

To, _____

LM 022
Dr. H. K. T. Raza
105, North Civil Lines
Near Ghantaagar Jabalpur, MP

*Please keep this News Letter
protocol of M.P. IOA is printed*

If Undelivered Please return : _____

Honorary Secretary

DR. C. S. SINGHAI

M.S. (Orth.), D. German

Bombay Hospital & Research Centre Jabalpur

Gole Bazar, Jabalpur 482 002 M.P., INDIA

Ph : 0761-2312202, 2412110, 4007317, Mob : 94251-54772

*From IOA of MP IOA and IA
for members of the News Letter
in a membership of 1993 Member Fee*

Regd. Secular Under Firm & Society
Reg. No. 11284/02

**M.P. CHAPTER
IOA
News Letter
1st 2006**



**Protocol of M.P. IOA
Hand Surgery Fellowship Application
Poster for Osteoporosis**

*The only official news letter of MP Chapter of IOA
(All rights reserved)*

HONORARY SECRETARY

Dr. C. S. Singhai

M.S. (Orth.), D. German

Bombay Hospital & Research Centre Jabalpur

Gole Bazar, Jabalpur 482 002 M.P., INDIA

Ph : 0761-2312202, 2412110, 4007317

Mob : 94251-54772

From Secretary's Desk



We have done it !

Dear Sir,

Two years of my tenure are over. I enjoyed working for you.

It was with your continuous support, my hammering to most of the members of MP IOA, we have added most precious leather to our cap i.e. Best State Chapter Award. A good number of fellowships, across the state through out the year academic activity and very good co-operation of you all for trauma awareness campaign of IOA, were valuable in receiving this prestigious award.

Still we have to work hard to get it for next year.

I prepared a very comprehensive report for best chapter award. I personally gathered information from whole state for the purpose.

In fact we all have to work hard. What so ever significant you achieve just let me know, drop me a card & that will be included in the records of association. I request all executives to motivate members in their region for this task.

With regards, Thank you

Dr. Chhatra Shai Singhal

Honry Secretary

MINUTES OF EXECUTIVE MEETING

Friday 30.9.05, 5.00 p.m.

Samanyra Bhavni, Bhopal, during M.P. Orfsoon, Bhopal

Chairperson- President MP IOA Dr. G.S. Vyas

Honry Secretary MPIOA Dr. C.S. Singhal

Sec., Dr. F.H. Falty, Treasurer MPIOA, Dr. A.K. Varma, Past President, Dr. P.K. Saxena, Dr. Nihar Padhi and Dr. R.K. Chourasia.

Meeting attended by Dr. G.S. Vyas, President MPIOA, Dr. C.S. Singhal Honry Secretary MPIOA, Dr. A.K. Varma, Past President, Dr. P.K. Saxena, Dr. Nihar Padhi and Dr. R.K. Chourasia. Meeting called to order by President Dr. G.S. Vyas. Quorum was incomplete so adjourned for 15 minutes again called at 5:15 p.m.

Obituary Dr. V. Inamdar has passed away. All executives kept silence for two minutes and directed, Hon. Secretary to write letter of condolence. Further delete his name from the list but L.M. number will be there.

Minutes of last Executive Meeting read confirmed and passed.

Honry Secretary's report read and passed : Dr. Singhal said that Dr. P.K. Kanabar has appreciated the work of MPIOA in relation to National trauma awareness campaign of IOA.

Dr. Falty presented treasurer's report which states

1. Funds to be increased.
2. Reports for Act-28, Firm and Society Registration Act has been submitted.
3. Every publication of IOA should have firm and society Registration number.
4. Audited Report has been printed in news letter.
5. 2004-05 and 2005-06 assessment amount Rs.1000.00 has been refunded to the account of MPIOA.
6. Dr. O.P. Sharma Orator's Rs. one lakh one thousand is deposited in FD and interest will be transferred in association's current account.
7. New file members, should pay membership fees by DD only PAN No. of association is AAATM9971-G.

Editor's Report not available.

Constitution committee, Assistant Surgeon Welfare Committee, Ethics committee, conference committee reports are not available.

Fellowship Committee - Hon.Sec. Dr. C.S. Singhal presented report. He said that with his continuous efforts and support of Dr. Narenda and Dr. P. Srivastava both ex Hon Secretary, he was able to revive both BOS fellowship. Hon. Secretary further added, this year there was tremendous response for BOS fracture course fellowship and BOS Arthroscopy fellowship.

Total B applications has been received, four - four for each. Out of them fellowship committee has selected name of Dr. K.S. Rathore (Bhatia) and Dr. Rajesh Mahto (Vadala) for BOS fracture fellowship.

For BOS arthroscopy fellowship Dr. A.S. Meera (Jhansgarbad) has been selected. Venue of the next conference - Dr. Singhal said that Dr. Gaur has expressed his desire to arrange next conference at Pachnadi by "Prinpal Medical College" but there is no written application.

