, the bidding cities and the respective Organising team.

(c) On clicking **“vote now**” button from landing page,the user will be sent to the login page.

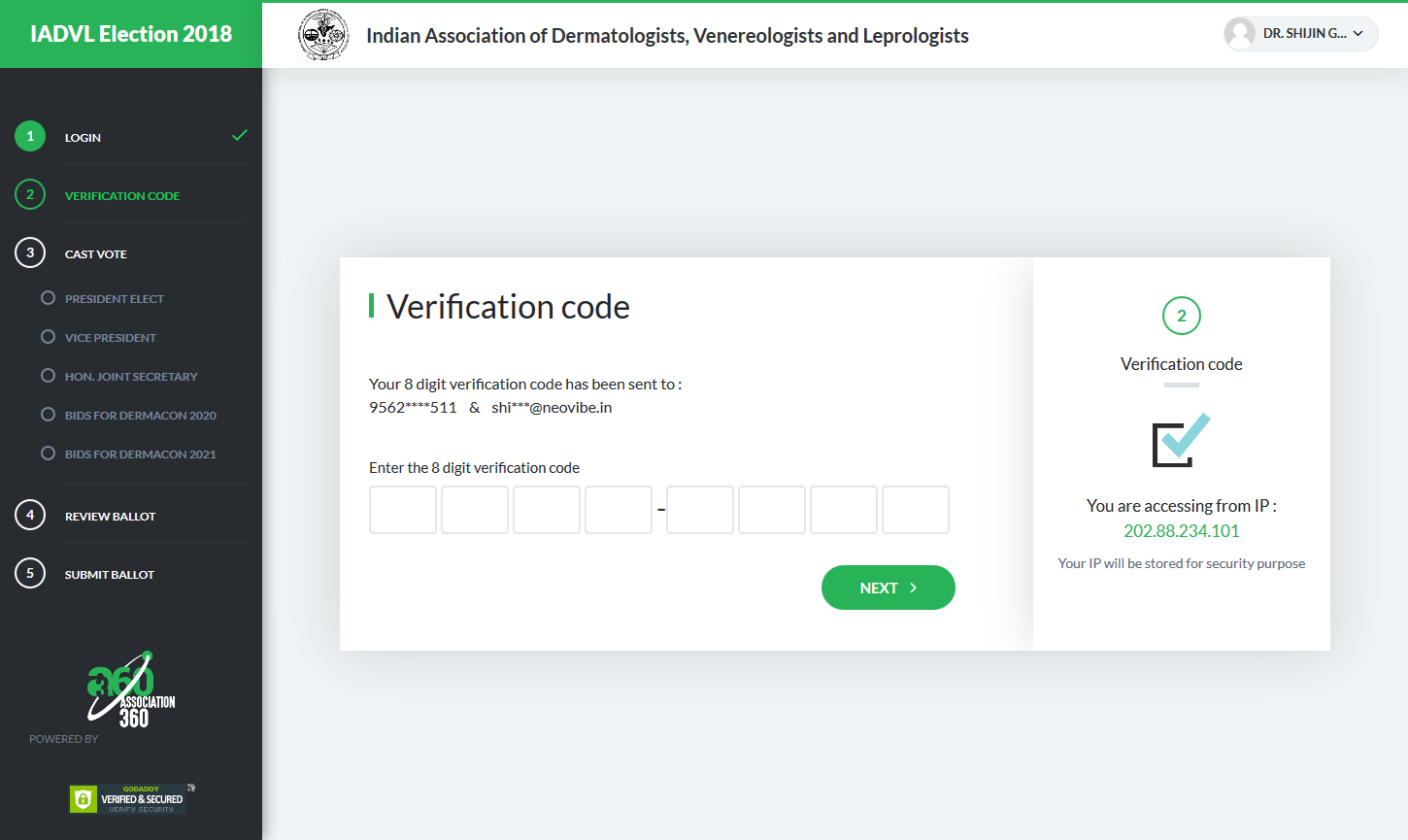
* **Step 2: Login page of IADVL Election**
* (a)Login page is used to **Authenticate**each Life member of IADVL.
* (b)IP address of each member will be stored in the database for security purpose.
* (c)E – Voter’s can login using IADVL login credentials (IADVL registered Email
* ID and Password).
* (d)On successful validation of Credentials, the member will be redirected to **Verification code** page.



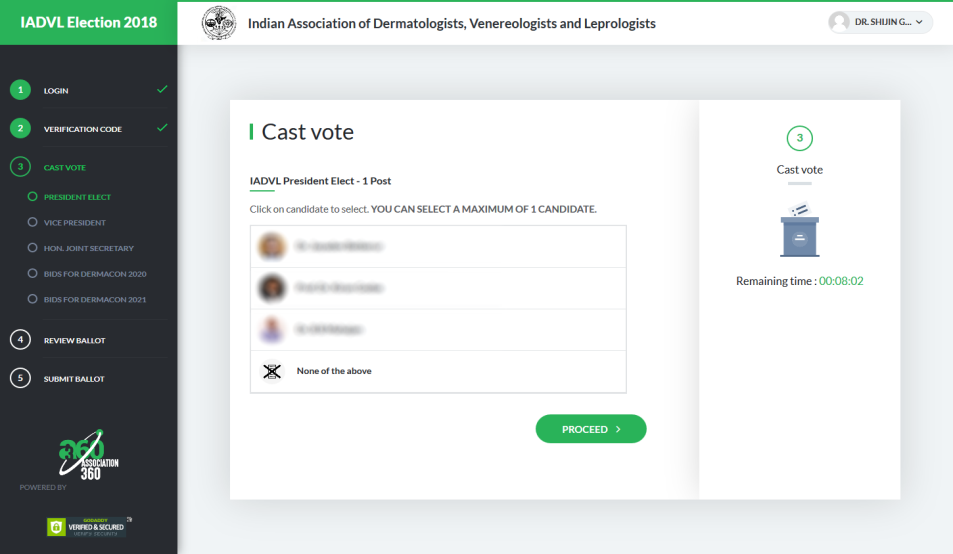
* **Step 3: User Verification**
* (a)After Successful login the user will redirect to the “ Verification Code” page.
* (b)When a user clicks on the button **“GENERATE YOUR 8 DIGIT VERIFICATION CODE”**, an 8 (eight digit) verification code will be sent to the registered **email id** and **mobile number** of the member.
* (c)The verification code will be valid only for **10 minutes.**