Results of opinion poll are well appreciated, printed in the news letter. These recommendations to be forwarded to constitution committee and GBM should finalize.

Protocol of MPIOA to be presented in the GBM by constitution committee. Executives finalized that all the paper presenter in the free paper category should be a life member of MPIOA and in the PG paper category should be associate member.

Abstract submission format should have column for membership number. During pre-conference workshops protocols should be maintained, it was not done at Bhopal.

A resolution passed by Executive committee to continue midterm conference. Their should be protocol for handing over official paper and charges. New committee should be appointed by President, Past President and Secretary. Their should be a co-ordination committee to co-ordinate between state chapter and city clubs. Help of Past Secretary to be taken. Legal and Grievance cell should be there which should include President, Past-President and Secretary.

PG perfection course and best teacher award - Dr. Vyas said that he had written letters but there is no response.

Ornamental vs functioning executive committee-matter to be put into the GBM as per opinion poll.

Expenses to executive for attending Summer Meeting- all executives decided that second AC train fare to and fro to be paid by MPIOA.

Monetary help to Org. Sec of MIP Orthocon- to be put in the GBM. Yearly reminder to be maintained. Midterm conference should be arranged regularly. MPIOA logo should be used.

Election result- Dr. A.K. Gupta, Greater is most unopposed President elect. First of the executives will be decided in the GBM.

Name of the new members joined in the last one year read by Dr. C.S. Singhal to be ratified in the GBM. MPIOA should participate actively in the national awareness campaign of IOA. There were no other matter so meeting concluded. President and Secretary thank everybody.

MINUTES OF GBM HELD AT BHOPAL.

Saturday 1st Oct. 05, 5.30 pm. during M.P. Orthocon 05
Sainiwasia Bhawan, Bhopal

Chairperson

President MPIOA

- Dr. G.S. Vyas.

Hon'g Secretary MPIOA

- Dr. C.S. Singhal

Hon'g Treasurer, MPIOA

- Dr. F.H. Falzy

Org. Secretary, M.P. Orthocon 05

- Dr. P.K. Chourasia

- As per agenda meeting called to order by President Dr. G.S. Vyas.
1. Roll Call Completed
 2. Obituary - Dr. S.N. Goyal Indore said about sudden demise of Prof. Inamdar,

Indore on 8th Aug 05 at 8.30 pm. He talked about personality of Prof. Inamdar as a very good teacher and person. 2 minutes silence was observed. Hon'g Secretary said that he will write a letter of condolence to family members of late Prof. Inamdar.

3. Confirmation of minutes of last GBM - were published in news letter, read and passed.

4. Hon. Secretary's Report - Hon'g Secretary said that he has presented his report during inauguration and its in souvenir as well. Confirmed and passed. Dr. Raza Hon. Sec. IOA said that Hon. Sec. should get more information from members. Dr. Singhal Hon. Sec. MPIOA said that he personally telephonically and through news letter tries to gather the information across the state. This year (second year of tenure) he is able to collect good information.

5. Hon. Secretary said that Dr. F.H. Falzy treasurer is working very hard. Many problems of accounts has been streamlined. Audited report of accounts of MPIOA has been published in news letter. Dr. F.H. Falzy, treasurer MPIOA presented his report.

Report for Act-28, Firm and Society Registration Act has been submitted. Further he wanted that all the printed material should bear firm and society registration number of MPIOA. Dr. Singhal said that news letter bears this number. From next year all the printed material will bear this.

Dr. Falzy said that details of 2000, 2003 & 2005, MPIOA ORTHO CON conferences funds are sent awarded by office of MPIOA. Its becoming difficult to run the association. Hon. Secretary further added that financial crisis is increasing. Dr. S.K. Jain said that he has already given Rs. 25000/- to association and he has submitted the audited accounts.

Regarding income and expenditure of 2003 Jabalpur conference as Org. Secretary Dr. Rajeev Bhandari was not there. Dr. Raza asked Hon. Sec. of MPIOA Dr. C.S. Singhal to present the views of Jabalpur Orthopaedic Association. Dr. C.S. Singhal said that office has not received any information directly or any written letter either from Jabalpur Orthopaedic Association (JOA) nor Dr. Rajeev Bhandari, but he had overheard that JOA wants to make MPIOA House at Jabalpur from the saving of 2003 Jabalpur Conference. Dr. S.N. Goyal Indore said that how Jabalpur persons can decide on its own with the association's money without being decided in GBM.

Dr. H.K.T. Raza further clarified that this is a sizable amount from Jabalpur and JOA wanted to start different activities. Dr. S. Gaur said that rules cannot be changed. This is on the behalf of association people save money, but they do not want to give the share to the association. Why?

Dr. Raza wanted Hon. Secretary should clarify further. Hon. Sec. Dr. C.S. Singhal further said that he has written two letters to Dr. Rajeev Bhandari.

Dr. S.N. Goyal said that from today onwards deposition of 20% saving should be within Viro train; to be decided today.

- Dr. S. Gaur said that this is the responsibility of organizing chairman as well. Dr. A. Gurnaha treasurer IOA said that there is no time limit, but we will give cheque to Hon. Sec. at the earliest.
- Dr. H.K.T. Flaza said on coming Monday, 3rd Oct. 05 Secretary will get cheque positively.
- Editor Dr. Abh. C. Agrawal, has shown Journal Vol. 2. His efforts were appreciated.
7. Reports of various subcommittee - constitution committee - Dr. P.K. Rai submitted a long report of book of Protocol of MPIOA, prepared by Dr. C.S. Singhal. Dr. Deepak Shah said that it should be published in News letter, passed by GBM.
- A.S. Wadhwa Committee report not available.
- Fellowship Committee - Hon. Sec. Dr. C.S. Singhal presented report. He said that with the continuous efforts and support of Dr. Namaria and Dr. P. Shrivastava both ex. Hon. Secretary, he was able to revive both BOS fellowship. Hon. Secretary further added, this year there was tremendous response for BOS fracture course fellowship and BOS Arthroscopy fellowship. Total 8 applications have been received four - four for each. Out of them fellowship committee has selected name of Dr. K.S. Rathore (Rajastan) and Dr. Rajesh Mehta (Madhya) for BOS fracture fellowship.
- For BOS arthroscopy fellowship Dr. A.S. Meena (Kocherangabad) has been selected.
- House agreed with decision of fellowship committee.
- Ethics committee report not available.
- Conference Committee, Ujjain- Dr. S.K. Sharma has sent audited accounts of Ujjain conference and is published in news letter. As he is not present today so rest of the report is not available.
- Bhopal - every body appreciated the Bhopal Conference - Dr. R.K. Chourasia Org. Sec. of Conference and Pres. elect of MPIOA thank everybody and said that he will send his report to the office at the earliest.
8. Venue of next conference - Hon. Secretary said next year's conference is 25th Silver Jubilee Conference. Dr. A.K. Dubey, Gwalior wanted GOA to host the conference and Dr. G. Yeshkar wanted Indore to be the next destination. House agreed for Gwalior and given directions to Dr. A.K. Dubey, that within one month a letter from GOA will be sent to the Org. Sec. and Org. Chairman should reach to office of MPIOA and for which Dr. A.K. Dubey agreed.
9. Complications in Orthopaedics - Dr. S. Gaur, Bhopal suggested "Complications in Orthopaedics" as one of the topics. Dr. P.K. Rai, Bhopal suggested "Osteoporotic fractures and treatment". Dr. Abh. Agrawal suggested "Paediatric Orthopaedics" and Dr. S.N. Goyal suggested Barachar as a topic of next symposium. Dr. P.K. Flaza's name and topic was finalized by GBM.
10. Hon. Secretary presented results of opinion poll. They were printed in the news letter as well. House agreed for all except one that there should not be any nomination lists. House appreciated the opinion poll.

11. Protocol of M.P. IOA and Guide lines to Org. Secretary of Annual Conference of MPIOA to be decided - is the part of Protocol to be printed in news letter, to be decided by House.
12. P.G. Perfection Course and Best Teacher award - Dr. G.S. Vyas President MPIOA said that he has written letters to all HOD of Orthopaedics of Medical College but no one has responded. Dr. Namaria objected why HOD's but GBM has not been involved. Dr. Singhal said its not only the HOD's but every member of MPIOA has been given equal importance and has been printed in news letter many times.
- There should not be any best teacher award till it is finalized in GBM. It should be again printed in news letter and to be decided in next GBM. House agreed.
13. Ornamental Vis a Vis Functional ex. body is a part of constitutional amendment to be decided by constitutional committee.
14. Expenses for executive committee member for attending summer executive meeting only 2nd AC to and fro train travelling fare to be paid by MPIOA - passed by GBM.
15. Monetary help to Org. Sec. of State Conference - House agreed for refundable soft loan (no interest) upto Rs. 10,000 to Org. Sec. of State Conference.
16. Making yearly calendar of activity of MPIOA - House agreed. Hon. Secretary to maintain yearly calendar. Midterm activities should be continued.
17. Election result - Hon. Secretary said that only nominations were there for President elect. There were two nominations. Dr. A.K. Dubey, Gwalior and Dr. Sanjay Jain Jabalpur. Dr. S. Jain withdrew so Dr. A.K. Dubey is unopposed President elect. Now rest of the posts of two vice presidents and six executive members has to be filled from house.
- For post of vice president -
1. Dr. P.K. Saxena proposed name of Dr. Pradeep Tiwari Bhopal & Dr. F.H. Falzy seconded.
2. Dr. S.K. Jain Satna proposed name of Dr. P.K. Shrivastava and Dr. A. Gurnaha seconded.
- Following are executive members (six) proposed and seconded by members of MPIOA
1. Dr. Ajitun Wadhwan, 2. Dr. Y. Chahar, 3. Dr. Pradeep Shrivastava, 4. Dr. S.N. Tripathi, 5. Dr. Navoon Kalra 6. Dr. Ramesh Dak
18. Dr. C.S. Singhal, Hon. Secretary read the names of news members. Their names ratified by GBM. GBM welcomed all.
19. Any other matter with permission of chair - Dr. A.K. Dubey said that members above 65 years of age will be exempted from flag fees. Dr. S.K. Jain, said Dr. H.K.T. Flaza, contesting for post of President elect IOA. GBM agreed for whole heard support.
- As there were no other matter. President, Secretary and other chairperson thanked every body.
- Meeting concluded with National Anthem.