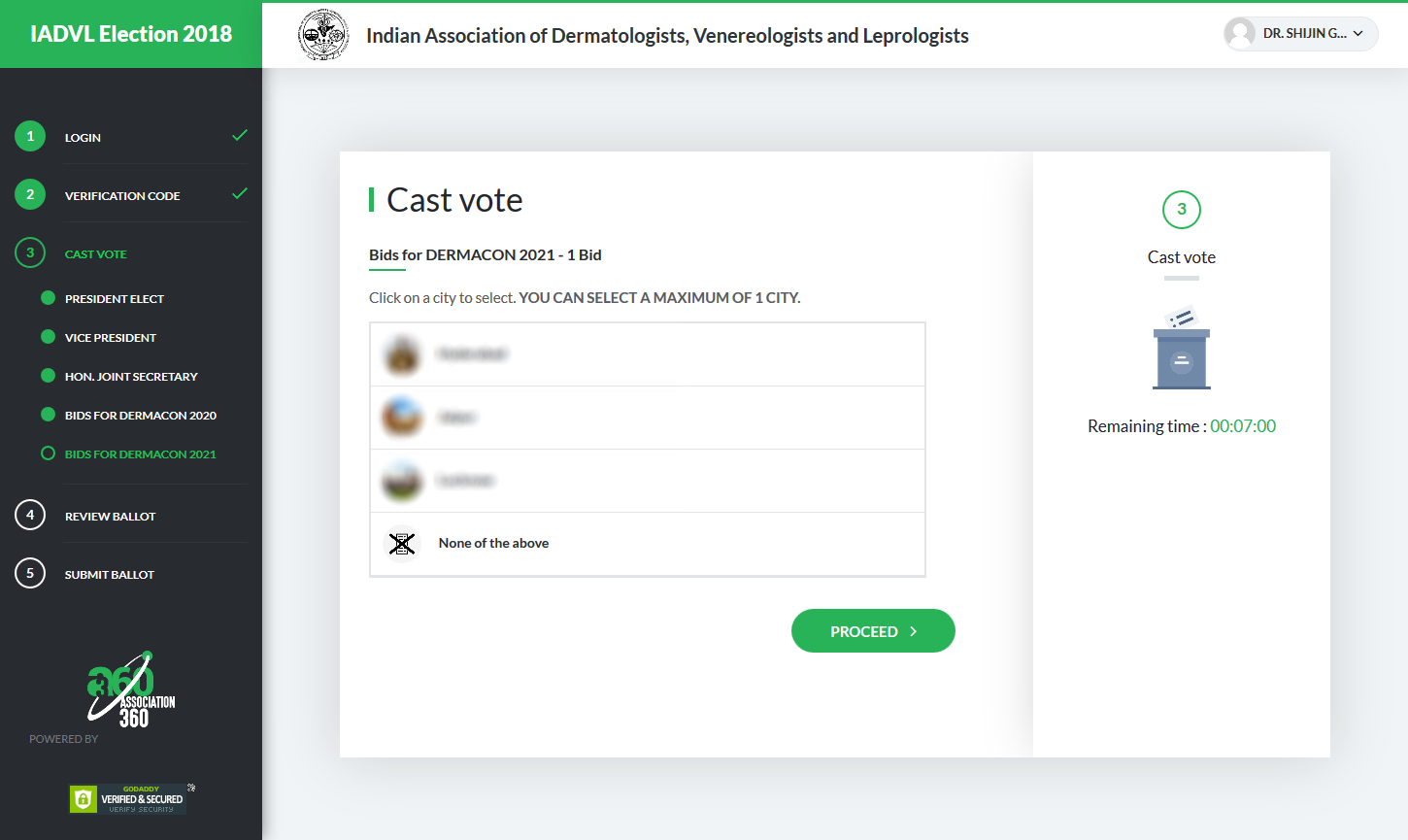
****

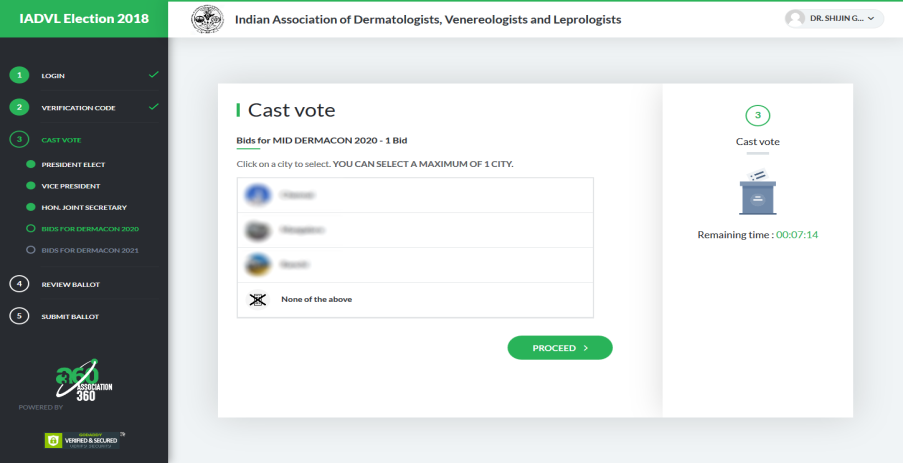
* **Step 4: User verification with validation**
* (a)E –Voters should enter their 8 digit verification code they received in theirregistered email id and mobile number.
* (b)On successful validation of the verification code, the member will be sent to **Cast Vote** page.



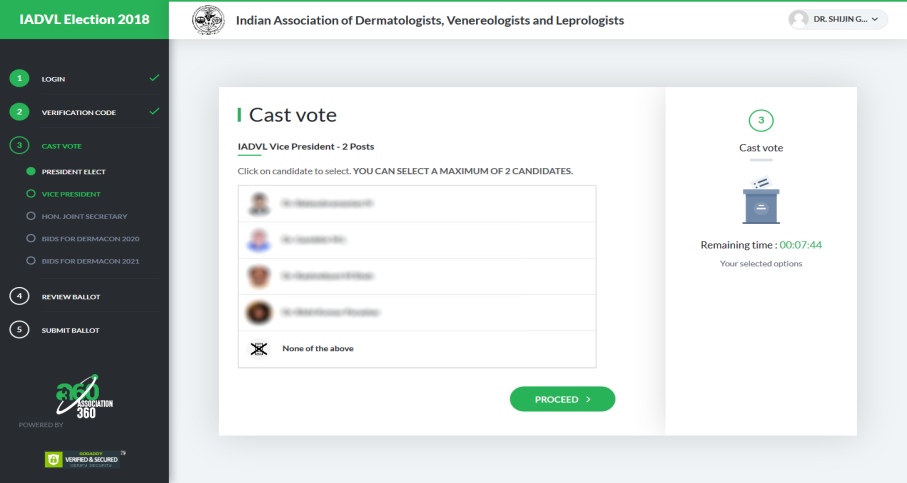
* **Step 5: Cast Vote**
* (a)The post and candidates list will be displayed in cast vote page
* (b)Member can select candidate from the list .
* (**c)Ten (10)minutes**is allotted for completing the cast vote process. When the session expires, the user will be automatically logged out from the application.
* (a) Cast Vote (Single post)
* Member should select **1(one)** candidate from the candidate list.( for the posts of **President elect**, **Hon Secretary General elect, Hon Treasurer Elect**) **and 1(one) venue each for DERMACON and MID-DERMACON**







* (a)Cast Vote (2 Posts)
* There is an option to select **2 (Two)** candidates for some posts (**Vice-Presidents and Hon. Joint Secretaries**). However one can also opt to select 1(**one)** if he/she wishes to