Hand Surgery training course for P.Gs & Asstt. Surgeon

Last date of application - 21st April 2006

- = Course Duration-5 Days, Monday 1st May to Friday 5th May 2006 at Pune.
- = No Registration fees: (waived off).
- = Documentary accommodation will be arranged if prior information is there with course director.
- = Course Director- Dr. Parkaj Jindal.
- = Seats available - Four, Two for PG - (3rd year PG) & Two for Asstt. Surgeon preferably who has been awarded M.S./D.Orth. in last ten years. Seats are interchangeable means if there is no Asstt. Surgeon's application then three / four 3rd year PGs will be accommodated & vice-versa. They have to manage their departmental leave & traveling expenses.

How to apply - (as per proforma below)

Apply to Hon. Secretary along with certificate from HOD (in case of PG) & Photocopy of M.S./D.Orth. (in case of Asstt. Surgeon). In both the cases applicant has to be the member of MIP chapter of IOA. Also attach photocopy of MS Ortho/D.Ortho.

Application lacking documents will not be considered.

This segment of orthopaedics has been selected because for Hand Surgery no extra instrumentation & hardware needed. All the hand surgery procedures can be done in average setup of PHC / Dist. Hospital / Nursing homes.

Dr. C. S. Singhal
Hon. Sec. M.P. IOA

Dear sir,

I wish to apply for Hand surgery fellowship of M.P. IOA 2006.

Name
Address
Mob. No.
M.S. / Dip. orth. year of passing (attach photocopy)
Working P.Gs attach certificate from HOD.
Contact Nos.
Dr. C. S. Singhal
Dr. Parkaj Jindal, Pune
Add.: Pleasant Apartments, 89/2, Ranar Road, Aurndh, Pune 7

Mob.: 94251-54772
Mob.: 098220-31140

NEW MEMBERS JOINED MPIOA DURING LAST ONE YEAR, RATIFIED IN GBM

- | | | |
|-----|-------------------------------------|--------|
| 1. | Dr. Raghuvar Sharan Gauram, Solva | LM 520 |
| 2. | Dr. H.H. Jangre, Gurga | LM 521 |
| 3. | Dr. O.P. Lakshmi, Rewa | LM 522 |
| 4. | Dr. Parkaj Soni, Rewa | LM 523 |
| 5. | Dr. Aditya Nigam, Bhopal | LM 525 |
| 6. | Dr. Karan Kohar Verma, Rewa | LM 529 |
| 7. | Dr. Anuj Varshney, Bhopal | LM 530 |
| 8. | Dr. Adesh Kumar Gohla, Bhopal | LM 531 |
| 9. | Dr. Anshu Verma, Rewa | LM 532 |
| 10. | Dr. Viray Singh, Jabalpur | LM 533 |
| 11. | Dr. Anil Agrawal, Jabalpur | LM 534 |
| 12. | Dr. Navneen Kothari, Jabalpur | LM 535 |
| 13. | Dr. Purag Paraskar, Narsinghpur | LM 536 |
| 14. | Dr. Deepak Radheshyam, Jaju, Indore | LM 537 |
| 15. | Dr. Manoj Kumar, Indore | LM 538 |
| 16. | Dr. Dev Krishna Sharma, Indore | LM 539 |
| 17. | Dr. Sandeep Agrawal, Indore | LM 540 |
| 18. | Dr. Girish Gupta, Indore | LM 541 |
| 19. | Dr. Hemant Mandogya, Indore | LM 542 |
| 20. | Dr. T.K. Mishra, Calcutta | LM 543 |

WELLDONE

1. MPIOA has received best chapter award during Inaugural ceremony of Golden Jubilee Conference of IOA on 27-12-05 at Mumbai. A memento to be remembered by all members of MPIOA forever.
2. **Dr. Sanjay Keshkar**
 - (a) Received Gold medal award during IOACG CON 2006 for free paper entitled "Use of Prefabricated Orthosis in Surgical Camp for PPRP & other deformities".
 - (b) Paper Titled "Spinal Trauma & its early rehabilitation during Natural Disasters (Our Experience of Tsunami- AAN 2004 and Earthquake, J&K 2005)" was selected for Gold Medal Award and presented during ISSI-CON 2006 at New Delhi
 - (c) 412 cases done by Dr. Keshkar for PPRP Free India Campaign of IOA
3. **Dr. S.K. Sharma** promoted as Associated Professor of Orthopaedic at Garul Medical College Ujjain.