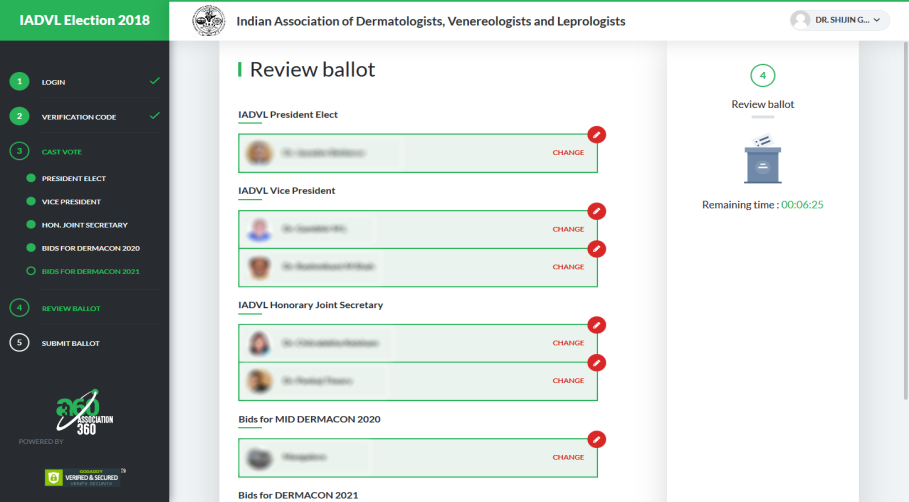


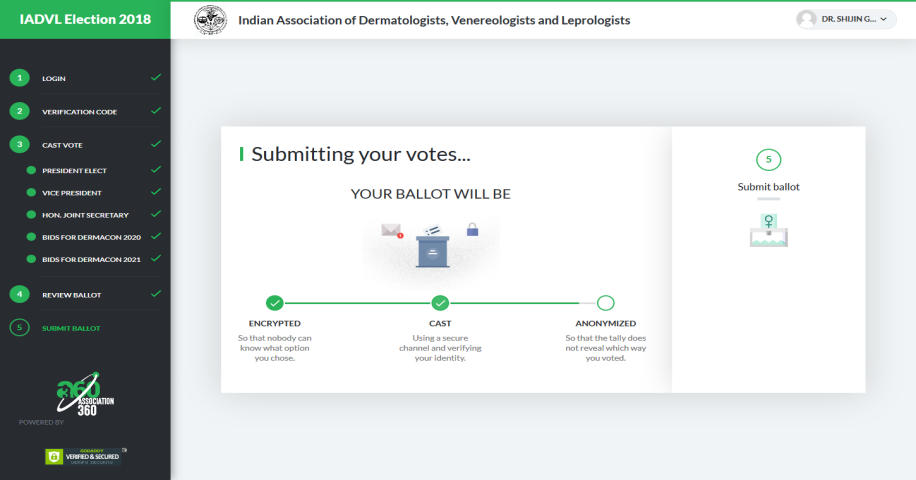
* **Step 6: Deselect Candidate**

(a)The selected candidate's name will be displayed under

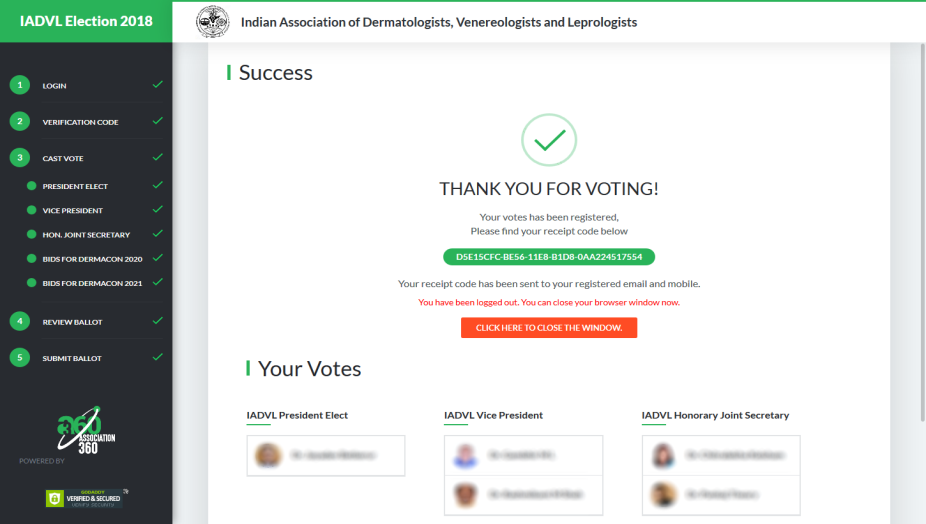
each position.

* (b) When mouse is hovered on a selected candidate name, “Click to Deselect” message will be displayed. The candidate can be deselected by clicking again.
* (c) The selected candidates can be deselected by clicking on the button “Click to Deselect”
* (d) If all in order, click on “proceed” to **Submit ballot** .
* **Step 7: Review & Submit Ballot**
* After successful completion of E- Voting process, you can review the ballot and then submit ballot page will be displayed





* **Step 8: Success Page**
* (a)Success page will be displayed for the members who successfully complete
* the E- Voting Process.
* (b)A unique receipt code will be generated for each member and will be displayed in the success page.
* (c)This unique receipt will be sent to each members registered mobile number and email ID.



* **Admin Panel of E-voting system**
* The Admin have a separate login page.He can login using the correct login credentials.
* He can view the number of votes for each position cast against each candidate but not who voted

**O. COUNTING OF VOTES**

The counting of votes will be taken up on the first Sunday after 15th November. In the presence of the Election Officer, Returning Officer and Election Observer(the previous Election Officer). The administrator of online voting will unlock the portal and publish the results of e-voting to the election officer. No member involved in counting process should leave the counting hall before final compilation of result. Election officer must preserve all documents till the declaration and acceptance of results in AGBM.

**P. DECLARATION OF RESULTS**

The official declaration of results should be done 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 shall be conveyed to the President, Honorary Secretary General,office bearers (including the branch secretaries) and all the candidates (including the unsuccessful ones) on or before the eighth day after counting. It should be conveyed to the various state branch secretaries and the editors of IJDVL and IDOJ.

**Q.**In case there is no contestant for a post/venue, the EC will announce a fresh election process during the Central Council Meeting for all vacant posts/venues, with 30th November being the last date for filing nominations and the Returning Officer declaring, after verification, the final list by 10th December. If there is more than one application for any post/venue, then election by secret ballot paper will be arranged during DERMACON on the CME day from 11 am to 2 pm and followed by counting. All eligible voters will be invited to cast their vote after verification of their membership and photo identity proof by the Returning Officer. The entire election process will be supervised by the Election Officer.

**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 (excluding the immediate past presidents who is part of the EC and election officer if he/she is also part of arbitration committee) 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 shall 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. Declaration of CONFLICTS BY CANDIDATES.
5. Candidates indulging in malpractices mentioned above

shall be disqualified for that election and also debarred for next two years. If any information in the biodata of a contestant printed in the IADVL News is proved to be false and incorrect, his/her candidature will be declared null and void. In that event, the next contestant, in the order of votes secured, will be declared elected. In case there, is no contestant for the post, election shall be conducted in the closing year’s AGBM of that year.

1. Any contestant for the 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.
2. Any member who has been elected for any post earlier cannot contest again for the same post.

**T. TIME-TABLE FOR IADVL ELECTIONS**

1. Invitation by the Honorary Secretary General for applications for various posts for which election will be held: 15thApril.
2. Last date for filing nominations along with Fee : 15th June
3. Last date for bidding for DERMACON / MID DERMACON :  15th June
4. Last date for withdrawal of nominations / Bids :  15th July
5. Announcement of valid candidates / Bids : 16th July
6. Cut-off date for electoral roll : 31st July
7. Last date for registration for e-voting : 31st August
8. Opening of e-voting : 1st October
9. Closure of e-voting : Midnight of 15th NovemberCounting of e-votes:First Sunday after the close of voting
10. Filing of objections, if any, to theElection Officer : Within one week post-counting
11. Declaration of results on e-groups and website : 8th day post- counting

# **SECTION III: IADVL ACADEMY OF DERMATOLOGY**

The IADVL Academy of Dermatology will work under the supervision of the IADVL Executive Committee. Its members will be 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, HonorarySecretaryGeneral, Immediate Past Honorary SecretaryGeneral, Treasurer and Immediate Past Treasurer, Editor of IJDVL and IDOJ and Immediate past IADVL Academy Chairperson and Convenor 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 Convenor Designate. After one year they will take charge as the Chairperson and Convenor. The tenure of the Chairperson, Convener and other members will be 2 years, with 50% of the members retiring every year. As they occupy important positions in the IADVL, the Academy Chairperson 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 Supervisory Committee for its approval

(b) To assist in deciding the recipients of IADVL observerships in consultation with judges.

(c) To scrutinize and suggest training centres of observerships.

(d) To maintain a registry of psoriasis with the help of Special Interest Groups (SIGs).

(e) To assist the President and Honorary Secretary General 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 undergraduate and postgraduate degrees 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 super-specialty examinations, to be conveyed to the Medical Council of India, the 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 SecretaryGeneral. The decisions are to be taken in consultation with the President, and then ratified by the Central Supervisory 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 of15,000 /- 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 for 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.

(s) PG Thesis Grant

* IADVL Presidential Project
* 20 grants of Rs 50,000 each
* Evaluation by Thesis Evaluation Committee

PG Thesis Grant SOP:

* Budget covers consumables, private laboratory investigations and contingencies
* No provision for instruments, patient allowance, manpower requirement
* Ethical clearance from the Institutional Ethics Committee mandatory
* Infrastructure should be available and planned intervention standardized
* Guide shall not be eligible for 3 years after receiving the grant
* Blinded review akin to research grants shall be carried out
* 50% of the sanctioned grant shall be released at the beginning and 50% after completion and submission of report with copy of bills (counter-signed by guide)
* Grant remitted to candidate with intimation to guide
* Primarily drug trials shall not be recommended
* The postgraduate has to be PLM and the guide a LM
* Publication of the thesis as a research paper is mandatory and should be sent within 1.5 years after thesis completion.
* If the thesis has not been carried out, the postgraduate has to refund the 50% amount. If he/she does not return it, the guide is not liable to return the amount
* If the postgraduate does not refund grant money in case of non-completion of thesis a penalty shall be levied when he applies for becoming a life member of the IADVL association.
* Declaration stating no other funding source

(t) PG Thesis Award Session: At DERMACON &MIDDERMACON. Both Postgraduate and Guide get Award

**DUTIES OF IADVL ACADEMY CHAIRPERSON AND CONVENOR**

The Chairperson shall chair all meetings of the IADVL Academy.

They will coordinate with the President, Hon. Secretary General and other members of the Executive Committee regarding matters pertaining to the Academy.

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.

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.

The Academy Chairperson will be the Chief Scientific Coordinator and the Academy Convener will be the Scientific Coordinator of DERMACON and MIDDERMACON.

They will be members of the Central Supervisory Committee for DERMACON and MIDDERMACON.

After receiving the applications for Orations from the Hon. Secretary General, 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.

The Chairperson shall act as a Jury Member for all the IADVL Research Grants.

The Convener shall coordinate with the Treasurer regarding matters pertaining to the finances of IADVL Academy of Dermatology.A separate Academy Account has to bemaintained at Convener’s place with three signatories (Chairperson, Convener and IADVL Treasurer and either of the other two can sign) to disburse all grants, scholarships and stipends.

It is the responsibility of the Convener to invite all new members of the Academy as well as the SIG coordinators, conveners and members to the IADVL Academy and the IADVL SIG Yahoo groups respectively, following their formal appointment.

The Academy Chairperson and/or Convener shall invite projects from the SIGs for the IADVL SIG Research Grant.

* + The Convener shall seek 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.

The Academy Chairperson shall 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.

The Academy Chairperson shall conduct evaluation of the IADVL Observershipcentres and awardees as per the set guidelines.

The Academy Convener shall 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. Regarding IADVL Special Interest Groups (SIGs) :

a. Liaison with SIGs for organizing symposia, seminars, workshops and DERMACON/MIDERMACON 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 Observerships

a. Applications: Screening, evaluation, monitoring and feedback.

b. Observership Centres: Selection and scrutiny.

4. ACADEMY and SIG websites: Maintaining these and moderating the e-groups as and when delegated to do so.

5. MISCELLANEOUS

(a) Patient information leaflets: Preparing patient information leaflets for all major dermatoses relevant to India.

(b) Therapeutic Guidelines: All members shall 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 Mayor June 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 the IADVL Academy of Dermatology.

(ii) To consider the report of the Convenor of the 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 shall 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 shall 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), a convener 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 Secretary General.

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 shall 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) shall be submitted to the IADVL Honorary Secretary General. 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 inwriting: “Supported by an educational grant from ...”. It should be mentioned in the MOU with the company that it shall 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 basis 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 HonorarySecretaryGeneral/ 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 shall 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 the 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
6. committee of DERMACON, Chairperson IADVL Academy of Dermatology and Honorary Secretary General, IADVL.
7. Membership status of the applicants to be verified bythe Honorary Secretary General.

8. 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 specialty of Dermatology, Venereology and Leprology and especially to the IADVL

1. The oration shall be evaluated by all the members of the IADVL

Academy of Dermatology and members of the Central Supervisory 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 andLeprology and to IADVL.

1. The evaluation should be submitted to the Chairperson of the Academy who will tabulate the results with the help of the Convener, IADVL Academy of Dermatology.
2. The tabulated results will be presented for final consideration and ratification by the Central Supervisory Committee at the Central Supervisory Committee meeting.
3. An oration application must obtain a minimum of 60% marks among the total marks awarded by all the evaluators to qualify for the award of Oration for that year.
4. Members of the Central Supervisory 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 SecretaryGeneral 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 supervisory committee. The evaluation to be submitted to the chairperson central supervisory committee for tabulation.

9. Members of the Central Supervisory 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 OBSERVERSHIP**

1. **APPLICATION FOR RECOGNITION AS AN IADVL OBSERVERSHIP CENTRE**
2. Initial Application/Renewal
3. Specialty:
4. Program Director:
5. Other faculty (please specify whether full time or part time):
6. Department:
7. Institution:
8. Address:
9. University affiliation for Dermatology/Venereology/Leprology

and for Fellowship specialty (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 specialty 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 program director

Signature of the Head of Department

Signature of the Head of Institution

**2. APPLICATIONS FOR IADVL OBSERVERSHIP**

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.

1. The applicant must categorically declare that he or she has never availed this Observership in the past.
2. 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.
3. The release of the Observership grant should be linked to receipt of the Feedback form from both the Program Director and Trainee as well as a brief report of his or her experience of the same.

**3. FEEDBACK OF OBSERVERSHIP 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 OBSERVER 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 observer’s academic output during the course

A. Below expectations \_\_\_\_\_\_\_

B. Adequate \_\_\_\_\_\_\_

C. Above expectations \_\_\_\_\_\_\_

D. Outstanding \_\_\_\_\_\_\_

5. Any other comments

**IADVL RESEARCH GRANTS**

**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 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

1. **Links with other projects:** Ad-hoc, task force or collaborative
2. **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.,

**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 ReseachGrantRecipients**

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 with 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.

To be signed by all investigators Countersigned by the Head of the institute.

# **SECTION IV: 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 specific no. members of the association shall be appointed.

**2. FUNCTIONS OF THE CONSTITUTION COMMITTEE**

* To update and publish the IADVL Constitution at regular intervals.
* To articulate opinions on proposals or resolutions sought to be moved by the member which has the effect of making amendment/ modification in the Constitutional provision
* To express opinion 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 shall nominate the chairperson, conveners

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 General 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 on 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. SECRETARY GENERALFOR DISCUSSION BY THE CC OR GB**

* All proposals should be discussed with the 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. Secretary General shall seek opinion of the Constitution Committee.

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

* The President shall refer matters related to constitutional queries or disputed matters to the constitution committee convener with the help of Hon. Secretary General.
* The convener shall 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 convener shall in consultation with the Chairperson, prepare a summary and send it to the President.
* The considered opinion of the constitution committee shall 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 shall 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(Excluding immediate past president who is in office of EC). Arbitration committee will present its report to the General Body.