Book of Protocol of MP IOA

(For day to day activity & smooth functioning of association)

Constitution and bye laws (to be printed as such as received.) & Reg No. 11284/02 (Firm & Society Registration Act.)
Reg No. to be printed over every official document; Registration No. has to be there, on letter head, news letter, Journal, annual conference brochures etc., to denote association as legal entity, & to be readily available.

GBM is the supreme authority.

How to obtain membership:

- Subscription fees, & eligibility as per constitution
- Subscription fees by dd only, as applicable on the date of application.
- Application to Hon. Sec. along with D/D
- Registration in the GBM, then only membership no. will be allotted.
- He will receive news letter, Journal
- Right to vote & contesting for any post will be only after ratification in the GBM.
- Membership list will be updated by H. Sec just after the GBM.
- Request for change of address should be on the format, as printed in the news letter.

Protocol for GBM

To be held on Day 1 of main conference.

Venue - Main hall of conference

Just before the end of the 1st day of conference.

Time - 90 minutes to 120 minutes. If executive committee (Hon Sec of MP IOA) has asked for extra time 60 days prior to conference then it should be considered by organizing committee of the state conference. This time schedule excludes Extra Ordinary GBM, which is as per Constitution.

Days for GBM should have 10 chairs, for President, Hon. Sec., Treasurer, Organizing Secretary of State conference, along with all the executives - (will be Chairpersons) as mandatory - for Past president, president elect, Ex Hon. Secretary, Ex Treasurer, Organizing Secretary of last conference & convener of last symposium to be present in the GBM - If not, then officer has to be informed 30 days before hand, & relevant report regarding the positions held in the above should be submitted.

1. The proposer & public address system should be there.
2. Mobile address system should be there in the hall as well.
3. The hall should conduct GBM

President has all the rights to ask any members to keep quiet if not following any instruction, for smooth conduction of GBM, & for the sake of association. None of the member should be present in the GBM under the influence of alcohol.
Decorum & Dignity of GBM should be maintained.
One employee/staff from host/organizer should be there to help executives. Newly elected executives should take oath & propose their planning for the betterment of MP IOA.

Protocol for executives - as per constitution

Protocol for functioning of office bearers - as per constitution
Besides this secretary has to do,

1. Immediately after GBM
2. To send Application for Best chapter award (A A Moha) gold medal of IOA.
3. State PG quiz winners names to be send to IOA PG quiz committee for IOA PG quiz competition.
4. Two Best PG papers name to be send for UP exchange fellows to Sec. of UP IOA.
5. News letter in the month of Feb / Mar & July / Aug. GBM has recommended only two news letters to be published every year Ujjain GBM 9th Oct 04.
6. Hand surgery fellowship application in Feb / Mar news letter.
7. Application for Fracture & Arthroscopy Fellowship & best city chapter award of MP IOA in July / Aug. news letter.
8. Reply to all the correspondence in week time.

Hospitality for executives

President & Sec. are State guests. No registration. Local hospitality stay. Vehicle has to be there. If AC sleeper to & to train fair to Pres & Sec from Conference account. Stay of President & Secretary should be very close to venue of carrying files & bags of association in hand.
All the executives should be received by the local organizer from their portal of stay & should be dropped, to their portal of exit.

Stay of President/Sec/Treasurer's stay should be in this same hotel

Executive meetings - two

Summer executive meeting - 1st half of April. Sec has to fix the date with consent with Annual State conf organizer, 15 days notice to all executives including symposium convener. All the arrangements will be done by local organizer. President & Sec. are State guests. Local hospitality, stay. Vehicle has to be there. If AC sleeper to & to train fair to Pres & Sec from CONFERENCE account. All the executives should be received by the local organizer from their portal of stay & should be dropped, to their portal of exit.

Summer executive (in the month of April, at the place where State conference of same year is scheduled, host will be local conference organizer) meeting should be in two part

1. Meeting of the executives, for MPIOA purpose
2. Meeting of all executives with local organizer (all the local members has to be invited, officially & their signed document should be produced to State secretary before start of meeting.) FOR THE PURPOSE OF ANNUAL STATE CONFERENCE - to see venue of next conference, scientific hall, poster hall, pre conference workshop place, trade exhibition place, pre view room, presentation system, finalizing the scientific programme, symposium, oration presenter, Executives have all the rights to recommend or disqualify any preparation & to suggest a room for improvement, for the betterment of association & file binding to local conference organizing committee.

Winter executive meeting during 1st day of main conference or on the day of workshop which ever is convenient. Has to be before GBM, 15 days prior information to all executive, isolated hall with sitting arrangement of at least 20 persons has to be arranged by local conference organizer.