**7. PROCEDURE FOR MEETINGS OF THE COMMITTEE**

* Under usual circumstances, the committee shall physically meet twice during a year.
* There will usually be no interim meetings
* 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.

# **SECTION V: DISCHARGE OF DUTIES BY THE HONORARY SECRETARY GENERAL**

**A. JANUARY**

* shall 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 shall 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 and shall get it passed at the first General Body and Central Council meeting after taking charge.
* Shall 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.
* Shall keep the minutes of all EC, CC and GB meetings.
* Shall 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 shall take the permission of each of the committee members.
* Shall organize and coordinate the valedictory program.

**B. FEBRUARY**

* Shall 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.
* Shall start preparing for the Executive Committee meeting to be conducted in April and also invite the proposals for the same.
* Shall send appointment letters to all the committee chairpersons, convenors and members and SIG coordinators and convenors in consultation with the President.
* Shall 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.
* Shall upload the Secretaries report and President’s address to the website.

**C. MARCH**

* He Shall 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 and invited members to the EC meeting as per instructions from the President.
* Shall prepare the agenda for EC meeting and circulate to all abovementioned members.

**D. APRIL**

* On the 1st April he shall obtain the new members list from the immediate past secretary.
* He shall take the CD of all important communications from the immediate past secretary.
* In the first week of April he shall help the Treasurer in taking over the charge of the accounts from immediate past treasurer. The outgoing Hon. Secretary Generalwill hand over these materials to his successor on this day.
* Shall organize EC meeting as per instruction of the President.
* Shall help the President in conducting the EC meeting as per protocol set in the SOP for meetings
* Shall publish IADVL News (April issue) which will be released during EC meeting
* Shall issue election notice in the IADVL NEWS, IADVL e-groups and on the website of IADVL by the 15th April.

**E. MAY**

* Shall invite proposals for the CCMIDERMAMEET.
* Shall communicate to the Secretaries of the State Branches asking them to send the list of the CC members.
* Shall invite all EC members and permanent members of the Central Council as decided by each state to the CCMIDERMAMEET.
* Shall 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.
* Shall coordinate with AAD and facilitate the IADVL-AAD exchange fellowship program.

**F. JUNE, JULY, AUGUST**

* Shall organize CCMIDERMAMEET.
* Shall supervise the organization of MIDERMACON and will communicate regularly with the organisers of the same.
* Shall hold different standing committee meetings as advised by the President and that include the state President and Secretary’s meeting.
* Shall 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 Supervisory Committee meeting and will forward the application for Orations, after confirming their eligibility to the Central Supervisory Committee and IADVL Academy members.
  + Shall coordinate with the forthcoming WCD organisers for fellowship for IADVL members.

**H. OCTOBER**

• Shall attend central supervisory 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.

**J. 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 with the user id and password to access the website as a member (or by the person moderating e-groups on his behalf), invitation to join general and acad group and the rules for the e-groups. A soft
* copy (PDF) of the membership certificate and constitution should also be attached. At the same time, members 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/academic 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 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 Programs
* which consist of :
* IADVL Residents Facebook Group
* Facilitate managing Residents e-Newsletter
* Supervise Residents Forum in DERMACON
* Handing over to new Secretary: can be done on a dedicated day,on mutual convenience.

# **SECTION VI :IADVL e-groups**

**OBJECTIVES**:

* Iadvl E-Groups are the official organs and platforms of IADVL.
* IADVL-e- GROUPS shall function under the agies 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 shall 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 shallinclude 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 shall 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 an LM, after obtaining and furnishing a copy of his qualifying degree/diploma, his/her membership in this group shall 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 Hon. Secretary General 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.

1. IADVL\_ Academy exclusively for discussion regarding IADVL Academy of Dermatology among Academy members.
2. **EC\_IADVL**: This is exclusively for administrative and other discussions among EC members.
3. 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 Secretary General /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 Secretary General 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 shall remain the moderator of the CC group for obvious logistic reason.

**Disclaimer**

* While entering the Group, a member ought to understand 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.
* A member shall agree and understand that by using the service, he/she may be exposed to content that is offensive, indecent or objectionable.
* IADVL shall not 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;
   * 1. Impersonate any person or entity, including, but not
     2. limited to IADVL, official forum leader, guide or host
     3. or falsely state or otherwise misrepresent his/her
     4. affiliation with a person or entity;
6. Forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through the service;
7. To provide material, support or resources (or to conceal or
   * 1. disguise the nature, location, source or ownership of
     2. material,support or resources to any organization(s) designated
     3. by the Government as a domestic/foreign terrorist Organization.
8. In the manner to stalk or otherwise harass others;
9. Collect or store personal data about other users in connection with the prohibited conduct and activities set forth in clause (a) to (m) hereinabove.
10. CESSATION OR DISCONTINUATION OF MEMBERSHIP: If any member is found to violate any of the above rules the Honorary Secretary General 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.
11. The Hon. Secretary General of IADVL shall 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.
12. Whenever there is an undesirable issue being discussed or a strongdisagreement 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 shall give the final ruling, which shall be binding to all concerned members.
13. 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 shall write to members in personal mail. This shall 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. SECRETARY GENERAL 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.

1. **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.
2. 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.
3. 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.
4. 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.
5. The user of academic group may choose to receive his e-mails in digest or individual mode. However for seamless viewing of threads, individual mail format is advisable.
6. Important: The members should be polite civil in their interactions with each other and maintain decorum of both groups and members. The language to be used should be chosen carefully. Please note that both the young and the old members are reading your mails and may be looking upto you too for inspiration!

3. The members in ‘acad\_iadvl group’ shall 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).

4. The Acadians can post flyers/announcements/detailed program

lists for CMEs/Conferences which are being organized under

their respective institutions. Further clarifications about same may be done with the organizers on personal mails.

1. There is no limit to the length of any thread. How long

athread of discussion lasts is limited only by

your imagination.

1. Kindly reduce the size of the attached clinical photos to 640 x 480

or below pixels. Software program like ‘IRFANVIEW’ or any

othersoftware of your choice which is freely available on net

to downsize the clinical pictures before posting.

1. Use of abbreviations may be restricted as it may lead to miscomprehension at the recipient end.
2. Clinical cases, when posted,shall be done as is 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) and then arrive at the diagnostic possibilities that you may be thinking off. This logical order will certainly help.
3. 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.
4. 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.
5. 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 not so essential parts of the thread before replying.
6. 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.

13. **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 and membership number till the other users are 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.

14. **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 shall not be shared outside the group.

15. There is no limit to the number of threads the members may start in a day, so long as they are independent threads and 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.

16. The users may mention their clinical experiences as opposed to evidence based medicine, and the same is encouraged. But remember that evidence-based remarks are more desirable.

17. 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.

18. 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 are welcome. However, user discretion is advised in the choice of words to be used. **Topics/discussions on politics, religion and pornography, sex or similar nature are absolutely prohibited in the e-mail group.**

19. 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.

20. It is suggested that the participants in any discussion thread must respect self-respect, and knowledge of another member and accept lacunae in their own know-how graciously. **After all, a new fact learned or concept corrected leads to lifelong learning.**

21. There are certain SIGs (Special Interest Groups) in IADVL. In case it is pertaining to the attention of a particular SIG, the subject-line of thread may be ‘SIG: Dermpath: \_\_\_\_\_\_\_\_\_\_\_\_\_’

22. Please note that IADVL e groups (acad/iadvl groups) are not meant for airing opinions or suggestions about administrative matters or changes in the IADVL. The right forum/platform for such proposals are appropriate for a meeting of IADVL (AGBM/CC/EC meets) at an appropriate time.

23. All the members are encouraged to promote 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.

24. The acad members shallneed to the guidance of the moderators

andwill not resort to questioning their authority, for they are doing a

job on your behalf and the same has to be respected.

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

# **SECTION VII: EDITOR IJDVL AND EDITOR IDOJ**

* 1. a)**Selection**: The process shall start one and half years before the date of retirement of the editor, with the appointment of the search committee. The name of the next Editor shall be proposed by a Committee comprising past Presidents and Editors (the President and Honorary Secretary General 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 IADVL website. He or she shall work along with the Editor as an Editor-Elect for one year in charge of the IJDVL.
  2. **Term of office**: shallbe for three years. At the end of the three-year term, a fresh editor shall be chosen as per constitution rules. The current editor may also apply, but fresh applications shall also be invited and the search committee shall be free to choose any one. The search committee shall not include the current editor if he is one of the contestants. His place in search committee shall be replaced by a former editor.
  3. **Editorial Board**: The constitution of the Editorial Board shall be at the Editor’s discretion; but the names should be informed to the IADVL EC. It shall consist of the Associate Editor, two Deputy Editors and 4-6 Assistant Editors. Invited editors shall be as per Editor’s discretion. Any other position, such as Managing Editor or Executive Editor, may be created at the discretion of the editor, but his job description shall be informed to EC. The Editor elect shall function as an associate editor till he becomes the editor. The duties and responsibilities of these positions shall be laid down by the editor at his discretion.
  4. **Maintenance of accounts**:

1.The Editor shall maintain the following documents:

1. Receipts of all income, including those received by the publisher and the editor.
2. All expenditures and payments correspondence
3. The IADVL auditor shall be responsible for the auditing of accounts of the IJDVL and submit to editor IJDVL and treasurer

2.The report shall specifically include specific details of contributions from different companies. Rates for advertisements shall be decided on an yearly basis by the Editor who shall duly inform the EC regarding this matter. Any long-term policy of advertisements shall not be approved beyond the term of office of the editor. If such policy is needed, it shall 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 shall not be responsible for the content.

(b) The advertisement shall not include any material which has exaggerations, or adverse comments about any other company or product.

(c) The advertisement shall not include any material for an unsubstantiated procedure and treatment.

(d) The advertisement shall avoid materials will not use the words “the best”, the first ever”, safest – facts whichcannot be substantiated.

(e) The advertisement shall not include any content about any product of alternative medicine.

f) Advertisement by institutes about courses etc.,shall be verified before allowing its publication.

g) The same policy shall continue for web advertisement also The advertisements shall be taken at the discretion of the managing editor who would be responsible for all advertisements to the journal.

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

**IADVL contribution**: would be as decided by the GB from time to time. However, the IADVL is responsible for fully supporting the IJDVL financially.

**IDOJ**: IDOJ was specifically meant to provide opportunity 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 shall completely 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. The handing over shall include all files and correspondence as mentioned above.

**Expenses of the editor**: Editor is autorized 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 assistantssalary and (h) Telephone expenses

These expenses need to be budgeted and submitted to the EC and AGM. Editors are to be considered as invited members of the executive committee. They may be invited to the 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. The 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 shall be referred to the Ombudsman. The verdict of the Ombudsman shall be final. If the complaint is with respect to any matter pertaining toadministrative/Financial/ethical conduct/non-performance, such materials shall be first considered by the Executive Committee. If the executive committee feels necessary, it may be referred to the artbitration 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 shall 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**: The Editor is at liberty to initiate any action against his junior editors if the situation so demands; but shall be done with the knowledge and concurrence of the President.

# **SECTION VIII: DERMACON**

1. (a) A National Conference, known as DERMACON, shall be organized every year. Its number, viz., “39th National Conference of the IADVL”, shall be mentioned in the next line. It should be organized as DERMACON INTERNATIONAL once every four years in the year of the World Congress of Dermatology.

(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 life members of the Association, including PLM, ALM and International Life Members, are eligible to be delegates of DERMACON. Only IADVL members can register as delegates. All other applications for non-member registration shall be asked to submit proof of MCI /national medical registration and shall be charged50% higher registration than member registrations. AFDG members may be given a full refund of the DERMACON registration/delegate fee if cancellation is due to the exigencies of military service. They can avail spot registration at the early bird rate.

c) All members of the National Executive and Central Council shall assume office on the first day of the conference at the AGBM. Since the Honorary SecretaryGeneral, Honorary Treasurer, and the Editor of IJDVL have a longer tenure, they shall 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 shall 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 blank 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 Secretary General.

**2. 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 bid to host DERMACON to the Honorary SecretaryGeneral of IADVL two and a half years before the proposed conference only after the above procedure.

The official bidding for holding DERMACON shall be given to the Honorary Secretary General 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 bear50% of the seed money. Their submission will include all details as needed in annexure I including a project report. IADVL shall 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 of 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 newsletter along with the write up. Details of previous event including the amount saved, organizational experience of organizers, expected income and savings, specific information 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 Proforma.** The Organizing Secretary may host a web page about the venue.

(c) The bid should reach the Honorary Secretary General at least 6 months before the ensuing DERMACON begins, e.g. if the invitation is for DERMACON 2009 and the next DERMACON begins on 25thJanuary, 2007, the invitation should reach on or before 24thJuly, 2006, so that the venue of DERMACON 2009 can be decided during DERMACON 2007.

(d) On receipt of the bid, the Honorary SecretaryGeneral 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 the Organizing Chairman, Name of Organizing Secretary and Treasurer, Name of Chairman Scientific Preferred Choice (1, 2, 3). This shall be sent in a separate envelope. This, along with the ballot paper envelope will be dispatched in one common envelope to the members. The voters will mark against their choice.(Note: 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. the office bearers, shall voluntarily disclose any conflict 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 also be disclosed.

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

**3. 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 SecretaryGeneral.

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 shall 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 levelled and covered. In general, hosting of a conference in pandals is to be eschewed 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, separately 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 Members.

(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 AGBM 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 Organising Secretary, Chairman, President and Secretary 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 Secretary General and with the permission of the General Body of IADVL of the commencing year. Presently the seed money is 15,00,000/.

**4. 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 use IADVL PAN.

(c) 20% of stall money and 15% of registration collection would be IADVL share after paying all taxes. 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. The rest 25% would be credited to iadvlwithin a month of finalizing the accounts, and not laterthan next ccm at any cost.

d) 30% of the surplus if any over and above the minimum guaranteed amount (20% from stall and 15% from registration) given to the organizing state branch.

(e) The Organizing Secretary of DERMACON should submit a monthly report of income and expenditure to the President and Hon. Secretary General of IADVL

(f) 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 besubmitted to impart transparency to the financial aspects of the DERMACON. It shall 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 organized 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)”

**5. 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 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 shall provide free registration and accommodation to all EC members of national IADVL.

**6. 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 shall be the President of the Conference.

(b) The Honorary SecretaryGeneral 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 DRMACON 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 progresses report shall be forwarded by organizing secretary of the conference to the coordinator who in turn will keep the national body updated.

**7. PROGRAM OF THE DERMACON**

**(a) Inauguration**

The Organizing Secretary of the DERMACON, in consultation with the Honorary SecretaryGeneral, Honorary Treasurer, the President for the year and the Immediate Past President shall decide the inaugural program and discuss regarding the choice of the Chief Guest. It is emphasized that the President of IADVL is the highest dignitary and his/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 shall be felicitated at the inaugural function.