Election Returning officer - as per constitution, Hon. Secretary of State, Eligibly & Terms of executives as per constitution

Election Time frame - Norm. form to be dispatched - Second week of July, Returns completed norm. form to office 10th Aug. 5:00 PM
Last date of withdrawal 15th Aug. 5:00 PM
Ballots to be dispatched by office 18th Aug.
Request for Duplicate ballot 31st Aug. 5:00 PM
Return filed ballots to office 24th Sept. 5:00 PM

ELECTORAL REFORMS WILL BE APPLICABLE AS PER OPINION POLL.

Protocol for Annual conference

Procedure: Bid for hosting annual conference

City chapter has to apply, no individuality will be considered, Ughin GBM decision 9th Oct. 04, if more than one application then to be decided by GBM

Organizing Committee

City chapter will decide name of Org. Sec., Org. Chairman & Scient. Sec./Chairman, during the GBM or can inform to it. Sec. MPIOA subsequently MOU to be signed on the route pad of city club, between Pres. & Sec. of MPIOA & Org. Sec., Org. Chairman & President of city club.

That

City club has voluntarily requested Pres. & Sec. MPIOA to host Annual State conference of MPIOA, City club & organizing committee of annual conf. of MPIOA take full

responsibility to follow all the rules, regulations & protocol, as laid down in constitution & bye laws of MPIOA, & changed from time to time. They will also follow all the decisions taken by different GBMs.
State Sec. has to give a copy of constitution & bye laws of MPIOA, to would be host of annual conference as per MOU, if they don't have, in front of GBM.

Signed on date,

Place,

Sign MPIOA Sign Sec MPIOA Sign Sec MPIOA Sign Pres City club
Pres MPIOA Sec MPIOA Sec MPIOA Pres City club
Finance of annual state conference - accounts will be managed by treasurer of Org contribution. No cash transaction should be done.
As per constitution - 20% of saving or full money to be given to MPIOA (see constitution).

Brochures of Annual conference

First letter in the month of Feb./March
Second detailed brochure just after summer executive meeting, with discussion with Pres. Sec. & Exe members.

Last date for Scientific material / abstract submission, 15 July.

Full paper submission - 15th Aug.

Reg. - up to 31st July no late fees, up to 31st Aug. with late fees, after 31st Aug. sayot registration.

Final programme to be dispatched first week of September.

Before final programme being dispatched it has to be confirmed by President & Hon. Secretary.

Registration, Registration form / Reg. fees.

Reg. fees 5% increase from last reg. fees every year.

Registration form should have LM no.

Abstract form - should also have LM No., only Life Member of MPIOA can present scientific paper, THE ONLY INTENTION IS TO INCREASE MEMBERSHIPS, WILL NOT DISCOURAGE THEM, BUT REQUEST THEM TO BECOME LIFE MEMBER, FOR THE BETTERMENT OF MPIOA

Pre conference Workshop,

One full day is mandatory.
One day prior to conference Pres. MPIOA & Hon. Sec. will inaugurate workshop.

New & innovative topics should be considered.

On the day of pre conference workshop Winter executive meeting & counting of votes.

1. For any scientific oral presentation 8 minutes is the presentation time & 2 minutes discussion time, for poster presentation two minutes will be the presentation & discussion time in front of the judges.

Categories - 1. Free paper - Any life member of State chapter, who is a Orthopaedic surgeon of any age, who is not a post graduate student or Assistant Surgeon, can present a paper in this category. Total number of two papers presented will be decided by number of applications & time slot by the local scientific committee.

2. Assistant Surgeon - Any life member of State chapter who is a Orthopaedic surgeon of any age, who is a Assistant Surgeon, working in MP State Government services can present a paper in this category. Assistant surgeon can not present any competitive scientific paper in free category. Total number of AS papers presented will be decided by number of applications & time slot by the local scientific committee.

3. PGs category - PG student of Department of Orthopaedics, supported by the letters from their HODs, in Medical colleges of State of MP, can present paper in this category. Each Medical college can have privilege of two PG papers. In addition to this there will be two PG papers from UP state as UP exchange fellows (out of competition points), no registration fees will be paid by exchange fellows, plus their reasonably good & free stay has to arranged by local organizer).

Evaluation- format should be as per attached sheet. There should be three judges for each competition, their marks should be averaged. Guest operators out of State should be judges for Free paper & AS paper. Judges for PG papers should be from State. None of the HODs of Dept. of Orth. of Medical colleges of MP can be, the judges for PG competition paper. This is absolutely mandatory to avoid disqualification.

EVALUATION SHEET FOR PAPER COMPETITION

Paper Title	The total scores for each paper			Total %
	Overall Max. Marks	Presenting Max. Marks	if Presenting Max. Marks	
1				
2				
3				
4				
5				

Signature of Examiners
 Name: 1. _____ 2. _____ 3. _____
 2. For the printing of the program and book, the printer in each region should
 3. The Scientific Committee of the State should be responsible for the printing of the program and book.

Outline

Last scientific session of conference, for PGs only.
 In case of any failure/excuse organizer has to be ready with alternative system or site etc. It should not be postponed in any case. Team consists of two PGs from each medical college of state.