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

(i) The Organizing Secretary of the conference shall extend all necessary help in conducting the various scientific programs.

(ii) Donations for orations, awards and prizes shall be accepted from members and others. The entire amount will be kept in fixed deposit. Out of the interest, 70% shall be utilized for the memento and the remaining 30% shall be retained by the Association and added to the fixed deposit. The donation money from the members will be minimum of Rs.2,00,000/- and from others Rs. 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. shall 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 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 shall 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 SecretaryGeneral. The Organizing Secretary will be in charge for the arrangements of the meetings. The Honorary SecretaryGeneralshall 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 shall be served during the conference, with no music being played. During dinner, only soft music should be played until 9 pm.The dinner on the CME day will be called the Presidential dinner. It will be by invitation only. All faculties, state and national executives, organising and scientific committee members and guests will be invited.

**Important Dates Bidding of DERMACON 31st July**

Bidding of DERMACON: Two and half years before the actual conference i.e. for January 2022 conference the bidding city should bid before 31 July 2019

**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**

Last date for early registration at DERMACON without late registration fee.

# **ANNEXURE I: PROFORMA FOR APPLICATION FOR DERMACON**

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

**1. GENERAL**

1. City/town proposed for holding DERMACON (please give the map).
2. Exact location address of DERMACON.
3. Is the conference venue a permanent structure or a temporary built one, like a pandal?
4. Distance from the city centre.
5. Connectivity of the city or town by (a) train (b) air (c) road. (Please give the details in a separate sheet).
6. Transport facilities within the city/town.
7. Was the IADVL National Conference held earlier in the same city/town? If yes, when?
8. Were other conferences held earlier? If yes, please give their attendance figures.
9. Please give the figurative diagram of the conference venue according to scale.

**2. FACILITIES FOR THE SCIENTIFIC PROGRAMES**

1. Hall for the inaugural function/plenary session
   1. Capacity to seat at least 2,000–2,500 people
   2. Size of the podium
   3. Air-conditioned
   4. Acoustics
   5. Audio-visual facilities
2. Minimum 3 additional halls for the concurrent sessions
   1. Capacity to seat at least 300–700 people
   2. Air-conditioned
   3. Acoustics
   4. Audio-visual facilities
   5. Distance from the main hall
3. Lobby space outside the main hall
4. Space for poster presentations
5. Toilet for all conference halls
6. Five smaller halls or spaces
   1. Registration area
   2. Conference secretariat
   3. Communication room
7. Preview room adjacent to the main hall
8. 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 2000 persons at a time during lunch and 3000during 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**

IT MUST BE ENSURED THAT THE EVENT MANAGER DOES NOT CHARGE EXHORBITANTLY FOR THE ACCOMODATION. FIXED AMOUNT OF TARIFF SHOULD BE GIVEN FOR EACH HOTEL. RANGE OF TARIFF FOR GROUP OF HOTELS IS NOT ACCEPTIBLE EG.,CLARKS, 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 shall be...*(name and membership number)*

*The bid should be accompanied by a 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) Audio-visual

vi) Faculty travel

vii) Mementoes

viii) Transportation

ix) Faculty accommodation

x) Service tax

xi) Administrative expenses

xii) Central supervisory 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

collectionexpected surplus.

# **ANNEXURE II: GUIDELINES FOR THE ORGANISATION OF DERMACON**

The IADVL National Executive, guided by the Central Council andtheGeneral Body, is the supreme body which looks after the

Smoothconduct 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 SUPERVISORY COMMITTEE MEETINGS**

The venue and date of the meeting shall 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 and AFDG as appointed in the AGBM. In DERMACONs conducting a workshop, SIG convener of the concerned subject such as dermatosurgery/ LASER/dermatopathology may be invited. The scientific chairperson 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:

Org. Chairman, Org. Secretary, Scientific chairman, Scientific Secretary, workshop secretary, joint secretary and treasurer The organizing committee of DERMACON shall 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:

* 1. Assessment of the progress of the scientific program, including workshops and CME.
  2. 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.
  3. It shall also discuss the organizational part of the conference,including the inaugural function, valedictory function and various arrangements, and inspect the venue.
  4. Treasurer/org secretary shall make a presentation with respect tothe status of finance giving details of income and expenditure under different heads (mentioned above) Short comings if any shall be communicated in writing by the Hon Secretary to the Organizing Secretary.

The meeting will begin on Saturday, post – lunch, to discuss the organizational aspects, venue inspection; this will be followed by meeting of three Presidents and Academy Chairman who will decide the awards.

Subcommittee for Scientific work to be formed and label it as Scientific Committee.

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

The meeting shall 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 Secretary General 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 publicaddress system. The meeting shall be presided by the President and conducted as per the agenda circulated by the Honorary SecretaryGeneral. The election officer shall 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 shall be held on the CME day, 1 hour after the CCM. Its venue should be intimated to the HonorarySecretaryGeneral 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 SecretaryGeneral, 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 Public Address system should be chosen. The dais should be able to seat 12–15 office bearers.

The meeting shall be presided by the President and conducted as per the agenda circulated by the Honorary SecretaryGeneral.

The new office bearers shall 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 but not to exceed 75 minutes. Its details should be finalized by consultations among the President, Immediate Past President, President Elect and Honorary SecretaryGeneral. 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 shall 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 SecretaryGeneral: 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 has tobe as shownas In**Fig. 1.**. In case there are other dignitaries, they shall 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, the chief guest’s 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 the dignitary may be seated in the 2nd row. The organizers may make suitable changes in the above protocol only after prior consultation with the President and Honorary SecretaryGeneral.

**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 shall be as shown in Fig. 1. In case there two dignitaries then they shall be seated on either side of the organizing committee Chairperson.

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| OS | JS 1 | VP 1 | HSG | PE | P | CG | IPP | OCP | SCP | HT | VP 2 | JS 2 |

* \* Abbreviations used: OS- Organising Secretary; JS1- Sr. Joint Secretary; VP 1- Sr. Vice President; HSG- Hon. Secretary General, IADVL; PE- President Elect, IADVL; P- President, IADVL; CG- Chief Guest; IPP- Immediate Past President, IADVL; OCP- Organising Chairperson; SCP- Scientific Chairperson; HT- Hon. Treasurer, IADVL; VP 2- Jr. Vice President; JS 2- Jr. Joint Secretary.

In the year of DERMACON in which one set of Honorary Secretary General and Treasurer will hand over charge to another.Both Honorary General Secretaries shall sit side by side and both Treasurers will sit side by side.

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 the chairperson and the convener IADVL Academy, Chairperson scientific committee, editors IJDVL and IDOJ, editor IADVL text book, finance committee, constitution committee and SOP committee. The front side rows are to be reserved for past Presidents, past Honorary General Secretaries, past Honorary Treasurers, SIG Convenors, Chairperson of Therapeutic guidelines 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, President elect and immediate past president, hon. Secretary general, 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 one 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 SecretaryGeneral.

**5. IADVL FELICITATION DAY**

The IADVL Day shall 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, President elect immediate Past President, Hon. Secretary, treasurer, 2 Vice Presidents, 2 Joint Secretaries),

Organizing Chairperson, Organizing Secretary, and the ScientificCommittee Chairperson will be on the dais. It will preferably have only one 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.GanapatiPanja Memorial Award to the Dermatologistdedicated 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) The **First day** The Dr. B. M. Ambady Oration must be scheduled onthe 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 G SecretaryGeneral 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 SecretaryGeneral. The program is to be decided by the Honorary SecretaryGeneral, in consultation with the IADVL–Pharma National Quiz Coordinator, Quiz Master and the Sponsor.