All PGs or HODs should send the names of PGs directly to office of MP IOA, one month prior to conference, & a recent letter from HOD of their being current PG. As per directions from National PG quiz program - letter from HOD, Photograph & signature of PGs are needed for National PG quiz, & a letter from state secretary.

Preview room
 Dark, with same system of presentation as that of scientific hall, more than two projectors, write wall & projector should be there, away from scientific hall & well marked with directions.

Scientific hall

Minimum requirement/arrangement - Alternative power source, Dark room, AC, at least 400 chairs, well marked, dual entry & exit, fire fighting devices, sufficient moving space, there should be two desks, one on each the sides. One for Chair & co chair. ... Second for local scientific secretary. Both the desks should have 4-4 chairs, table, table lamp to see the programme in the dark, pointers, clock.

Two podiums one on each side. One podium which is used for scientific demonstrations should have tick box, pointer, red & green bulbs with switches in the hand of Chairperson, mike & table lamp for the presenter to read the paper. Local scientific secretary should be ready on his desk with memento & certificates of all the scientific sessions to be given away immediately, without wasting any time.

Two make for the audiences.
 At the types of presentation system.

Scientific secretary has to keep pace with time & program. When time is over then he should ask the presenter to stop.
 Poster hall - well marked, with all the material to fix the posters. Inauguration of poster hall has to be by Pres. & Sec. of MP IOA.

Any number of posters from any medical college, can be considered by Conferences Scientific committee.
 Valuedictory function - The last program. Both the executive teams should be there, sufficient chairs, transfer of color & transfer of official matter.

Office of MP IOA should give a gift to Org Sec of Annual Orthocon, & to his wife as well. Protocol of Guests speaker in state / out of state - In state has to pay registration at the portal of entry & dropped to the portal of exit.
 Out of state (CME, Symposium, Conference, Workshop etc.) - Guests speaker, reg fees waived off, land AC train to & fro for complimentary stay, + all the local hospitality.

MP IOA Office in the Annual conference - Separate place for activities of office of MP IOA. No changes will be paid by the association. One attendant / employee from organizer should be there.
Mid term activities Protocol & permissions.

For the betterment of association, a letter to president & secretary to be given association should not spend a single penny for the first time, their proposal should be put to GBM. Mid term symposium / conference should be arranged as per protocol of IOA, & for Best State chapter award.



Protocol for starting any new activity of MP/IOA
 To be decided in the GBM. For the betterment of association executives can also decide. If executives decide then association should not spend a single penny for the first time, then proposal should be put to GBM.
 Journal two in a year

Awards
 Best city chapter awards, already started, evaluation sheet is already printed in the news letter. Awards to be distributed during inaugural ceremony.

Fellowships
 1. BCS # course fellow Two seats, application format to be published in the July Aug news letter every year.

2. Astroscopy fellows (courtesy Gwa OA) one post, application format to be published in the July Aug news letter every year.
 3. Hand surgery fellowship, minimum four seats, application to be published in Feb/Mar. news letter every year.

All the applicants should be life members of MP/IOA.

Format for selecting the candidates for fellowships -
 Any other post MSc/Diploma examination (like DNB, Ph. D, etc) 2 marks max
 Larger publication / presentation 1 mark each page: 2 marks max
 Attended Annual con. of MP/IOA 1/2 mark each: 2 marks max
 Any workshop attended, even MP/IOA/CON 1 mark each: 2 marks max
 Any awards received, from Oct last year to Sept. of year of application: 2 marks

Any activity (workshop, mid term scientific activity) done for betterment of MP/IOA, from Oct last year to Sept. of year of application, 2 marks
 Any charitable work done, from Oct last year- Sept. of year of application (any home & joint oriented diagnostics or charitable camp, public awareness camp etc.) 2 marks
 Any other fellowship (MP/IOA/any other association) received, from Oct last year to Sept. of year of application, 1 mark

Total 15 marks

Application has to be supported by documentary evidences

Protocol of maintaining the records of MP IOA, -

1. Letters received
2. Letters sent Office copy kept
3. Bills
4. Election file & record of ballot papers
5. Fellowships files two
6. City chapter award file

7. News letter file
8. Minutes register
9. Membership register
10. Executive meeting file
11. GBM file

All the correspondence addressed to the Secretary should be replied in a weeks time.

Transfer of records to new office bearers
 at the time of completion of term during GBM, outgoing Sec. should detail & handover all these documents to incoming secretary.

Sub committees & Appointing new subcommittees - is the sign of growth, need based, President, Sec. & Executives has to decide, to be confirmed by GBM. A written report of all sub committees has to be submitted during GBM & should be published in the news letter so it can be readily available.

Co ordination between City chapter & MP IOA Office.
 Hon. Sec. of MP/IOA has to keep contact with all the secretaries of city orth. club, City orth. club secretaries should also inform MP/IOA about their office bearers. Executive committee members of MP/IOA, has to be involved actively. Past honorary Secretary has to play crucial role. (see manuals of Executive meeting & GBM, 30.9.05 & 1.10.05)

Protocol of Transparency - Any member / executive has right to visit any time, & can check any record. Further any member / executive has right to visit treasurer's office any time, & can check any record/accounts.
The Judges in case of controversy - President, Past president, President elect, Hon. Sec., Treasurer & Past Hon. Secretary, along with any member of MP/IOA considered by GBM will constitute a committee during GBM to solve any dispute (total 5 members) Both the party under dispute should be given equal chances to present themselves, for the justice.

Protocol of complaint against any office bearer / member/ conference organizer
 Matter to be considered in the Executive committee, only to be put forward in the GBM to be decided for ever.
Protocol of action - As per constitution - If anybody has violated the constitution, rules & bylaws, & protocol then after one notice from the secretary, he should be
 1. Suspended from the association for one / three years.
 2. Rs 5000.00 as a fine.
 3. Can not contest for any post in the election for whole life.
 Forgive - only after written apology to be read, in the GBM, in person, with clear warning that if any repetition than membership will be suspended for ever.

Format for change of Address:
 Should contains present address (old) in the associations alongwith new address which a member want in association. Alongwith phone No.

**APPLICATION
MEMBERSHIP OF M.P. CHAPTER, INDIAN ORTHOPAEDIC ASSOCIATION**

Name (In Block Letters) _____ Surname _____ Other Name _____

Permanent Address _____

Pin _____ Mob. _____ E-mail _____

To, The Secretary, M.P. Chapter, Indian Orthopaedic Association, W.F. No. - 1, 1, 2009 LIFE MEMBERSHIP FEE - 1000/- Pay by DD only. No cheques please. ANNUAL / ASSOCIATE FEE - 100/-

Dear Sir,
I wish to join the M.P. Chapter of IOA as the Member / Full Member.
I am enclosing the form for membership or for yearly subscription or a cheque of _____ towards the subscription in favour of INDIAN ORTHOPAEDIC ASSOCIATION M.P. CHAPTER BHOPAL.

Name (In Block letters) _____ Surname _____ Other Name _____

Permanent Address _____

Pin _____ Mob. _____ E-mail _____

Qualifying Degree _____
Year of Institution _____
Post Graduate Degree and / or Diploma _____
Year and Institution _____
Present appointment including nature and amount of Orthopaedic Work (use extra sheet if needed) _____
Are you a member of IOA _____ Yes/No, If yes membership No. _____
Date _____ Signature _____

Proposed by (Name in Block Letters) _____
Member, Indian Orthopaedic Association M.P. Chapter _____
Membership No. _____ Signature _____
Designation _____

Seconded by (Name in Block Letters) _____
Member, Indian Orthopaedic Association M.P. Chapter _____
Membership No. _____ Signature _____
Designation _____

Send the form and Subscription to:
The Hon'y. Sec., M.P. Chapter of IOA
Bombay Hospital & Research Centre, Jabalpur
God Bazar, Jabalpur (M.P.) India
E 2412110, 2412202, 2007311. Mo. 94791-94771 E-mail: hrmpy@rediffmail.com

Alignment of LM No will be after ratification in next OBA

IOA MEMBERSHIP FORM

The Hon. Secretary, Indian Orthopaedic Association
105, North Ch-3 Lines, Near Charbagh
Jabalpur-482 001, India
Ph : 2321435 ; 2324 633; Fax : 232 4436 Email : natrax@martsonline.com

Dear Sir,
I wish to apply for the LIFE / FULL Membership of Indian Orthopaedic Association

Name (BLOCK letters) _____

Organisation & Address _____ Telephone _____

Permanent Address _____

Email _____ Telephone _____

Date of Birth _____ Place of Birth _____

PG Degree / Diploma _____ Year _____

Institution _____

Publications (Attach list) _____

Enclose the payment of _____ By Cheque/DD No. _____

Place and Date _____ Signature _____

Proposed by (Signature and Name in BLOCK LETTERS) _____ IOA Membership No. _____

Seconded by (Signature and Name in BLOCK LETTERS) _____ IOA Membership No. _____

The membership form valid for Jan 1999 for Life membership is Rs. 3000/- and for ordinary membership is Rs. 300/- (yearly) to come in Cheque and it is 40/- Please write Draft/Cheque in favour of Indian Orthopaedic Association, Tuglak Hospital, Tuglak Road, New Delhi.
Please SEND the membership application
* Original application form and Proposed copy of Draft/Cheque to Dr. Jitendra, Secretary, IOA, Jabalpur (address above).
* Photocopy of application form and original Draft/Cheque to the Treasurer, Indian Orthopaedic Association, 13 Tuglak Hospital, Tuglak Road, New Delhi.
Membership is subject to ratification in the subsequent AGA of the IOA. Alignment of membership number is after the ratification.

Please inform to Hon'y. Sec., M.P. IOA, immediately on becoming member of IOA.