**8. COMBINED CENTRAL COUNCILAND FIRSTANNUAL GENERAL BODY MEETING FOR THE COMMENCING YEAR (CCM AND AGBM)**

This meeting shall be held on the second (penultimate) day of the conference at 2 p.m. The DERMACON organizers should intimate the Honorary Secretary General 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 shall be presided over by the incoming President.

**9. VALEDICTORY FUNCTION**

This shall 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 shall 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 shall 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 Secretary General shall 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 Practioners 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 the Indian Association for the Study of Sexually Transmitted Diseases & AIDS, Indian Association of Leprosy, Contact and Occupational Dermatoses Forum of India, Indian Society of Paediatric 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 the Chairpersonof the 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 shall send precise details of the program at least 3 months before the date of DERMACON. **The sister society session shall not include sponsored talks by any company.**

**11. OTHER ASPECTS:**

**Pre-Congress Workshop**: A separate pre-congress 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.

• Parallel 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 shall 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 the 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 the venue as well as delegates against natural calamities, fire, theft and accidents to be ensured. A Daily news bulletin containing proceedings of the conference, 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 shall be carried in two parts: 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 andScientific sessions shall be audited by the academy.
* On the occasion of the inauguration of DERMACON, an IADVL tree/sapling will be planted in the host city in a locality deemed suitable by the Organizing Committee after obtaining all necessary permissions

# **URE III: GUIDELINES FOR INTERNATIONAL CONFERENCES**

1. The bidding committee for a 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. The 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.
2. An international conference should not be organised along with *DERMACON under any circumstance.* 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.
3. The member/state branch/city branch wanting to bid for an international congress shall submit a proposal to the AGBM in writing.
4. This proposal shall be backed by the state branch EC.
5. The member proposing the bid shall form a bidding committee which states the key persons who will carry out the bid.
6. 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 shall be submitted to the EC and the 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 shall be signed by the Organizing Secretary or Organizing Chairperson, IADVL President and/or Secretary of that period. This is mandatory of that particular year when the contract is signed.
7. It is essential for the IADVL be aware of 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.
8. It is also vital to be aware of the proposed financial commitment of IADVL when IADVL undertakes the responsibility of holding such a conference.
9. Bidding chairperson shall present a budget for the bid taking in to account all possible expenses such as stalls and reception in different congresses, website, brochures, mementos etc to the EC- the same shall be discussed in CCM/AGM.
10. IADVL may approve a budget depending on the financial position
11. AGM shall approve the bid after deliberations.
12. The approval shall be with respect to that particular bid only.
13. 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 shall be submitted to AGBM by the bidding committee chairperson. Detailed accounts shall be submitted for the money spent, and the same shall be audited by the IADVL auditor.
14. MOU shall be signed by the Proposed Organizing Secretary or Organizing Chairperson, IADVL President and/or Secretary, IADVL president elect of that period.
15. 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.
16. IADVL shall not be bear any liability arising out of inadequate information by the bidding committee chairman
17. 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.
18. There should be a clear understanding regarding 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.
19. Requisite permission of the External Affairs Ministry and the Reserve Bank of India should be obtained before a final decision is taken by IADVL.
20. All legal formalities should be studied and adhered to before holding such a conference. Expert Legal and financial opinion should be taken if necessary.
21. In addition to National level bidding committee, there should be a local organizing committee (for publishing, website, mementos) and an international ambassadorial committee (for taking the campaign to different countries.
22. 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 shall be sought from IADVL funds for this purpose.
23. 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.
24. The bid committee may use a state branch/city branch account for this purpose.
25. An Event manager may be hired but the MOU should be approved by the EC.
26. All matters shall be in consultation and approval by EC.
27. Detailed Accounts including money spent under different heads such as printing, website, posting, mementos, stalls, receptions, shall be submitted periodically: once in three months, during the next CCM and AGBM after completion of the bid after complete auditing.
28. All events such as holding receptions, or any other social events/ gifts/participation in congresses shall be with the prior approval and active participation of EC.
29. Due dignity of the President of IADVL must be maintained in all important events of bidding/any international conference organized in India by IADVL.
30. There should be a Local organizing committee and a scientific committee of the international conference, endorsed by the Executive Committee, the Central Council and the 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.
31. All finances of international congresses are subject to same SOPs as applicable to 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, within six months by the next DERMACON/CCM whichever is earlier.
32. All the expenditure incurred by the IADVL for an international conference has to be returned with interest.
33. All rules regarding transparency and accountability applicable to DERMACON will also apply to bidding and organization of the International congress.

# **ANNEXURE VII: IADVL Pharma Postgraduate Quiz**

All state CUTICONs shall conduct a Quiz under the supervision of Central body with the help of National coordinator, under the IADVL pharma banner. Only IADVL PLMs who are PG residents at the time of the state CUTICON quiz are eligible to participate in CUTICON and DERMACON quizzes.The national winners of the quiz are not eligible to participate again.19 (approx.) teams will be selected from CUTICONs as per the existing system for participation in national level Quiz. Screening test will held on the CME day or First day of the conference, which shall be announced well in advance. This shall be a written MCQ type. Each participant shall be paid 15000/- by IADVL towards the expenses. The top 4 teams shall be selected for finals on subsequent days.Quiz Master for DERMACON shall be selected by National executive: Travel and accommodation of quizmaster shall be provided for 4 days at DERMACON by local organizers who shall be paid a lump sum money of 25000/ for this purpose. However, mementos and certificates will be provided by GSK.

# **ANNEXURE VIII: GUIDELINES FOR ZONAL CONFERENCES**

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

**1. ZONES**

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

**West**: Gujarat, Madhya Pradesh, Maharashtra and Rajasthan **North**: Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammuand Kashmir, and Punjab

**South**: Andhra Pradesh, Karnataka, Kerala, Pondicherry, Tamil Nadu and Telangana.

**2. CONFERENCE**

(a) Zonal states should be arranged in alphabetic order.

(b) State Presidents, President Elect and Secretaries of the zone must be members of the central organizing committee; From IADVL centre, any one of Vice-President shall be the IADVL liaison officer. This committee shall be constituted one year before organizing the DERMAZONE. It shall be the responsibility of Hon. Secretary General to do this and included in the secretary’s report to CCM/AGM.

c) IADVL liaison officer will oversee signing of MOU between IADVL and DERMAZONE local organizing committee. The MOU for this shall be on the lines of DERMACON MOU and shall be prepared by SOP committee. The liaison officer shall be responsible for the smooth conduct coordination and also submission of accounts of DERMAZONE.

(c) Organising state’s share shall be 50%, other participating states – 30% (divided among them equally) and IADVL’s share –20%

(d) The audited account should be submitted to the IADVL within 6 months and presented in next CCM or AGM whichever is earlier and the same shall be subjected to audit and finance committee opinion (as applicable).

# **ANNEXURE IX: PROFORMA FOR APPLICATION FOR THE BEST BRANCH AWARD (1st January to 31st December)**

**Instructions**

1. This should be filled in 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. The duly completed form must reach the office of the Honorary SecretaryGeneral by 15thJanuary.

**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 TRANSACTIONS RECEIPTS DURING DERMACON**

Registration money from workshop – Registration money from CME Registration money from the 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 newsletter\* Sponsorship for announcement booth\*-Sponsorship for cultural program\* Sponsorship from the event manager managing hotel accommodation and sightseeing (if other incentives are provided in lieu of cash, pl give details) \*

\*If,any pharma company 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 supervisory committee meet

Local organization meet

**Expenses for meeting travel expenses of**

Guest speaker

Organizing Committee Meeting

National Executive Committee Meeting

**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 is 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.**



